



Charlottesville Albemarle Airport Commission Meeting
Monday, March 13th, 2017 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: John Post, Addison Barnhardt, Brian Campbell, Donald Long, Chris Engel

Members Absent: (Victor Schiller resigned as of March 3, 2017) (George Benford resigned as of December 2016)

Staff Present: Melinda Crawford: Executive Director, Jason Burch: Director of Marketing; Penny Shifflett: Director of Finance; Samantha Varner: Administrative Assistant

Others Present: None

Call to Order at 4:05 p.m. by Mr. Post

Consent Agenda:

1. Minutes – January 2017
 - a. Mr. Barnhardt made a motion to accept the minutes from January 2017, and the motion was seconded by Mr. Long.
2. Financial Statements – January 31, 2017 (Unaudited) discussed.

Matters from the Public: None

Recognition of Employees: Jason Burch, Travis Ratcliff, Nancy Kidd, and Jeff Henry were recognized for 15 years of service; Troy Buttner and Harold Shifflett were recognized for 5 years of service.

Items:

1. 2017 Audit Committee Membership and Professional Audit Services Contract
 - a. Resolution No. 2017-3 “Re-appointment of the 2017 Membership of the Audit Committee”
 - i. In light of the two vacant positions, the commission would like to wait until the May meeting to see if the new members would like to fill the role on the Audit Committee.
 - b. Resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
 - i. Mrs. Crawford explained the process and timeline for selecting a firm related to the pending Request for Proposal for Professional Audit Services.

Informational Items:

1. Executive Director’s Update
 - a. Deputy Executive Director Bill Pahuta is retiring. A nationwide search will be pursued for his replacement with the new title of Director of Operations/Maintenance.
 - b. The parking expansion project is awaiting estimates on the cost of a garage vs. expanding surface parking only; discussion ensued. Options will be presented once the figures are received.
 - c. The Authority Board will be reviewing the 6-year capital plan on Wednesday, March 15th. The timeline for the FY-2018 Budget’s review and approval process was discussed.
 - d. The following ongoing construction projects were discussed:

- i. Stair replacement project.
- ii. The air carrier ramp expansion design.
- iii. A potential land acquisition project was discussed.
- iv. The HVAC cooling tower was replaced last week.
- v. The runway rehab project is scheduled to begin with night work starting June 13, 2017 through the end of July. Other aspects of the project were discussed.
- e. A Marketing and Air Service Update was provided which included a discussion of the new United Chicago service that is scheduled to begin on June 8th. This service will open up additional travel destinations into Canada with United's Star Alliance partnership. On May 1st Delta will also be adding its 5th Atlanta trip.
- f. Changes to the procedures for the Virginia Department of Aviation grant funding was discussed.

Next Scheduled Meeting: Joint Board and Commission Meeting, Wednesday, May 17th 10:30 a.m.,
Basement Conference Room, Charlottesville City Hall

Adjournment: 5:21 p.m.