



Charlottesville Albemarle Airport Authority Meeting  
Tuesday, March 13, 2018 at 8:00 a.m. in the Airport Terminal – Lower Level Conference Room

### MINUTES

**Members Present:** Donald Long, Maurice Jones (left at 9:30 a.m.), Jeff Richardson, Lisa Robertson

**Members Absent:** None

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jason Burch: Director of Marketing; Jason Devillier: Director of Operations, Maintenance, & Public Safety; Jessica Conley: Administrative Assistant

**Others Present:** None

**Call to Order at 8:32 a.m. by Donald Long**

#### **Consent Agenda:**

1. Minutes – January 17, 2018: Mr. Jones motioned to approve the Minutes, Mr. Richardson seconded the motion, and it was unanimously approved.
2. Financial Statements –January 31, 2018 (Unaudited) discussed.
3. Airport Statistics: December 2017 and January 2018 discussed.

Mr. Jones made a motion to accept the Consent Agenda, the motion was seconded by Mr. Richardson, and it was unanimously approved.

**Matters from the Public:** None

#### **Action Items:**

1. Realignment and recommission of the Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR) Item was discussed.

Mr. Jones moved to approve the resolution. Mr. Richardson seconded and it was unanimously approved.

2. Talbert & Bright Work Authorization #18-01 “Entry Pavilion Final Design and Bidding Services” Item was discussed.

Mr. Richardson moved to approve the resolution. Mr. Jones seconded and it was unanimously approved.

#### **Informational Items:**

1. Executive Director’s Update: Ms. Crawford presented the following items:
  - a. Personnel Update: At the March Board meeting, the Board discussed the need for an additional accounting position on staff. Deana Sultanzada was working with the accounting department as a temporary contractor, and she has been hired full-time to fill that position.
  - b. Custodial Contract Update: The custodial contract was terminated and the services of a temporary company have been secured. A Request for Proposals will be issued, and it is anticipated that a new contract will begin July 1<sup>st</sup>, 2018.
  - c. FY2019-Proposed 6-Year Airport Capital Improvement Plan (ACIP): A copy of the ACIP was distributed, and the plan was discussed.
  - d. Construction Update:

- i. **Parking Expansion:** Mr. Long informed the Board that the Commission was concerned about cost of Escalators versus Elevators in the new Entry Pavilion Project. Board decided it was in best interest of customers to have both Escalators and Elevators.
- ii. **Runway Rehab:** The project remains open with several areas to be addressed. The final panting of the runway/taxiway remarking needs to be completed when weather permits, and further discussion about possibly seal coating the runway will take place soon.
- iii. **Ramp Remarking and Expansion:** When weather is suitable, the remarking of the air carrier ramp will begin. Staff is still working with the FAA to approve the Airport Layout Plan Update which will allow us to secure funding for the ramp expansion design project.
- iv. **FIDS/PA/Media Management Update:** The new Flight Information Display System project is underway with many of the new monitors installed. When the system is complete, this system will help with digital paging and advertising.
- v. **Charging Stations Installation:** A prototype of the charging station is close to completion, and installation in the Gate 5 area should take place soon.
  
- e. **Marketing & Air Service Update:** CHO is now an all jet airport. Passenger traffic grew 13% year-to-date and fares are at an all-time low.

**Next Scheduled Meeting:** Monday, May 15<sup>th</sup>, 2018, 8:00 a.m., County of Albemarle Executive Conference Room#228-B

**Adjournment:** 10:01 a.m.