



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, March 9, 2020 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Chris Engel, Steven Hiss, Donald Long, Addison Barnhardt, Eric Walden

Members Absent: Michael Prichard

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Jessica Conley: Administrative Assistant;

Others Present: none

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

Consent Agenda:

1. Minutes – January 30, 2020-discussed.
 - a. Mr. Engel made a motion to accept the minutes and the motion was seconded by Mr. Hiss. Unanimously accepted
2. Financial Statements –January 2020 (Unaudited) discussed.
3. Airport Statistics: December 2019 and January 2020 discussed.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Audit Committee Recommendation for Robinson Farmer Cox Associates: Item discussed
 - a. **Recommendation:** For the Board to Accept the Recommendation of the Audit Committee to Exercise the 3rd of 4 options to allow Robinson Farmer Cox Associates to perform the FY20 annual financial audit.
2. Award of Administration of Engineering and Architectural Services Contract: Item discussed
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering and Architectural Services Contract”

Informational Items:

1. Executive Director’s Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: The recent Employee Appreciation Luncheon was discussed and Mr. Hiss’ attendance at the luncheon was recognized
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: Project expected to be complete in the summer of 2020. Currently, most of the project’s activity is on constructing the retaining wall.
 - ii. Expansion of Economy Surface Parking Lot Project: We now have the lot opened, and we are using cones and barriers until the handrails have been installed.

- iii. ARFF Breakroom and Training Room Project-An inspection of the area found an additional environmental issue with that building's roof. That issue will be mitigated before construction can begin.
- iv. MALSR Update: An update on the project was provided.
- v. Passenger Shelters: Passengers shelters have been installed and currently waiting on wrapping and handrails.
- vi. Terminal Area Masterplan: In addition to the expansion of the terminal, this Masterplan will look at several items including ARFF building location, parking projections, utilities, and roadway designs.
- c. Marketing & Air Service Update: Mr. Burch provided an update on air service and discussed an upcoming workshop along with other items.
- d. Capital Budget: A copy of the proposed FY21-FY26 Airport Capital Improvement Program was provided for review. This program will be brought to the Board at their May meeting for approval.

Next Scheduled Meeting: May 11, 2020, 4:00 p.m., Airport Lower Level Conference Room

Adjournment at 5:05 p.m.