



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, May 14, 2019 at 10:00 a.m. at the Airport Terminal-Lower Level Conference Room  
MINUTES

**Members Present:** Donald Long, Mike Murphy, Jeff Richardson

**Members Absent:** none

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

**Others Present:** Mark Flynn: Director of Virginia Department of Aviation; Cliff Burnette: Director of Airport Services Division at the Virginia Department of Aviation; Steven Allshouse: Manager of Economic Analysis and Forecasting at the County of Albemarle; Elizabeth McQueen from Kimley Horn; Mike Mancuso: General Manager of Signature Flight Support

**Call to Order at 10:04 a.m. by Donald Long.**

**Consent Agenda:**

1. Minutes – April 10, 2019
2. Financial Statements –March 31, 2019 (Unaudited) discussed.
3. Airport Statistics: February 2019 and March 2019 discussed.

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

**Matters from the Public:** Introduction of Mark Flynn, Cliff Burnette, Steven Allshouse, and Elizabeth McQueen.

**Awards & Recognition: None**

**Action Items:**

1. **FY-2020 Operating Budget and 6-Year Airport Capital Improvement Plan:** Mrs. Crawford provided a “FY-20 Proposed Operating and Capital Budget” presentation. Mr. Murphy requested separate tracking of the buyback policy for 2021 budget. He would also like to see different scenarios for allocations of administration costs. Ms. Crawford explained the capital budget changed largely due to Taxiway Echo being needed for the Air Carrier Ramp expansion. Mr. Richardson made a motion to approve the FY-2020 Operating Budget and 6-Year Airport Capital Improvement plan. Mr. Murphy seconded the motion and it was unanimously approved.
2. **Resolution No. 2019-4 “Executive Director Authorization to Accept a Federal Aviation Administration (FAA) Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects:** Mr. Murphy made a motion to approve Resolution No. 2019-4 allowing the Executive Director to Accept a Federal Aviation Administration (FAA) Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects. Mr. Richardson seconded it and it was unanimously approved.

**Informational Items:**

1. Executive Director's Update: Mrs. Crawford presented the following items:
  - a. Personnel Update: Mrs. Crawford outlined the current recruitment efforts for several open positions including Terminal Maintenance, Airfield Maintenance, and a Custodian position. She also explained that two long-time employees, Ronnie Shifflett and Ross Holtzman, will be retiring in August.
  - b. CHO Open House: An open house was held 05/11/19 at Signature. Staff was able to discuss upcoming projects and issues with several members of the general aviation community. Similar meetings will take place every quarter, and CHO will be hosting the next event.
  - c. Passenger Facility Charge (PFC) Application Update: A PFC application has been submitted to fund several projects. The PFC process and the projects to be funded by this PFC application were discussed.
  - d. Construction Update: A brief update of the following construction projects was provided:
    - i. Parking Improvements Design
    - ii. Runway/Taxiway Rehab Construction
    - iii. Air Carrier Ramp Expansion Design
    - iv. Entry Pavilion Design
    - v. Terminal Energy Modification
    - vi. MALSR Update
    - vii. Terminal Prescreening work
    - viii. Request for Proposals (RFP's) - Several RFP's will be issued in the near future.
  - e. Marketing & Air Service Update: Mr. Burch provided an update of recent air service efforts and upcoming changes to CHO's air service including CHO's 39 months of continuous growth.
  - f. Joint Board/Commission Fall Retreat: Strategic planning retreat being planned for the fall with Montpelier as the possible location. Staff will be sending available dates out at a later time.

**Next Scheduled Meeting:** To be Determined.

**Adjourn:** 11:10 a.m. Mr. Murphy motioned the closing of the meeting, Mr. Richardson seconded, and it was unanimously approved.



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Donald Long