



Charlottesville Albemarle Airport Commission Meeting Minutes  
Monday, March 8, 2021 at 4:00 p.m.-Zoom

**MINUTES**

**Members Present:** Steven Hiss, Donald Long, Adam Seid, John Mattern, Roy Van Doorn, Eric Walden

**Members Absent:** Michael Prichard

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

**Others Present:** Jeannine Bouvier, Mike Mancuso: General Manager at Signature Flight Support

**Call to Order at 4:02 p.m. by Mr. Hiss**

**Consent Agenda:**

1. Minutes – January 11, 2021-discussed - Mr. Long made a motion to accept the minutes, and the motion was seconded by Mr. Doorn. Unanimously accepted.
2. Financial Statements –January 2021 (Unaudited) discussed.
3. Airport Statistics: December 2020 and January 2021 discussed.

**Matters from the Public:** None

**Awards and Recognition:** Melinda Crawford celebrated an 8 year anniversary

**Action Items:**

1. 2021 Audit Committee Membership:
  - a. **Recommendation:** To Recommend a Commissioner to the Board to Fill the position on the 2021 Audit Committee that was left vacant when Addison Barnhardt fulfilled his terms on the commission
  - b. Mr. Long nominated Mr. Hiss to fill the position on the 2021 Audit Committee; the motion was seconded by Mr. Doorn. Unanimously accepted

**Items:**

1. FY-2020 Comprehensive Annual Financial Report and Approve Renewal for FY21 Audit Contract:
  - a. **Recommendation:** For the Board to accept the FY20 Comprehensive Annual Financial Report as presented and approve the 4<sup>th</sup> annual renewal, per the Audit Committee's recommendation, of the contract with Robinson Farmer Cox Associates to perform the FY21 Audit
  - b. The report was discussed; The items noted in the Management Letter were presented as well as the staff's response to the items. Discussed approving the 4<sup>th</sup> renewal for the FY21 Audit Contract with Robinson Farmer Cox Associates.
2. Authorize the Executive Director to Apply for and Accept All Future Coronavirus Relief Grant Funding
  - a. **Recommendation:** For the Board to Authorize the Executive Director to Apply for and Accept All Future Coronavirus Relief Grant Funding
  - b. Funding for Airport Coronavirus relief continues to be discussed within the legislature. Funding amounts and grant types have not yet been determined
3. Amendment#4 to FY-21 Capital Budget:

- a. **Recommendation:** For the Board to Approve Amendment#4 to the Airport's FY-21 Capital Budget as proposed.
- b. Funding amounts and/or fiscal year changes for nine capital projects are being proposed and each of these changes were outlined in Attachment #1. Also added funding for additional coronavirus relief bills in the budget. The changes regarding Amendment#4 were discussed.

**Informational Items:**

1. Deputy Executive Director's Update: Mr. Burch presented the following items:
  - a. COVID-19 Update-Still in the process of applying for accreditation with the Global Biorisk Advisory Council (GBAC) ; a second round of funding relief for COVID19 has been announced; waiting on a possible 3<sup>rd</sup> round of relief.
  - b. Personnel Update: Melinda Crawford's 8 year anniversary is in March
  - c. Signature Support-Name Change: Signature is reorganizing and getting rid of the Hawthorne Aviation name. The correct name is now: Signature Flight Support. Mike Mancuso, General Aviation manager, will be transferring to Roanoke.
  - d. FY-22 Operating and Capital Budget-Discussion of Timing and the Process: Staff will be meeting with FAA and State representatives on Wednesday to go over the Capital budget. Staff will be sending out the Capital budget after the meeting to the Board and Commission to review. The Operating budget is being compiled with staff and it will be presented to the Board and Commission in May.
  - e. Construction Update:
    - i. Terminal Area Masterplan: We have reactivated the process with this project and have had meetings with Parrish and Partners.
    - ii. 2021 Emergency Terminal Generator Project: Project is underway and we have just finished the contract phase. Staff will be presenting the plan in the near future.
    - iii. Valued Engineered-Entry Pavilion Project: This was the elevator complex that originally was supposed to be at the center of the terminal and costs came back twice the amount of the estimate. The project has been redesigned using value engineering and a final design should be presented at the next meeting.
  - f. Status of On-going Request for Proposals/Qualifications: Based on financing we are pushing forward with 10 RFP's.
  - g. Marketing & Air Service Update: Mr. Burch discussed the increase in flights starting this month. American has brought back 2 Charlotte Flights and United is bringing back a Chicago flight.

**Next Scheduled Meeting:** May 10<sup>th</sup>, 2021 at 4:00pm.

Mr. Doorn requested a visit to the Airport for Commission members to see the facilities and equipment. Mr. Burch agreed and requested anyone with requests to reach out to him.

Mr. Burch also explained that we had our property on the west side surveyed and had some complaints from neighbors. The only plans we have for that area is fence replacement.

**Adjournment at 4:47 p.m.**