



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, May 9, 2022, at 4:00 p.m.-Gallery Room, Double Tree Hotel, Charlottesville, VA

MINUTES

Members Present: Donald Long (arrived at 4:35 p.m.), Steven Hiss (Chairman), Roy Van Doorn, Eric Walden

Members Absent: Matthew Murray, John Mattern(Vice-Chairman), Brian Johnson

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Executive; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant

Others Present: None

Call to Order at 4:01p.m. by Mr. Hiss

Ms. Crawford asked for permission to bring the discussion of the informational items forward on the agenda while waiting on Mr. Long's arrival. The members present agreed that the Consent Agenda and discussion of the three agenda items would be moved to the end of the meeting.

Informational Items:

1. Chief Executive Officer's Update: Ms. Crawford presented the following items:
 - a. COVID-19 Update: Mr. Burch explained that the COVID response team is still following the same procedures, including daily fogging and the 30-day fogging process.
 - b. Personnel Update: Two maintenance positions, as well as one public safety position, have been filled. All 3 of these new employees will be attending ARFF training/certification in June. A new ARFF incentive of \$5,200 per year has been proposed in the FY-23 Operating Budget.
 - c. FY-23 Six-Year Airport Capital Plan and Operating Budget: A draft of the budget was distributed and discussed. A budget meeting with the airlines is scheduled for June.
 - d. Construction Update:
 - i. Terminal Area Masterplan: This project is on hold due to the Escalator and Elevator projects which have taken a significant amount of the staff's time.
 - ii. Escalators Replacement Project: The new modular building has been installed and is currently being used as Gate 5 seating area for American Airlines' passengers. The contractor is in the demolition phase of the escalator project.
 - iii. Elevators and Covered Walkways from the long-term lot: Work is continuing on the elevator towers and the roof of the covered walkways. Both elevators are scheduled to be installed in July, and the project is expected to be completed in October.
 - e. Marketing & Air Service Update: Mr. Burch explained that we are looking at 20 flights a day by June, and the Chicago service is scheduled to end on June 1. Mr. Van Doorn questioned what the community could do to get the Chicago service back. Ms. Crawford explained how we would move forward with an air service update for the community to address that question.
 - f. Airline Incentive Update: Ms. Crawford explained how the CHO's Airline Incentive Plan would be updated.
 - g. Procurement update (proposed design/build projects): Some projects may be pursued using the design/build construction method. Those projects are the Air Traffic Control Tower Replacement,

a Security Update, the Terminal Building Expansion, and the Air Carrier Ramp Covered Walkway Installation.

Mr. Van Doorn asked several questions regarding rental car issues, including if Hertz was coming back. Ms. Crawford explained current rental car activity, and a Rental Car RFP will be issued soon.

Mr. Walden asked about a possible expansion of GA Hangar space. Ms. Crawford explained there would be an RFP issued soon for T-Hangar Construction near the Foxtrot I and Foxtrot II lease areas.

Mr. Walden requested a copy of the Signature's lease map.

Consent Agenda:

1. Minutes: March 7, 2022, Regular meeting --discussed - Mr. Long motioned to accept the minutes, and Mr. Van Doorn seconded the motion. The motion was unanimously approved.
2. Financial Statements: March 31, 2022 (Unaudited) were discussed.
3. Airport Statistics: February 2022 and March 2022 were discussed.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Resolution 2022-8 "Chief Executive Officer Clarification of Powers":
 - a. **Recommendation:** For the Board to Ratify Resolution No. 2022-8
 - b. Ms. Shifflett discussed the board's decision at the last meeting to clarify the resolution outlining the Chief Executive Officer's Powers.
2. Amendment#2 to FY22 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment #2 to the Airport's FY-22 Capital Budget as proposed.
 - b. Ms. Crawford discussed the proposed changes to the FY-22 Capital Budget and the addition of several projects due to the Bipartisan Infrastructure Bill.
3. Resolution 2022-9 "Authorization for the CEO to Award the Professional Audit Services Contract":
 - a. **Recommendation:** For the Board to approve Resolution 2022-9
 - b. An RFP for Professional Audit Services was issued in March 2022, and two firms' submitted proposals. A selection committee that was assigned by the audit committee deemed Robinson, Farmer, and Cox Associates (RFC) to be the most qualified to perform the audit services as outlined in the RFP. The audit committee has recommended that the contract be awarded to RFC

Next Scheduled Meeting: Wednesday, June 22, 2022, 4 p.m. in the Gallery Room at the Double Tree Hotel, Charlottesville, VA

Adjourn: 5:49 p.m.