



Charlottesville Albemarle Airport Commission Meeting Minutes,
Monday, June 7, 2021, at 4:00 p.m.-Airport ARFF Training Room

MINUTES

Members Present: Steven Hiss, John Mattern, Roy Van Doorn, Eric Walden

Members Absent: Adam Seid, Donald Long

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

Others Present: None

Call to Order at 3:59 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes –April 26, 2021-discussed - Mr. Van Doorn made a motion to accept the minutes, and Mr. Walden seconded the motion. The motion was unanimously accepted.
2. Financial Statements –April 30, 2021 (Unaudited) discussed.
3. Airport Statistics: April 2021 discussed.

Matters from the Public: None

Awards and Recognition: Stewart Key is the new Marketing Manager at CHO. She has been with the Airport for five years and has proven herself to be a huge asset. Timothy Kozma oversees ramp operations and is constantly going above and beyond to help. Steve Robinson is our Groundskeeper, and he also has proved himself to be an excellent tradesman who recently fixed a sidewalk issue in the long-term lot.

Items:

1. Amendment#6 to FY-21 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment#6 to the FY-21 Capital Budget.
 - b. This amendment reflects the correct funding allocations for this year's five FAA capital projects. As part of the COVID19 Recovery Act, this year's projects are eligible for 100% FAA funding. The inclusion of the 10% FAA match is \$583,000.
2. FY-22 Operating and Capital Budget
 - a. **Recommendation:** For the Board to approve the FY-2022 Operating Budget and 6-Year Airport Capital Improvement Plan

- b. This budget has been presented to our airline representatives, and they supported it as presented. We are proposing that the landing fee remains at \$2.07, and the terminal cost per enplaned passenger stays at \$1.92, which is the same as last year. An employee salary adjustment is included in this budget with a proposed increase to the minimum entry wage of \$15.00 per hour and a 2% increase. The major capital projects in the budget include a Modular Gate for Escalator Replacement, Shuttle Tracking System, the Energy Modification project for the Pre-Screening Area, Gate 5 Ramp Entrance Modification, Rental Car QTA Repairs, and Fire Extinguisher purchase for Air Carrier Ramp.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. COVID-19 Update- The COVID response team continues to follow protocols to keep the Airport sanitized.
 - b. Personnel Update: Three new custodians and a public safety officer were recently hired. We still have vacancies in the Parking Department, Public Safety, and Airfield Maintenance. We are presenting a new holiday schedule to the board.
 - c. Department of Justice Grant: Public Safety is applying for a grant to pay 75% of an officer's salary for three years.
 - d. Guidance on the 2021 Audit Committee Membership: Mr. Hiss's appointment to the Audit Committee was approved. Mr. Long's term has expired, so a vacant position of the committee remains unfilled.
 - e. Construction and Capital Projects Update:
 - i. Terminal Area Masterplan: We are hopeful that the Terminal Area Masterplan options will be presented in July.
 - ii. Emergency Terminal Generator Project: The project has started, and we are waiting on the generators to arrive. The project should be complete in approximately three months.
 - iii. Valued Engineered-Entry Pavilion Project: The contract for this project will be awarded when this year's FAA grants have been executed.
 - iv. Relocation of Taxiway Echo (A4)-The project has been delayed and will begin June 14, 2021. We will be closing Taxiway Alpha for approximately 100 days for this project.
 - v. ARFF Building Roof Replacement: Bids came in around \$200,000, and this project will be starting soon.
 - vi. ARFF and Snow Removal Equipment Purchase: The ARFF vehicle bid was \$697,000, and the loader's bid was \$264,000.
 - vii. Escalators Replacement Project: The new escalators will not be in for six months, and we may have to close the Gate 5 area for 6-7 months. We are planning on installing a modular building behind the Tailwind Area to make a temporary gate area for our American Airlines' passengers. This project may not be completed for about a year.
 - f. Marketing & Air Service Update: Mr. Burch introduced the new Marketing Manager, Stewart Key. Ms. Key explained that we held a marketing event last week to welcome back the American Airlines' Philadelphia flight. The current schedules show that the LaGuardia flight will return in September. Terminal advertisement has picked back up.

Next Scheduled Meeting: Monday, July 12, 2021, 4 p.m. Location to Be Determined

Adjournment at 5:27 p.m.