



Charlottesville Albemarle Airport Commission Meeting Minutes,
Monday, September 26, 2022, at 4:00 p.m.-Charlottesville Albemarle Airport, ARFF Training Room

MINUTES

Members Present: Steven Hiss (Chairman), John Mattern (Vice-Chairman), Roy Van Doorn, Brian Johnson, Eric Walden, Matthew Murray

Members Absent: Donald Long

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

Others Present: Jason Davis: Manager at Signature Flight Support

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

Consent Agenda:

1. Minutes –June 22, 2022-discussed – Mr. Van Doorn motioned to accept the minutes. Mr. Johnson seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –June 30, 2022 (Unaudited) and July 31, 2022 (Unaudited) - discussed.
3. Airport Statistics: May, June, and July 2022-discussed.

Matters from the Public: None

Awards and Recognition: Jason Devillier celebrated his 5-Year Anniversary with CHO in August. Melinda Crawford was recognized as Virginia Airport Director of the Year by the Virginia Department of Aviation.

Items:

1. FY-2023 Employee Benefit Limits
 - a. **Recommendation:** Approval of the FY-2023 Employee Benefit Amounts
 - b. Last March, the Board approved several revisions to the Authority’s Personnel policy. One item change was associated with some employee benefits. The dollar amount for four benefits would be established yearly during the annual budget process if funding allowed. The Board will be asked to establish the FY23 amounts for the Education Assistance Benefit, the Wellness Program Benefit, the Snow/Ice Removal Pay Benefit, and the Employee Separation Bonus Benefit.
2. FY-2023 Operating Budget-Amendment#1
 - a. **Recommendation:** For the Board to Approve Amendment#1 to the Airport’s FY23 Operating Budget as proposed.
 - b. This amendment includes the raise given to the CEO at the last Board meeting and other staffing and salary adjustments. This amendment also includes the additional funds needed for Item# 1 and reflects increased revenue from a tenant lease.
3. Resolution No. 2022-10 “CEO’s Authorization to Submit PFC Application”
 - a. **Recommendation:** Board authorizes the CEO to submit PFC Application 23-25-C-00-CHO to the Federal Aviation Administration (FAA).
 - b. The Authority will apply for a PFC application for \$5,617,814 to reimburse state entitlement funding for Apron Expansion and Gate 5 Escalator Replacement (2 sets) projects. The passenger facility charge will remain at \$4.50 per enplaned passenger.

4. Resolution No. 2022-11 “CEO’s Authorization to Award and Administer the FY-2023 HVAC Contract”
 - a. **Recommendation:** The Board approves Resolution 2022-10, which designates the Chief Executive Officer Authorization to Award and Administer the HVAC Full-Service and Preventative Maintenance Systems and Equipment Contract to Johnson Control
 - b. An RFP went out in July, and two proposals were received. The selection committee has deemed Johnson Control to have the best value and best proposal. This contract is for one year with four additional one-year options.
5. Resolution No. 2022-12 “CEO’s Authorization to Award and Administer the FY-2023 Creative Marketing Contract.”
 - a. **Recommendation:** The Board approves Resolution 2022-11, which authorizes the CEO to Award and Administer the Creative Marketing Services Contract to BFT International.
 - b. An RFP was issued in August for a company to perform Creating Marketing Services. Two proposals were received, and the selection committee interviewed both firms. The selection committee has deemed BFT International to have the best proposal and best value. This contract is for one year with four additional one-year options.

Informational Items:

1. CEO and Staff’s Update:
 - a. Personnel Update: We have hired two ambassadors and a parking attendant. We are currently interviewing for a Custodial Supervisor.
 - b. Rental Car Concession and Website Design RFP process: These RFPs have been issued, and the RFP results will be brought to the Board in November.
 - c. Construction and Capital Projects Update:
 - i. Escalator Replacement Project: Grand reopening of the escalators and the upper level should be on Wednesday of this week.
 - ii. Elevators and Covered Walkways from the long-term lot: The project is ongoing and expected to be completed in October.
 - iii. ARFF Building Rehab Project: Roof Replacement was completed in the summer, and we are currently in the ARFF Building Rehab Project design phase.
 - iv. Gate 5 Rehab Project: The Gate 5 area has been painted, and a thorough cleaning of the area has been completed.
 - v. ARFF and Snow Removal Equipment Purchase: The ARFF vehicle will be delivered in Spring 2023. The Deicing truck and Snow plow will be arriving soon.
 - vi. Terminal Area Plan Update: Hoping to have a presentation in November for the Terminal Area Plan.
 - d. Marketing & Air Service Update- Mr. Burch explained that the January schedule currently shows the Philadelphia service returning. He will be meeting with several airlines next month.

Ms. Crawford reiterated the strong air service at CHO and noted a recent article that explained how the three major airlines (Delta, American Airlines, and United) had ceased some aspects of their air service at 59 domestic airports since the beginning of the pandemic.

Mr. Walden inquired about GA Hangar space, and Ms. Crawford explained that she met with Signature. An RFP will be issued soon for GA Hangar construction.

Next Scheduled Meeting: Monday, November 7, 2022, 4:00 p.m.-Charlottesville Albemarle Airport, ARFF Training Room

Adjournment at 5:01 p.m.