



Charlottesville Albemarle Airport Commission Meeting  
Monday, November 11, 2019 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

### MINUTES

**Members Present:** Chris Engel, Steven Hiss, Eric Walden, Donald Long, Addison Barnhardt, Michael Prichard (arrived at 4:11 p.m.)

**Members Absent:** none

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

**Others Present:** none

#### **Call to Order at 4:00 p.m. by Mr. Engel**

#### **Consent Agenda:**

1. Minutes – May 13, 2019 and October 17, 2019 (Joint Meeting) - discussed.
2. Financial Statements – June 2019 and September 2019 (Unaudited) - discussed.
3. Airport Statistics: June, July, August, and September 2019 - discussed.

Mr. Long made a motion to accept the consent agenda, and the motion was seconded by Mr. Hiss. It was unanimously accepted.

#### **Matters from the Public: None**

#### **Items:**

1. Approval of Amendment to the Airport's FY20 Capital Budget-The airport's existing forklift has been experiencing serious mechanical issues. It was purchased several years ago through a state surplus program. In order to fund the new forklift an amendment to the FY20 capital budget is being requested. Also the amendment proposes to move the Terminal Fire Suppression Upgrade Project to a future year to be incorporated with the terminal expansion project.

#### **Informational Items:**

1. Executive Director's Update: Mrs. Crawford presented the following items:
  - a. Personnel Update: 5 employees have left recently and we have 3 new janitorial positions starting in the next 2 weeks. We currently have one opening for a part time ambassador.
  - b. Construction Update:
    - i. Air Carrier Ramp Expansion Design: The project started in July 2019. The expected completion date is the summer 2020.
    - ii. Expansion of Economy Surface Parking Lot Project: Less than 100 spots have been created. Currently, the installation of light poles is the only item remaining before the lot can be opened.
    - iii. Hangar Parking Lot and other Parking Improvement Projects: Demo has been completed on the old hangar, and 100 new parking spaces have been created. The parking lot is now open.
    - iv. ARFF Breakroom and Training Room Project- Environmental issue: The ARFF building was constructed in the 1960's and no significant work has been done in this area since the 1970's. An environmental issue has been discovered in the building, and this issue will be addressed in the near future.

- v. **MALSR Update:** The MALSR was decommissioned in July 2017. A conference call was held with FAA early in November, and we are waiting on FAA to complete and approve a proposed change. Ms. Crawford explained that the engineers are moving forward with developing a scope of work for the MALSR repairs.
- c. **CHO's Airport Concessions Disadvantage Business Enterprise (ACDBE) Program:** FAA requires the Board to review the program. No changes in the program besides wording.
- d. **Attachment #1 to the Authority's Purchasing Regulations:** Airport Legal council approved Attachment#1 to the Purchasing regulations and it is now being returned to the board for review. No objections have been voiced by board members.
- e. **Smith Vicars Agreement Letter:** The Smith Hangar has been leased to the same organization for 30+ years. Lease expires in March 2020 and will not be renewed. Instead it will go into a holdover status which will require the Authority to give the organization a 6 months' notice to vacate. Also the agreement will require fair market value to be paid as of March 2020. UVA's Pegasus will continue their lease agreement with Smith Vicars during the holdover period.
- f. **Marketing & Air Service Update:** Mr. Burch explained this Thanksgiving will be the busiest in CHO's history. We will have up to 32 flights per day during the holiday which will provide an additional 296 seats.
- g. **Acknowledgement of Staff's Outstanding Management of Recent VIP Visit:** Mr. Crawford commended the staff for an outstanding job when Vice President Pence visited the area.

**Next Scheduled Meeting:** January 13, 2020, 4:00 p.m., Airport Terminal's Lower Level Conference Room

**Adjournment at 4:54p.m**