



Charlottesville Albemarle Airport Board Meeting

Tuesday, November 12, 2019 at 8:30 a.m. in the Airport Terminal-Lower Level Conference Room

MINUTES

Members Present: Donald Long, Jeff Richardson, Dr. Tarron Richardson (arrived at approximately 9:00)

Members Absent: N/A

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Burch: Deputy Executive Director; Stirling Williams: Director of Landside Operations; Jonathan Shenk: Chief of Public Safety; Jessica Conley: Administrative Assistant

Others Present: Sebastian Waisman: Assistant City Attorney, City of Charlottesville;

Call to Order at 8:33 a.m. by Donald Long

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. Richardson made a motion to accept the Consent Agenda. The motion was seconded by Mr. Long, and it was unanimously approved.

Matters from the Public: None

Action Items:

1. Approval of Amendment #2 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.

Mr. Richardson made a motion to Approve Amendment#2 to the Airport's FY20 Capital Budget. The motion was seconded by Mr. Long, and it was unanimously approved.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: 5 employees have recently left the Authority, 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's Update was discussed
- d. The incorporation of Attachment #1 into the Authority's Purchasing Regulation was discussed.
- e. An upcoming Agreement Letter with Smith Vicars was discussed
- f. Marketing & Air Service Update: Mr. Burch provided the following updates:
 - i. Air Service: He discussed the increase of airline service planned for the Thanksgiving holiday and that the passenger traffic during the Thanksgiving week is on course to be the busiest in CHO's history with 32 daily flights.
- g. Ms. Crawford acknowledged Staff's Outstanding Management of Recent VIP Visit.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for the following purposes:

For Discussion and consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to VA Code 2.2-3711 (A) (3). Mr. Richardson made the motion, Mr. Long seconded the motion, and it was unanimously approved.

Board entered closed session at 9:25 a.m.

Certification of Closed Meeting:

At 9:48 a.m. Mr. Richardson made the following motion:

I move that this Board certify by a recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion convening the closed session were heard, discussed or considered in the closed session.

Mr. Long seconded the motion, and the motion was unanimously approved

Next Scheduled Meeting: January 14, 2020 at the County Office Building in Conference Room#241.

Adjournment: 9:50 a.m. Mr. Richardson motioned to adjourn the meeting. Mr. Long seconded the motion, and it was unanimously approved.

X

Donald Long