



Charlottesville Albemarle Airport Board Meeting Minutes
Friday October 6, 2017 at 9:00 a.m. at the Charlottesville City Hall, Basement Conference Room

MINUTES

Members Present: Donald Long, Maurice Jones, Lee Caitlin

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Penny Shifflett: Director of Finance and Administration, Stirling Williams: Director of Landside Operations Jessica Conley: Administrative Assistant, , Lisa Robertson

Others Present: Lisa Robertson: Deputy City Attorney, Bhakti Raval: UVA student

Call to Order at 9:07 a.m. by Donlad Long.

Consent Agenda:

1. Minutes – July 24, 2017. Mr. Jones motioned to approve the Minutes and Mr. Long Seconded.
2. Financial Statements –June 30, 2017 (Unaudited) Discussed.
3. Airport Statistics: June and July 2017. Discussed

Mr. Jones made a motion to accept the Consent Agenda and the motion was seconded by Ms. Catlin.

Matters from the Public: Introduction of Ms. Bhakti Raval a UVA student who was observing the meeting for a class.

Action Items:

1. Resolution No. 2017-10: “Executive Director Authorization to Administer the CHO Airport Commerical Advertising Program”. Item was discussed.
Ms. Jones moved to approve the resolution.
Mr. Catlin Seconded and it was unanimously approved.
2. Resolution No. 2017-11: “Executive Director Authorization to Approve Engineering Fees and Adminsiter Talbert & Bright’s Work Order No. 12-03 Entry Pavilion and Pedestrian Canopy CATEX and Conceptual Design Services”. Item was discussed.
Ms. Catlin moved to approve the resolution.
Mr. Jones Seconded and it was unanimously approved.
3. Resolution No. 2017-12: “Executive Director Authorization to Award and Adminsiter the Escalator Full Service and Preventative Maintenance Systems and Equipment Contract”. Item was discussed
Mr. Jones moved to approve the resolution.
Ms. Catlin Seconded and it was unanimously approved.
4. Resolution No. 2017-13: “Executive Director Authorization to Award and Adminster the Air Carrier Ramp Marking Services Contract”. Item was discussed.
Ms. Catlin moved to approve the resolution.
Mr. Jones Seconded and it was unanimously approved.

5. Resolution No. 2017-14: “Executive Director Authorization to Approve and Administer the 2017 On-Airport Rental Car Service Concession Agreements and Related Memorandum of Understanding”.
Item was discussed.

Mr. Jones moved to approve the resolution.

Ms. Catlin Seconded and it was unanimously approved.

Informational Items:

1. Employee Recognition- Richard Wood celebrated his 5 year Anniversary. The FAA required “Tri-Annual Drill” was successful.
2. Executive Director’s Update:
Mrs. Crawford presented the following items:
 - a. VDOA- FAA Update.
 - b. Smith Vicars Aviation Request.
 - c. Rules and Regulations Update.
 - d. Construction Update.
 - e. Marketing & Air Service Update

Next Scheduled: Wednesday, November 15th, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjournment: 10:25 a.m.