



Charlottesville Albemarle Airport Commission Meeting Minutes
Monday, September 24, 2018 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Addison Barnhardt, Brian Campbell, Donald Long, John Post, Eric Walden (arrived at 4:02 pm), Michael Prichard (arrived at 4:16 pm)

Members Absent: Chris Engel,

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Stirling Williams: Director of Landside Operations; Penny Shifflett: Director of Finance and Administration; Jason Devillier: Director of Maintenance & Construction; Jessica Conley: Administrative Assistant;

Others Present: Mike Mancuso Jr, General Manager of Signature Flight Support

Call to Order at 4:00 p.m. by Addison Barnhardt

Consent Agenda:

1. Minutes – July 10, 2018 meeting
 - a. Mr. Post made a motion to accept the minutes, and the motion was seconded by Mr. Campbell. Unanimously accepted.
2. Financial Statements – June 30, 2018 (Unaudited) discussed.
3. Airport Statistics: June 2018 and July 2018 discussed.

Mr. Long made a motion to accept Consent Agenda and motion was seconded by Mr. Post. Unanimously accepted.

Matters from the Public: The General Manager of Signature, Mike Mancuso Jr., was introduced and a discussion ensued.

Items:

1. Amendment #1 to the FY19 6-Year Airport Capital Improvement Plan: the changes proposed in this amendment were discussed.
2. Ratify a Work Order for Delta Airport Consultants for an Airport Layout Plan Update/Narrative: the background of this item and the work order were discussed.
3. Authorization for the Executive Director to Execute and Administer a new TSA Lease agreement: the lease agreement was discussed

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: Recent reorganization of Airport Personnel to include Jason Burch as the Deputy Executive Director, new Shop Supervisor is Jonathan Shifflett, and Jack Cross is now the new Terminal Supervisor. We will be announcing a new police chief by next week. Several other personnel-related items were noted.
 - b. MALSR Update: The Authority has executed the reimbursable agreement with FAA. Delta Airport Consultants has surveyed the MALSR, and has provided a report containing repair recommendations to the FAA. We are waiting on the FAA's response to this report.

- c. ADK Proposal: We will be working with ADK Executive Search to establish guidelines for the annual performance review of the executive director.
- d. Construction Update:
 - i. Masterplan Update: Request for Proposals for professional services to perform the update should be released in the next couple of weeks.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing. It may be more cost effective to build a parking deck instead of the original 200 surface parking spaces in the long-term lot.
 - iii. Runway/Taxiway Rehab: The project has not closed out yet.
 - iv. Charging Stations Installation: Installation of charging stations at the Gate 5 area is complete, and we have ordered the charging stations for Gates 1-4.
 - v. Modifications to Gate 1 Area: Construction at Gate 1 is complete. Tailwinds has placed seating in the area, and it is being well received.

Ms. Crawford also discussed the upcoming energy modification project that will place film on all windows throughout the concourse and will help with energy conservation as well as safety.

- e. Marketing & Air Service Update: Mr. Burch provided the following updates:
 - i. Air Service: He discussed recent air service efforts and some upcoming changes to CHO's air service.
 - ii. The Lounge: The Lounge opened on August 1st with little advertising. Approximately 200 customers used the Lounge during the first month of operations.
 - iii. CHO Airport's Commercial Advertising Program: Program is being coordinated by Stewart Key with much success the first year.

Presentation: Ms. Crawford provided a presentation for the "Amendment #1- FY19 6-Year Airport Capital Improvement Plan" agenda item.

Next Scheduled Meeting: Monday, November 12th, 2018, 4:00 p.m., Airport Lower Level Conference Room

Adjournment at 5:06 p.m.