



**Charlottesville Albemarle Airport Authority Board Meeting
Tuesday, March 18th, 2014 at 3:00pm.
NDS Conference Room – City Hall**

Members Present: Aubrey Watts, Dr. Bill Kehoe, Tom Foley

Members Absent: None

Others Present: Lisa Robertson; Deputy City Attorney, John Whitmer; Landmark Aviation

Staff: Melinda Crawford; Executive Director, William Pahuta; Deputy Executive Director, Penny Shifflett; Director of Finance; Stirling Williams; Director of Landside Operations, Connie Cook; Marketing Assistant and Customer Service Manager, Kristin Birdzell; Executive Secretary

Dr. Kehoe called the meeting to order at 3:00p.m.

Consent Agenda:

1. Minutes (January 2014)
2. Financial Statements (January 2014 Unaudited)
 - a. State promotions grant, terminal design, terminal seating, and future grants will bring State funds used close to \$500,000.
 - b. Discussion of open positions in the PSO department
 - c. Snow removal discussion ensued. Budget increase for snow removal team this winter due to multiple storms
3. Airport Statistics
 - a. Traffic up slightly in December (partly due to Allegiant)
 - b. Parking, The Market, and rental car revenue are up

Motion to approve consent agenda: Mr. Foley

Seconded By: Mr. Watts

Unanimous approval by Board

Matters of the Public: None

Board Action Items:

1. Adoption of Investment Policy
 - a. It follows state requirements and has been shared with the Audit Committee, who added a section to the policy and approved the content.
 - b. Ms. Robertson made no changes to policy, but asked if the Executive Director has the authority to make changes once the policy is adopted.
 - i. Mrs. Crawford replied that recommendations of any changes would be brought to the Board for approval.
 - c. Dr. Kehoe had stated the policy is well written
 - i. Mr. Foley moved for approval of policy
 - ii. Mr. Watts seconded motion
 - iii. Unanimous approval by Board of the Investment Policy
2. Amendment of Audit Committee Charter
 - a. The amendment allows members that are on the committee as specified by their position with the County or City to appoint a designee, and establishes timelines for procedures regarding member representation and external auditor selection.
 - i. Mr. Watts moved to approve charter as amended
 - ii. Mr. Foley seconded
 - iii. Unanimous approval by the Board of the Audit Committee Charter Amendment
3. Approval of the Disaster Recovery Plan/Business Continuity Plan
 - a. Allows for continued operation of Airport during any kind of disaster/emergency situation
 - b. Establishes who to call, what to do, and how to interact in an emergency situation while in business operation at the Airport
 - c. Any material changes to the Plan will be brought back to the Board for approval
 - i. Mr. Foley moved to approve the Plan
 - ii. Mr. Watts seconded
 - iii. Unanimous approval of the Disaster Recovery/Business Continuity Plan by the Board
4. Approval of Amended FY14 Capital Plan
 - a. The Authority moved 2 projects into FY15 that were not ready during FY14 (Construction of terminal expansion and rehab and expansion of parking lot)
 - b. Added a small skid steer and small dump truck needed for snow removal
 - c. Added 2 smaller walkway ramps for use by the airlines
 - d. Purchase of SRE (Snow Removal Equipment) storage at \$175,000 involving a tenant and will be discussed during closed session
 - e. Purchase vending machines for passengers who are on the secure side of the terminal. There have been times when the Market is closed and passengers need food/beverages. This would meet their needs. The Market has agreed to stock the machine(s). There will be a discussion on this topic in Information Item #5.
 - f. Mr. Watts offered to share information about the City's recent purchase of snow removal equipment to the Airport for consideration
 - i. Mr. Watts moved for approval of the Amended FY14 Capital Plan
 - ii. Mr. Foley seconded motion
 - iii. Unanimous approval of the Amended FY14 Capital Plan by the Board

Executive Director Information Update:

1. Follow up on Audit Management Letter Comments
 - a. Information Technology (Disaster Recovery/Business Continuity Plan)
 - i. Approved by the Board in Action Item #3.
 - b. Entitlement Fund
 - i. Entitlement Funds were deposited directly into the Capital Fund without being held in the Entitlement Fund until utilized (thus losing any interest income that could have been earned on those funds)
 - ii. Resolved. Funds are now being held in the Entitlement Fund account until utilized.
 - c. Bank reconciliations
 - i. There were unreconciled items at fiscal year-end. These were identified and auditors allowed staff to write off those adjustments.
 - ii. Resolved. All general ledger accounts are in agreement with banks statements. Reconciliations are done by the third week of the month and reviewed by the Executive Director.
 - d. Unclaimed properties
 - i. There were outstanding items on the Revenue Fund bank reconciliation that were over a year old. These items should have been reported to Unclaimed Property.
 - ii. Resolved. Finance Director received training. Unclaimed Property will be submitted in accordance with State guidelines with the Department of the Treasury.
 - e. Board meeting minutes
 - i. The approved Board minutes were not signed.
 - ii. Resolved. The Chairman of the Board now signs the final approved minutes associated with the Board meetings
2. Capital Plan to review at May meeting
 - a. It was expressed at a previous meeting that board members would like a chance to review the 6 year Airport Capital Improvement Plan prior to budget submission. If any project was predicted to have blasting associated with it, then the March presentation would give the Board members time to bring those projects to their respective local governments for explanation. They could then approve the Capital Plan at the May meeting. Mrs. Crawford reported that none of the projects listed indicated future blasting at this time.
3. Construction Update
 - a. Runway 21 Project on hold due to weather and will resume by the end of March
 - b. Foundation for new airfield taxiway signs in place
 - c. Taxiway is complete but have not opened it due to improper signage
 - i. Plan to open in April
 - d. We are working with Gresham Smith for design for terminal renovations
 - i. Coming back to the Board at a later meeting with conceptual ideas
 - e. Surface parking lot
 - i. Began discussions with the Albemarle Architectural Review Board
 1. We will have between 140-170 new spaces
 2. Asking for an exit on Dickerson Road instead of Loop Road to reduce traffic hang-ups
4. Marketing Update

- a. Meetings planned with both United and Delta in the next three weeks.
 - i. New American LGA flight starting April 1st
 - ii. Will be the first time 2 airlines serving the same market
 - b. Allegiant
 - i. Short lived but beneficial to the airport
 - 1. Forced TSA to look at passenger flow so they installed a new inline bag screening system. Number of bags opened and inspected have been reduced.
 - 2. We now have a large ramp that we can use for charters
 - c. Marketing Events: UVA baseball series April 11-13th, Women Can Fly Event on June 28th
5. Food and Beverage Concession
- a. The Market will need to be relocated due to the passenger screening of new location during the terminal renovations
 - i. Need designers to give us square footage so we can proceed with requests for proposals from concessions. Staff met with the representatives from the Market. Lease expires on April 30th; they will be going into a holdover. In accordance with their agreement.
 - ii. Questioning using vending

Closed Session (3:51pm)

Pursuant to section 2.2-3712 of the Virginia Code the Authority Board closed the open meeting and convened in a closed meeting for:

- Pursuant to VA Code 2.2-3711 (A) (1), to discuss and consider the appointment of individuals to vacant public safety positions; and for discussion of terms of employment contract with the Executive Director and to review the Executive Director's performance.
- Pursuant to VA Code 2.2-3711 (A) (3), to discuss the possible disposition of Airport-owned real property, pursuant to a long-term lease, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority; and
- Pursuant to VA Code 2.2-3711 (A) (7), for consultation with legal counsel regarding legal matters requiring the provision of legal advice by counsel, relating to the provision of services and the terms and conditions of Airport lease agreements and Airport use agreements.

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes:

Noes: None

Mr. Foley

Mr. Watts

Dr. Kehoe

Unanimous approval of closed session

Certification of Closed Meeting:

Mr. Foley moved 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.

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Watts

Dr. Kehoe

Meeting back in session and then adjourned at 4:28pm

Next meeting: Monday, May 5th 2014 at 2pm in the 2nd floor Conference Room at the Airport Terminal

Approved minutes: 3/18/2014

Board Chairman/Acting Board Chairman