



Charlottesville Albemarle Joint Airport Commission Meeting
Monday, March 24th, 2014 at 4:00 p.m.
2nd Floor Conference Room- Charlottesville Albemarle Airport Terminal Building.

Members Present: Bill Schrader, George Benford, Donald Long, Greg Edwards, John Post

Members Absent: Bill Kehoe (1), Rit Venerus (1)

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Executive Director, Penny Shifflett; Director of Finance, Stirling Williams; Director of Landside Operations, Jason Burch; Airfield and Marketing Director, Kristin Birdzell; Executive Secretary

Others: None

Call to Order: 4:04pm by Mr. Schrader

Consent Agenda:

1. Minutes-January 2014
 - a. Motion to approve minutes: Mr. Edwards
 - b. Seconded by: Mr. Long
 - c. Unanimous approval of January minutes by Commission.
2. Financial Statements- January 2014 (unaudited)
3. Airport Statistics
 - a. Increase in passenger traffic associated with Allegiant and other changes in airline operations.
 - b. Fluctuation in operations, military is down.
 - c. Load factor is up (especially in January).
 - d. Market increase in December and January.

Board Action Items:

1. Adoption of Investment Policy
 - a. The Board approved policy as presented.
2. Amendment of Audit Committee Charter
 - a. Allows appointees on a committee to assign a designee.

- b. Board approved the amendment as presented.
- 3. Approval of the Disaster Recovery/Business Continuity Plan
 - a. Auditors recognized we need to be able to operate in a disaster situation.
 - b. Board approved the Plan and will allow us to edit it as needed throughout the years, and only need to bring it back to the Board if there is a major change.
- 4. Approval of the FY14 Capital Plan
 - a. Overall 82-83% funding by VDOA for the terminal rehab and expansion project, but the funding process took so long and we are not as far along with the design as we thought so the actual construction was moved to FY15.
 - b. Board is allowing us to move forward with the additions to the FY14 Capital Plan purchases as presented.
 - c. Board approved the Plan as presented.

Executive Director Information Update:

- 1. Follow up on Audit Management Letter Comments
 - a. Audit Committee recommended that we have a Disaster Recovery Plan
 - i. Approved by Board
 - b. Investment Policy
 - i. Brought back to Board for approval
 - c. Entitlement Fund
 - i. Entitlement Funds from the Virginia Department of Aviation (VDOA) used to go straight in to the Capital Fund account, but they want it to go into the Entitlement Fund account and then be transferred into the Capital Fund account. Just for flow of funds and to ensure that interest is being allocated in the interest-bearing account.
 - d. Bank reconciliation
 - i. Auditors allowed Authority to adjust \$855.00 as approved by audit committee
 - e. Unclaimed properties
 - i. Uncashed checks over a year old were still on the outstanding list.
 - ii. Director of Finance will follow State guidelines and submit unclaimed property to the Department of the Treasury annually as necessary.
 - f. Board minutes
 - i. They will now be signed and dated as approved.
- 2. Capital Plan to review and approve at May meeting
 - a. Projects that require blasting will not be approved unless there is significant interaction with the City and Board of Supervisors to inform them of projects.
- 3. Construction
 - a. Runway 21 extension is mostly complete
 - i. Work stoppage due to weather slowed process.

- ii. Plan to be done late spring or early summer.
 - b. Apron inlets have been repaired.
 - c. Design for terminal building has kicked off.
 - d. Surface parking lot
 - i. Began discussions with Delta Airport Consultants and design is underway.
 - ii. Employees will move into new lot.
 - iii. Existing employee lot will be the new overflow lot and will have about 200 spaces.
 - iv. Design will be in the next 3-4 months, and construction will be done close to the holiday season.
- 4. Marketing
 - a. Allegiant
 - i. Brought us a new ramp system that will now be used in handling larger charters. We also have a new inline bag screening system for TSA.
 - ii. We now have more efficient ticket counter space
 - b. Gained New York service from American starting April 1st.
 - c. Up 4% capacity from last year and load factor at 78% average.
 - d. Other airlines may start changing or “streamlining” their service after they see how the American/US Airways merge transpires.
 - e. Events:
 - i. April: Baseball series with UVA and CHO is sponsoring a lacrosse game
 - ii. June: Women Can Fly event
- 5. Food and Beverage Concession
 - a. Airport is buying vending machines and the Market will stock them at the same prices as inside the market to sell goods primarily for times when the Market is not open.

Next Meeting: Tuesday, April 29th, 2014 at 4pm in the 2nd floor Conference Room of the Airport Terminal

Meeting Adjourned at 5:23pm