



Charlottesville Albemarle Airport Authority Board Meeting
Thursday, May 21, 2015 at 8:00 a.m. Basement Conference Room—City Hall

Minutes

Members Present: Bill Kehoe, Aubrey Watts, Tom Foley

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Penny Shifflett; Director of Finance, Jessie Shupe; Chief of Airport Police, Jason Burch; Director of Marketing and Air Service, Kristin Birdzell; Executive Secretary

Others Present: John Whitmer; Landmark Aviation, Bob Ross; Clear Sky Aviation, Lisa Robertson; Deputy City Attorney

Bill Kehoe called the meeting to order at 8am

Consent Agenda

1. Minutes- March 2015
2. Financial Statements- March 2015 (Unaudited)
 - a. FBO and parking revenues are up.
 - b. The Airport has generated \$308,000 net income year-to-date.
3. Airport Statistics
 - a. February and March showed a significant increase in passenger traffic. Available seats and load factor are also up. Operations are down slightly for both months.

Mr. Foley moved to approve the Consent agenda and Mr. Watts seconded
Unanimous approval by Board

Matters from the Public

Briefing provided by John Whitmer of Landmark Aviation: Landmark is currently performing soil testing, and hopefully by the next Board meeting he will have a design to present.

Action Items

1. Audit Committee Resolution and Charter/ Appoint Member(s)
 - a. In the previous Board meeting, the Board had stated they might want to make some changes to the current Audit Committee Resolution and Charter. The changes noted would allow both the Director of Finance for the City of Charlottesville as well as the Finance Director for the County of Albemarle to appoint a designee to the Committee. The Board also discussed having an additional fifth member on the Committee who is skilled in business law. If the fifth member is added to the Committee, the quorum will then be changed, requiring 3 of the 5 members to be present.

- b. Board members were in favor of a 5-member Committee: One member would have an accounting background and one would have a law background.

Mr. Watts moved to approve 5-member Audit Committee and Mr. Foley seconded
Unanimous approval by Board

2. Grounds and Maintenance Landscaping Services Contract
 - a. The current grounds maintenance contract is expiring and the Airport will be releasing an RFP at the end of the month. A contract will be awarded to the lowest apparent bidder. Staff is asking the Board for permission to proceed with the RFP and the evaluation process. Staff will email a recommendation to the Board for review. If there are no objections by the Board, Mrs. Crawford would then be allowed to execute the contract documents. The contract will come back to the Board for ratification.

Mr. Foley moved to approve recommendation by staff and Mr. Watts seconded
Unanimous approval by Board

3. Clear Sky Aviation
 - a. Clear Sky wishes to provide avionics maintenance services and avionic sales to the general public at the airport. The proposed five year agreement is contingent upon maintaining the Airport's Minimum Standards. The Authority will receive 2% of Clear Sky's gross revenues in accordance with the proposed agreement.
 - b. Mr. Bob Ross stated the company has a certified repair station certificate and is in compliance with the Airport's Minimum Standards.

Mr. Watts moved to approve Clear Sky Aviation's Airport Use Agreement and seconded by Mr. Foley.
Unanimous approval by Board

4. Amended FY15 Capital and Non-Capital Budget
 - a. Staff is asking the Board to approve the FY15 Capital Budget as amended and to approve the use of excess parking revenue for additional airport needs, such as office furniture, IT, OT wages, and stair improvements. A list of items are provided on Attachment 2 of Action Item #4.

Mr. Foley moved to approve the amendment as approved by staff and Mr. Watts seconded
Unanimous approval by Board

5. FY16 Operating Budget and 6 Year ACIP
 - a. Airport staff met with airlines in March in order to discuss FY16 Operating and Capital budget. The airlines had no objections.
 - b. Discussion regarding taxi cab services and the revenue they bring into the Airport ensued.
 - c. Mrs. Crawford presented the budget.
 - d. The proposed FY16 operating budget illustrates the Airlines pay approximately 17% of total Airport expenses. It is estimated they will pay \$532,000 for landing fees, and \$438,000 for terminal rent.

- e. Staff has begun discussion with the airlines concerning a revenue sharing mechanism whereby the Airport would be able to retain a percentage of non-airline revenue to be set aside for Airport needs.

Mr. Foley moved to approve FY16 Operating Budget and 6 year ACIP and Mr. Watts seconded Unanimous approval by Board

Informational Items

- 1. Executive Director's Update
 - a. Personnel Update
 - i. Staff will bring policies to Board in July regarding HR
 - b. Construction Update
 - i. Terminal project is progressing. Parking project has a Notice-to-Proceed pending receipt of permits and will be an 85-day construction period. Runway/taxiway rehabilitation design remains on schedule. The Runway Extension 21 project is substantially complete
 - c. Food and Beverage Concession Update
 - i. The Market will cease operation on May 31, 2015 and the Airport will be offering enhanced vending including hot foods and free coffee until Tailwinds takes over concession services in September, 2015.
 - d. Landmark Aviation Update
 - i. The Airport is moving forward with Landmark's newly executed lease
 - e. 800MHz Radio System Agreement with Albemarle County
 - i. Albemarle County will be upgrading the 800MHz Radio System and the Airport will be responsible for funding a portion that project. The total obligation amount is not yet known.

Closed Session

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

- 1. For discussion and consideration the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A)(1).

Motion by: Mr. Foley

Second by: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Kehoe

Mr. Watts

Unanimous approval of closed session

Closed session at 9:10am

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

Mr. Watts

Dr. Kehoe

Noes: None

Unanimous approval of certification of closed meeting

Board meeting back in session at 9:37am

During the closed session, the duties and performance of Executive Director Melinda Crawford were discussed. Mrs. Crawford's salary will be increased to \$136,500.00, with an Automobile Allowance of \$6,000.00 per year, and her residence shall remain within the "greater Charlottesville-Albemarle area". These changes shall take effect July 1, 2015, and the additional terms and conditions of her employment contract will remain the same.

Next Meeting: July 15, 2015, 10:30am in the Airport Conference Room

Adjourn at 9:40am

Approved minutes: 5/21/2015

Board Chairman/Acting Board Chairman