

Charlottesville Albemarle Airport Authority Meeting
Tuesday, March 10, 2020, at 8:30 a.m.--Airport Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – January 30, 2020 meeting
2. Financial Statements – January 2020 (Unaudited)
3. Airport Statistics: December 2019 and January 2020

Matters from the Public: All person desiring to make presentations as part of the MATTERS FROM THE PUBLIC section of the Agenda are requested to advise the administrative office prior to commencement of the meeting to assist the Chairman in conducting the meeting in an efficient and productive manner; allowing for maximum input. Speakers are encouraged to limit remarks to five minutes. Additional time may be granted solely at the discretion of the Chairman unless such presentation is extended by reason of the Authority's request for additional information:

Awards and Recognition:

Action Items:

1. Audit Committee Recommendation for Robinson Farmer Cox Associates
2. Award of Administration of Engineering and Architectural Services Contracts

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. Expansion of Economy Surface Parking Lot Project & Hangar Parking Lot Improvements
 - iii. ARFF Breakroom and Training Room Project – Environmental issue
 - iv. MALSR Update
 - v. Passenger Shelters
 - vi. Terminal Area Masterplan
 - c. Personnel Policy Revision
 - d. Upcoming Request for Proposals – Taxi, Engineering, Banking
 - e. Authority Smoking Policy
 - f. Marketing & Air Service Update
 - g. Staff's Snow Removal Efforts
 - h. Part 139 FAA Annual Certification Inspection

Next Scheduled Meeting: May 12, 2020 @ 8:30 a.m., Location TBD

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, January 30, 2020 at 9:00 a.m. At the County Office Building in Conference Room#241

MINUTES

Members Present: Donald Long, Jeff Richardson, Tarron Richardson-arrived at 9:39am

Members Absent: none

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

Others Present: Sebastian Waisman: Assistant City Attorney, City of Charlottesville; Steven Allshouse: Manager of Economic Analysis and Forecasting at the County of Albemarle; Nolan Stout: Daily Progress; Andrew Farthing: Kimley Horn; Joe Piccirilli: Kimley Horn; Elizabeth McQueen: Kimley Horn; Hilary Vickerman: SKA Consulting Engineers

Call to Order at 9:06 a.m. by Mr. Long

Consent Agenda:

1. Minutes – November 12, 2019-discussed.
2. Financial Statements –November 2019 (Unaudited) discussed.
3. Airport Statistics: October 2019 and November 2019 discussed.

Mr. Richardson made a motion to accept the consent agenda, and the motion was seconded by Mr. Long. Unanimously accepted.

Matters from the Public: None

Awards and Recognition: None

Action Items:

1. This item was postponed pending the arrival of Dr. Richardson (Action Item #1 to follow Executive Director's update below)
2. FY-2019 Comprehensive Annual Financial Report:
 - a. **Recommendation:** For the Board to Accept the FY-2019 CAFR as presented.
 - b. The CAFR was discussed; The items noted in the Management Letter were identified as well as staff's responses to the items
 - c. Mr. Richardson made a motion to accept the FY-2019 Comprehensive Annual Financial Report as presented. The motion was seconded by Mr. Long, and it was unanimously approved.
3. 2020 Audit Committee Membership:
 - a. **Recommendation:** For the Board to appoint the 2019 Audit Committee by approving Resolution No: 2020-1 "Appointment of the 2020 Membership of the Audit Committee"
 - b. The proposed appointees to the Audit Committee were discussed. It was noted that the same members have agreed to serve another year.

- c. Mr. Richardson moved to approve Resolution 2020-1 "Appointment of the 2020 Membership of the Audit Committee", the motion was seconded by Mr. Long, and it was unanimously approved.
- 4. Smith Vicars Agreement Letter:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-2 "Executive Director Authorization to Administer the Agreement Letter with Smith Vicars Aviation for Periodic Tenancy"
 - b. The Smith Vicars' hangar has been leased to the same organization for 30+ years. The lease expires in March 2020 at which time all improvements will revert back to the Authority. Due to the duration of the lease, it will not be renewed. Instead, the lease will go into a modified holdover status as outlined in the agreement letter which will require the Authority to give the organization a 6 months' notice to vacate. Also the agreement letter will require fair market value to be paid as of March 2020. UVA's Pegasus will continue their lease agreement with Smith Vicars during the holdover period as also outlined in the agreement letter.
 - c. Mr. Richardson made a motion to approve Resolution 2020-2 "Executive Director Authorization to Administer the Agreement Letter with Smith Vicars Aviation for Periodic Tenancy", the motion was seconded by Mr. Long, and it was unanimously approved.
- 5. Transportation Network Company Agreements:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-3 "Executive Director Authorization to Administer the Transportation Network Company Agreements with Uber and Lyft"
 - b. In December 2018 the Authority's Rules and Regulations were revised to provide guidelines for the operations of Transportation Network Companies (TNCs) on Authority property. A TNC agreement has been developed and fully vetted by legal. This agreement has been presented to the two main TNC firms, Uber and Lyft. An overview of the agreement was provided. Mr. Richardson made a motion to approve Resolution 2020-3 "Executive Director Authorization to Administer the Transportation Network Company Agreements with Uber and Lyft", the motion was seconded by Mr. Long, and it was unanimously approved.

Informational Items:

- 1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: We have recently hired 3 new custodians and one part-time ambassador. Two vacancies will be filled soon.
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: The project started in July 2019. Even though the weather has slowed down some of the work, the project is moving forward. A temporary fence was installed around the area where dirt is being moved to, and the required retaining wall will be installed in the upcoming weeks.
 - ii. Expansion of Economy Surface Parking Lot Project: Light poles have been installed and parking lot is complete. Waiting on handrail installation for safety measures before the lot can be opened.
 - iii. ARFF Breakroom and Training Room Project-Environmental issue: This building was constructed in the 1960's, and no significant work has been done in this area since the 90's. As anticipated, environmental issues have been found in the building and will be addressed. The project has gone out for bids and work will begin soon.
 - iv. MALSR Update: Ms. Crawford provided an update on the project.
 - v. Passenger Shelters: Currently, passenger shelters are being installed outside each parking lot.

- vi. Terminal Area Masterplan: The Master plan will look at several items associated with the terminal area including possible sites for the relocation of the ARFF building. A public meeting was held at the airport last week to discuss passenger forecasts and details of the project.
- c. Personnel Policy Revision: A revised copy of the personnel policy is being completed and will be shared with the Board members following legal review.
- d. Upcoming Requests for Proposals- Taxi, Engineering, Banking, etc.: We have several RFP's coming out in the near future.
- e. Authority's Smoking Policy: We are updating the smoking policy to include restrictions on vaping and to also restrict smoking within a certain distance from the front of the building.
- f. Marketing & Air Service Update: Mr. Burch provided a brief update.
- g. Staff's Snow Removal Efforts: We had a snow event at the beginning of the month which proved to be a good training event for our new employees.
- h. Part 139 FAA Annual Certification Inspection: 2019 was the first time in several years that we had no discrepancies during the Part 139 FAA Annual certification.

Action Item, continued

1. Annual Election of Chairman and Vice-Chairman:
 - A. **Recommendation:** To select a Chairman, a Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority's enabling legislation.
 - B. Mr. Richardson made a motion to nominate Mr. Long as Chairman of the Commission and the motion was seconded by Dr. Richardson. Unanimously accepted.
 - C. Mr. Long made a motion to nominate Mr. Richardson as Vice-Chairman of the Commission and the motion was seconded by Mr. Richardson. Unanimously accepted.

Closed Session:

The Board entered close session at 10:06 a.m. when Mr. Long made the following motion:

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

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to VA Code 2.2-3722 (A) (8).

Mr. Richardson seconded the motion, and it was unanimously approved.

Certification of Closed Meeting:

At 10:25 a.m. Mr. Long made the following motion:

I move that this Board certify by 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.

Mr. Richardson seconded the motion, and the Authority member's voted on the motion as follows:

Mr, Long	<u>Aye</u>
Mr. Richardson	<u>Aye</u>
Dr. Richardson	<u>Aye</u>

Next Scheduled Meeting: March 10, 2020, 8:30 a.m., Airport Lower Level Conference Room

Adjournment at 10:26a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of January 31, 2020

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of January 31, 2020

\$15K and 10% change

Expenses:

- A. Various Expense Line Items:--There are line items that are under budget. These expenses vary and it is not unusual for the expenses to be incurred later in the year or at the end of the budget cycle or to be much lower than budgeted.
- B. Airfield-Maintenance:-- year-to-date expense: \$65,327 Budgeted: \$40,938
This line item is over budget due to painting/markings on the runway/taxiway areas.
- C. Airfield-Maint. Airfield Equipment: --year-to-date expense: \$91,757 Budgeted: \$67,725
This line item is over budget due to unanticipated repairs such as installing a clutch pump and a deck kit on airfield equipment.
- D. Parking-Surface Expansion:-- year-to-date expense: \$242,839 Budgeted: \$437,500
The funds spent in this category were for the parking expansion in the hangar lot. We do not anticipate any other expenditures from this line item unless there are preliminary expenses associated with the parking deck that may occur before year-end.
- E. Terminal-Health Insurance:-- This line item is under budget due to conservative estimates during the budgeting process whereby vacant positions are computed with the highest insurance premiums.
- F. Terminal-Maintenance: year-to-date expense: \$78,334 Budgeted: \$51,042
This line item is over budget due to plumbing issues within the terminal.
- G. Terminal-Elevator, Escalator and HVAC Maintenance:--These line items are over budget due to the aging systems and their need for frequent repairs.

Net Income

January year-to-date net income before other income = \$393,535.

Charlotteville-Albemarle Airport Authority Profit and Loss Budget Performance

January 2020

Expense	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget	\$	%
Administrative Expenses							
6500000 · Wages - Administrative	84,555.89	86,817.00	455,168.56	463,024.00	752,414.00	(7,855)	-1.7%
6500050 · Overtime - Admin	1,580.49	5,200.00	41,603.88	27,155.00	44,759.00	14,449	53.2%
6500150 · Payroll Taxes - Administrative	6,526.43	7,069.00	32,595.35	37,924.00	61,558.00	(5,329)	-14.1%
6500200 · Health Ins./Supp-Administrative	6,098.20	6,829.83	49,244.80	47,808.81	81,958.00	1,436	3.0%
6500250 · Life Insurance - Administrative	802.21	767.00	5,615.52	5,369.00	9,204.00	247	4.6%
6500300 · ST Disab/ LT Disab - Admin	66.43	52.67	465.01	368.69	632.00	96	26.1%
6500350 · Retirement - Administrative	5,042.39	4,877.42	35,767.23	34,141.94	58,529.00	1,625	4.8%
6501100 · Util-Telephone - Administrative	1,076.51	2,237.33	8,240.38	15,661.31	26,848.00	(7,421)	-47.4%
6501200 · Insur Expense - Administrative	2,503.56	2,410.42	17,814.72	16,872.94	28,925.00	942	5.6%
6502000 · Office Supplies	509.89	1,700.00	6,796.23	11,900.00	20,400.00	(5,104)	-42.9%
6502001 · Office Expenses	475.99	1,987.00	1,689.76	13,909.00	23,844.00	(12,219)	-87.9%
6502025 · Payroll Processing Fees	507.51	250.00	2,209.03	1,750.00	3,000.00	459	26.2%
6502050 · Education - Administrative	0.00	706.67	818.00	4,946.69	8,480.00	(4,129)	-83.5%
6502060 · Computer Expense	4,799.25	8,879.92	37,069.69	62,159.44	106,559.00	(25,080)	-40.4%
6502070 · Equipment Lease	0.00	487.50	2,577.32	3,412.50	5,850.00	(835)	-24.5%
6502100 · Travel - Administrative	231.00	1,025.00	1,720.89	7,175.00	12,300.00	(5,454)	-76.0%
6502101 · Travel-Marketing	828.45	1,916.67	7,869.68	13,416.69	23,000.00	(5,547)	-41.3%
6502250 · Dues & Subs. - Administrative	230.00	900.17	6,630.00	6,301.19	10,802.00	329	5.2%
6502251 · Dues & Subs Marketing	100.00	610.83	862.99	4,275.81	7,330.00	(3,413)	-79.8%
6502561 · Shipping	48.53	200.00	841.59	1,400.00	2,400.00	(758)	-54.2%
6502600 · Meeting Expense	0.00	258.33	4,252.35	1,808.31	3,100.00	2,444	135.2%
6502650 · Postage	270.99	141.87	771.76	991.69	1,700.00	(220)	-22.2%
6502700 · Banking Fees	240.00	290.00	1,839.97	2,030.00	3,480.00	(190)	-9.4%
6502701 · Service Fees	0.00		4.34			4	100.0%
6502750 · Human Resource Expenses	809.30	2,173.33	12,937.64	15,213.31	26,080.00	(2,276)	-15.0%
6502760 · Miscellaneous Expenses	-54.00		599.10			599	100.0%
6502800 · Bad Debt Expense	0.00	20.83	0.00	145.81	250.00	(146)	-100.0%
6502850 · Professional Fees	0.00	20,333.33	17,573.25	142,333.31	244,000.00	(124,780)	-87.7%
6502860 · Advert. & Promotion Expense	28,459.83	40,437.50	187,747.05	283,062.50	485,250.00	(95,315)	-33.7%
6502861 · Special Events	0.00	3,050.00	2,475.23	21,350.00	36,600.00	(18,875)	-88.4%
6502880 · Air Service Dev. Expense	875.00	14,848.33	10,574.36	103,938.31	178,180.00	(93,364)	-89.8%
Total Administrative Expenses	146,583.65	216,477.75	954,175.69	1,349,845.25	2,267,432.00		

Charlotteville-Albemarle Airport Authority

Profit and Loss Budget Performance

January 2020

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget	\$	%
Airfield Expenses							
2500000 - Wages - Airfield	65,047.89	71,724.00	381,820.41	374,928.00	605,206.00	6,892	1.8%
2500051 - Overtime - Airfield	7,796.88	10,000.00	41,180.69	51,266.00	83,879.00	(10,085)	-19.7%
2500150 - Payroll Taxes - Airfield	5,452.92	6,282.00	31,072.30	32,851.00	53,112.00	(1,779)	-5.4%
2500200 - Health Ins./Supp. - Airfield	8,268.00	10,421.50	61,794.60	72,950.50	125,058.00	(11,156)	-15.3%
2500250 - Life Insurance - Airfield	602.04	652.67	4,275.05	4,568.69	7,832.00	(294)	-6.4%
2500300 - ST Disab/LT Disab - Airfield	75.48	51.83	507.62	362.81	622.00	145	39.9%
2500350 - Retirement - Airfield	3,648.89	3,867.42	26,100.71	27,071.94	46,409.00	(971)	-3.6%
2501000 - Util-Electric - Airfield	3,156.88	2,400.00	8,009.34	16,800.00	28,800.00	(6,791)	-52.3%
2501060 - Util-Propane - Airfield	3,507.12	500.00	9,039.45	3,500.00	6,000.00	5,539	158.3%
2501100 - Util-Telephone - Airfield	583.77	700.00	6,682.09	4,900.00	8,400.00	1,782	36.4%
2501150 - Util-Water - Airfield	56.42	35.00	350.54	245.00	420.00	106	43.1%
2501200 - Insurance Expense - Airfield	4,320.97	3,150.00	32,623.39	22,050.00	37,800.00	10,573	48.0%
2501250 - Snow Removal - Airfield	103.16	4,166.67	273.59	29,166.69	50,000.00	(28,893)	-99.1%
2501300 - Lighting Maintenance	0.00	1,064.83	33.92	7,453.81	12,778.00	(7,420)	-99.5%
2501350 - Maintenance - Airfield	14,475.55	5,848.33	65,326.74	40,938.31	70,180.00	24,388	59.6%
2501351 - Airfield Grounds Maintenance	38.00	1,479.17	8,627.40	10,364.19	17,750.00	(1,727)	-16.7%
2501400 - Maint. Airfield Equipment	19,286.61	9,675.00	91,756.67	67,725.00	116,100.00	24,032	35.5%
2501450 - Maint. Equip. Purch. - Airfield	0.00	1,308.33	3,469.93	9,156.31	15,700.00	(5,698)	-62.1%
2501500 - Vehicle Expense Gas and Oil	5,908.34	4,253.67	33,248.32	29,775.69	51,044.00	3,473	11.7%
2501950 - State Maintenance-Airfield	0.00		0.00	0.00		-	0.0%
2502025 - Payroll Processing Fees	507.55	250.00	2,209.09	1,750.00	3,000.00	459	26.2%
2502050 - Education - Maintenance	0.00	1,217.33	5,475.72	8,521.31	14,608.00	(3,046)	-35.7%
2502100 - Travel maintenance	324.27	1,188.33	1,230.70	8,318.31	14,260.00	(7,088)	-85.2%
2502250 - Dues & Sub. Airfield	215.88	169.58	6,500.88	1,187.06	2,035.00	5,314	447.6%
2503000 - Uniforms - Airfield	1,573.29	819.00	10,271.85	5,733.00	9,828.00	4,539	79.2%
2503300 - Emergency Exercises	0.00	125.00	0.00	875.00	1,500.00	(875)	-100.0%
2503350 - Environmental Compliance	1,605.83	2,358.67	7,334.81	16,510.69	28,304.00	(9,176)	-55.6%
2503551 - 800 MHz Maintenance Fees	5,306.75	1,768.92	16,796.25	12,362.44	21,227.00	4,364	35.2%
2512350 - ARFF Equipment	0.00	2,500.00	32,763.23	17,500.00	30,000.00	15,263	87.2%
2512400 - ARFF Training Supplies	284.38	1,241.67	8,601.82	8,691.69	14,900.00	(90)	-1.0%
2512425 - Firearms	0.00	712.50	7,089.66	4,987.50	8,550.00	2,102	42.1%
2512450 - Hazmat Materials	0.00	250.00	6,606.96	1,750.00	3,000.00	4,857	277.5%
2512550 - Security Access Control	0.00	3,514.17	8,926.95	24,599.19	42,170.00	(15,672)	-63.7%
2512805 - Security Background Expense	0.00	566.67	3,000.00	3,966.69	6,800.00	(967)	-24.4%
Total Airfield Expenses	152,143.87	154,262.26	922,940.68	922,838.82	1,537,272.00		

Charlotteville-Albemarle Airport Authority Profit and Loss Budget Performance

January 2020

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget	\$	%
Parking Expenses							
1500000 · Wages - Parking	46,997.80	45,556.00	251,519.55	242,962.00	394,815.00	8,558	3.5%
1500050 · Overtime - Parking	7,591.26	2,400.00	41,449.34	46,776.00	79,836.00	(5,327)	-11.4%
1500150 · Payroll Taxes - Parking	4,151.56	3,699.00	22,003.46	21,596.00	35,893.00	407	1.9%
1500200 · Health Ins./Supp. - Parking	7,315.80	9,954.00	64,635.80	69,678.00	119,448.00	(5,042)	-7.2%
1500250 · Life Insurance - Parking	431.65	531.67	2,990.39	3,721.69	6,380.00	(731)	-19.6%
1500300 · ST Disab/LT Disab - Parking	75.80	137.83	564.84	964.81	1,654.00	(400)	-41.4%
1500350 · Retirement - Parking	2,794.97	3,380.83	18,728.50	23,665.81	40,570.00	(4,937)	-20.9%
1501010 · Util-Parking Lights	310.74	370.00	1,515.65	2,590.00	4,440.00	(1,074)	-41.5%
1501100 · Util-Telephone - Parking	921.20	1,000.00	7,155.42	7,000.00	12,000.00	155	2.2%
1501150 · Util-Water - Parking	21.26	25.00	185.15	175.00	300.00	(10)	-5.6%
1501200 · Insurance Expense - Parking	1,125.61	890.50	9,117.07	6,233.50	10,686.00	2,884	46.3%
1501250 · Snow Removal - Parking	566.06	666.67	3,314.55	4,666.69	8,000.00	(1,352)	-29.0%
1501300 · Parking Lot Lighting	0.00	1,000.00	7,227.88	7,000.00	12,000.00	228	3.3%
1501350 · Parking Grounds Maintenance	4,091.00	9,086.67	49,086.36	63,466.69	108,800.00	(14,380)	-22.7%
1501351 · Parking Pavement/Booths/Steps	14.95	1,893.33	1,275.97	11,783.31	20,200.00	(10,507)	-89.2%
1501400 · Parking Equip. Maintenance	227.98	2,525.00	8,971.73	17,675.00	30,300.00	(8,703)	-49.2%
1502000 · Supplies - Parking	1,036.00	795.00	8,205.20	5,565.00	9,540.00	2,640	47.4%
1502001 · Parking-Signage & Traffic Contr	1,032.32	1,108.33	11,609.27	7,758.31	13,300.00	3,851	49.6%
1502025 · Payroll Processing Fees	507.54	250.00	2,209.04	1,750.00	3,000.00	459	26.2%
1502050 · Education - Parking	0.00	266.25	0.00	1,863.75	3,195.00	(1,864)	-100.0%
1502100 · Travel - Parking	0.00	291.67	0.00	2,041.69	3,500.00	(2,042)	-100.0%
1502250 · Dues & Subs. - Parking	0.00	37.33	275.00	261.31	448.00	14	5.2%
1502300 · Vehicles Expense-Parking	0.00	492.50	2,614.57	3,447.50	5,910.00	(833)	-24.2%
1503000 · Uniforms-Parking	0.00	583.33	56.01	4,083.31	7,000.00	(4,027)	-98.6%
1503100 · Parking Credit Card Fees	14,722.30	18,333.33	119,457.65	128,333.31	220,000.00	(8,876)	-6.9%
1503105 · Over & Short	-1.00	10.00	-3.00	70.00	120.00	(73)	-104.3%
1503150 · Bad Debt Expense	0.00	17.00	0.00	119.00	204.00	(119)	-100.0%
1503800 · 2014 Debt Service Parking	15,276.40	15,276.40	106,934.80	106,934.80	183,316.80	-	0.0%
1503801 · 2006 Debt Service Parking	0.00	0.00	32,029.32	32,029.32	64,058.64	-	0.0%
1503802 · Surface Parking Expansion 2019	0.00	62,500.00	242,833.81	437,500.00	750,000.00	(194,666)	-44.5%
Total Parking Expenses	109,151.20	182,847.64	1,015,943.43	1,261,711.80	2,148,914.44		

Charlottesville-Albemarle Airport Authority Profit and Loss Budget Performance

January 2020

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget	\$	%
Terminal Expenses							
3500000 · Wages - Terminal	113,737.58	123,509.00	633,533.08	662,483.00	1,077,948.00	(28,950)	-4.4%
3500051 · Overtime-Terminal	13,833.13	10,000.00	62,978.05	44,403.00	71,525.00	18,575	41.8%
3500150 · Payroll Taxes - Terminal	9,640.04	10,273.00	51,596.26	55,021.00	89,180.00	(3,425)	-6.2%
3500200 · Health Ins./Supp - Terminal	17,952.60	21,034.42	119,572.60	147,240.94	252,413.00	(27,668)	-18.8%
3500250 · Life Insurance - Terminal	953.66	971.25	6,501.05	6,798.75	11,655.00	(298)	-4.4%
3500300 · ST Disab/LT Disab - Terminal	207.33	242.33	1,306.97	1,696.31	2,908.00	(369)	-23.0%
3500350 · Retirement - Terminal	6,146.75	6,459.00	42,168.09	45,213.00	77,508.00	(3,045)	-8.7%
3501000 · Util-Electric - Terminal	13,331.87	15,000.00	105,158.41	105,000.00	180,000.00	158	0.2%
3501050 · Util-Oil - Terminal	6,353.64	3,333.33	37,058.29	23,333.31	40,000.00	13,725	58.8%
3501080 · Util-Propane - Terminal	0.00	208.33	0.00	1,458.31	2,500.00	(1,458)	-100.0%
3501100 · Util-Telephone - Terminal	726.23	1,000.00	5,502.09	7,000.00	12,000.00	(1,498)	-21.4%
3501150 · Util-Water - Terminal	2,110.92	3,750.00	24,491.54	26,250.00	45,000.00	(1,758)	-6.7%
3501160 · Util-Disposal	3,568.14	5,810.00	27,315.80	40,670.00	69,720.00	(13,354)	-32.8%
3501200 · Insurance Expense - Terminal	4,283.95	3,458.33	32,923.45	24,208.31	41,500.00	8,715	36.0%
3501250 · Snow Removal - Terminal	0.00	484.17	0.00	3,389.19	5,810.00	(3,389)	-100.0%
3501350 · Maintenance - Terminal	19,822.08	7,291.67	78,334.27	51,041.69	87,500.00	27,293	53.5%
3501450 · Maint. Equip. Purch. - Terminal	0.00	908.33	3,582.29	6,358.31	10,900.00	(2,776)	-43.7%
3501502 · Relamp	0.00	1,542.00	4,120.00	10,794.00	18,504.00	(6,674)	-61.8%
3501503 · Welding Fabrication	0.00	200.00	574.00	1,400.00	2,400.00	(826)	-59.0%
3501550 · Terminal Signage	0.00	2,083.33	2,389.41	14,583.31	25,000.00	(12,194)	-83.6%
3501600 · Terminal Landscaping	1,950.25	661.67	10,135.25	4,631.69	7,940.00	5,504	118.8%
3501650 · OSHA Compliance	475.81	1,966.83	5,805.33	13,767.81	23,602.00	(8,162)	-59.3%
3501700 · Baggage Claim Maintenance	160.00	979.17	2,038.24	6,854.19	11,750.00	(4,816)	-70.3%
3502010 · Janitorial Supplies	2,554.92	3,651.42	35,268.10	25,559.94	43,817.00	9,708	38.0%
3502025 · Payroll Processing Fees	507.55	250.00	2,209.09	1,750.00	3,000.00	459	26.2%
3502050 · Education - Public Safety	0.00	2,407.92	6,244.79	16,855.44	28,895.00	(10,611)	-63.0%
3502100 · Elevator Escalator Maintenance	7,677.69	4,932.50	92,674.38	34,527.50	59,190.00	58,147	168.4%
3502101 · HVAC Maintenance	38,854.73	7,875.00	144,549.21	55,125.00	94,500.00	89,424	162.2%
3502102 · Fids Maintenance	484.08	4,166.67	3,256.32	29,166.69	50,000.00	(25,910)	-88.8%
3502110 · KABA Maintenance	0.00	2,500.00	21,455.11	17,500.00	30,000.00	3,955	22.6%
3502150 · Janitorial Contract	5,000.00		5,000.00	0.00	0.00	5,000	100.0%
3502200 · Emergency Communications	1,664.87	2,763.17	14,811.48	19,342.19	33,158.00	(4,531)	-23.4%
3502250 · Dues & Subs - Terminal	129.00	514.58	1,122.40	3,602.06	6,175.00	(2,480)	-68.8%
3502300 · Terminal Paging System	0.00		0.00	0.00	0.00	-	0.0%

Charlotteville-Albemarle Airport Authority

Profit and Loss Budget Performance

January 2020

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget	\$	%
3503010 · Uniforms - Public safety	0.00	866.67	10,433.53	6,066.69	10,400.00	4,367	72.0%
3503020 · Customer Service/Ambassadors	0.00	333.33	1,745.23	2,333.31	4,000.00	(588)	-25.2%
3503050 · Business Center/Lounge	1,156.66	2,433.33	10,622.52	17,083.31	29,200.00	(6,411)	-37.6%
3503051 · Lounge Credit Card Fees	0.00		410.25			410	100.0%
3503801 · 2004 Debt Service Terminal	0.00		0.00	0.00	0.00	-	0.0%
3512000 · Safety	0.00	1,391.67	15,313.36	9,741.69	16,700.00	5,572	57.2%
3512030 · EMS Supplies	0.00	541.67	1,280.83	3,791.69	6,500.00	(2,531)	-66.7%
3512031 · Public Safety Technology	0.00	3,433.33	36,754.71	24,033.31	41,200.00	12,721	52.9%
3512100 · Travel - Public Safety	0.00	2,612.50	13,762.51	18,287.50	31,350.00	(4,525)	-24.7%
3512250 · Towing Expense	0.00	62.50	130.00	437.50	750.00	(308)	-70.3%
3522050 · Education - Operations	266.00	279.17	2,074.00	1,954.19	3,350.00	120	6.1%
3522100 · Travel - Operations	467.87	264.58	1,540.26	1,852.06	3,175.00	(312)	-16.8%
Total Terminal Expenses	274,017.35	262,446.17	1,677,522.55	1,592,556.19	2,662,623.00		
Total Expense	681,896.07	816,033.82	4,570,582.35	5,126,952.06	8,616,241.44		
Net Ordinary Income	16,268.78	-117,142.07	393,535.26	-240,169.81	-0.44		

Charlotteville-Albamarle Airport Authority
Profit and Loss Budget Performance
January 2020

Ordinary Income/Expense	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget		
						\$	%
Income							
ADMINISTRATIVE REVENUES							
6404000 · Miscellaneous Income	223.00	508.33	555.66	3,558.31	6,100.00	(3,003)	-84.4%
6404001 · QTA Staff Reimbursement	2,908.42	2,908.42	20,359.94	20,358.94	34,901.00	1	0.0%
6404002 · Vending Machine Revenue	-208.32		-126.49			(126)	-100.0%
6404100 · VDOA Aviation & Promotion Prgm	0.00	0.00	0.00	0.00	35,000.00	-	0.0%
7405000 · Interest Income	1,835.31	2,000.00	20,228.93	14,000.00	24,000.00	6,229	44.5%
Total ADMINISTRATIVE REVENUES	4,758.41	5,416.75	41,018.04	37,917.25	100,001.00		
AIRFIELD REVENUES							
2402000 · Airline Landing Revenue	82,938.31	77,371.83	576,496.36	541,602.81	928,482.00	34,884	6.4%
2402001 · Charters	0.00	1,666.67	24,376.79	11,666.69	20,000.00	12,710	108.9%
2402100 · Ground Rent/Airfield Fees	6,217.12	7,287.50	62,671.69	50,872.50	87,210.00	11,799	23.2%
2402200 · FBO Revenue	38,756.33	40,000.00	287,402.22	280,000.00	480,000.00	7,402	2.6%
2402250 · A/W Flowage	0.00	500.00	3,384.08	3,500.00	6,000.00	(116)	-3.3%
2403300 · Miscellaneous Revenue Airfield	0.00	100.00	14,117.00	700.00	1,200.00	13,417	1916.7%
2403606 · Security Access Control Reimb.	660.00	1,200.00	10,404.00	8,400.00	14,400.00	2,004	23.9%
Total AIRFIELD REVENUES	128,571.76	128,106.00	978,852.14	896,742.00	1,537,272.00		
PARKING REVENUES							
Parking Revenue	380,826.00	391,412.00	2,706,952.04	2,739,884.00	4,696,944.00	(32,932)	-1.2%
1401015 · Parking - Permits, Licenses&Fee	650.00	500.00	4,295.00	3,500.00	6,000.00	795	22.7%
1401016 · Miscellaneous Fees	182.50	100.00	1,721.95	700.00	1,200.00	1,022	146.0%
Total PARKING REVENUES	381,658.50	392,012.00	2,712,968.99	2,744,084.00	4,704,144.00		
TERMINAL REVENUES							
3403000 · Airline Rent	54,296.12	54,296.08	380,071.72	380,072.56	651,552.96	(1)	0.0%
3403050 · FAA Service FEE/Rent	3,792.92	3,792.00	26,550.44	26,544.00	45,504.00	6	0.0%
3403065 · TSA Reimbursement	5,615.64	4,719.58	33,981.96	33,037.06	56,635.00	945	2.9%
3403100 · Rental Car Revenue	75,797.14	75,787.00	529,869.65	525,119.00	1,104,104.00	4,751	0.9%
3403150 · Ground Transportation Fees	2,000.00	2,000.00	14,000.00	14,000.00	24,000.00	-	0.0%
3403165 · Rental Car QTA Land Lease	4,962.67	4,962.67	34,738.69	34,738.69	59,552.04	-	0.0%
3403200 · Advertising	21,339.50	14,166.67	101,610.50	99,166.69	170,000.00	2,444	2.5%
3403250 · Food/Gift Concessions	12,999.19	10,833.33	87,919.48	75,833.31	130,000.00	12,086	15.9%
3403300 · Miscellaneous Terminal	0.00	166.67	0.00	1,166.69	2,000.00	(1,167)	-100.0%
3403400 · ATM Concession	623.00	623.00	4,361.00	4,361.00	7,476.00	-	0.0%
3403500 · State Ent for Terminal Mainten	0.00	0.00	0.00	0.00	0.00	-	0.0%
3404350 · Business Center/Lounge	2,050.00	2,000.00	18,175.00	14,000.00	24,000.00	4,175	29.8%
Total TERMINAL REVENUES	183,176.18	173,357.00	1,231,278.44	1,208,039.00	2,274,824.00		
Total Income	698,164.85	698,891.75	4,964,117.61	4,886,782.25	8,616,241.00		

Rental Car Revenue*

Rental Car Revenue*



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: March 10, 2020

SUBJECT: **Action Item #1:** Approval for Robinson Farmer Cox Associates to perform the FY20 annual financial audit.

RECOMMENDATION: For the Board to Accept the Recommendation of the Audit Committee to Exercise the 3rd of 4 options to allow Robinson Farmer Cox Associates to perform the FY20 annual financial audit.

BACKGROUND: Within the Audit Committee Charter, it states that at the December meeting, the committee will recommend the selection, retention or termination of the Authority's external auditors and that the recommendation will be presented at the January Board meeting. This item was mistakenly omitted from the Audit Committee's December meeting agenda. The Committee reconvened on January 30, 2020, and the recommendation was made to retain Robinson Farmer Cox Associates to perform the 3rd of 4 options allowed in their contract.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS:

PRESENTATION: N/A



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: March 10, 2020

SUBJECT: **Action Item #2** – Approval of Resolution No. 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering and Architectural Services Contracts”

RECOMMENDATION: For the Board to approve of Resolution No. 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering and Architectural Services Contracts”

BACKGROUND: The Authority is currently in the last year of 5-year contracts for Engineering Services with Delta Engineering Consultants and Talbert & Bright. The Authority does not currently have an active contract for Architectural Services as the contract with Gresham Smith & Partners was not renewed upon completion of the terminal rehabilitation project. The Authority will be issuing Requests for Proposal (RFP) for Professional Aviation/Civil Engineering Services and for Professional Architectural Services for the purpose of securing qualified firms. All proposals will be evaluated and ranked in accordance with the Authority’s procurement policies and the contract will be developed by staff with final approval contingent upon review and approval of legal counsel. If approved, this resolution will require the Executive Director to send via email to the Board members the results of the Requests for Proposals (RFP) process. If all Board members respond in support of the Executive Director’s recommendation of the most responsive bidder, then the Executive Director will be authorized to approve and execute the 2020 Engineering and Architectural Services contracts.

PRIOR ACTIONS: Contracts previously awarded in April 2015 with a maximum of four additional one-year terms for Engineering Services to Delta Airport Consultants and Talbert & Bright and for Architectural Services to Gresham Smith & Partners

FINANCIAL IMPACT: The fees and expenses associated with these engineering and architectural services contracts will be solely dependent upon the projects to which they are assigned.

ATTACHMENT: #1 – Resolution 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering Contract”

PRESENTATION: None

RESOLUTION NO. 2020-4

**EXECUTIVE DIRECTOR AUTHORIZATION TO AWARD AND ADMINISTER THE 2020
ENGINEERING AND ARCHITECTURAL SERVICES CONTRACTS**

WHEREAS, the engineering services contracts with Delta Airport Consultants and Talbert & Bright were awarded in April 2015 as one year contracts with a maximum of four additional one-year terms; and,

WHEREAS, the architectural services contract with Gresham Smith & Partners was awarded in April 2015 as a one year contract with a maximum of four additional one-year terms; and,

WHEREAS, the maximum allowed terms on these contracts are due to expire; and,

WHEREAS, the timing of the competitive procurement process and the Airport Authority Board's meeting schedule may not allow for the procurement and award of the contract by the Board's scheduled meetings; and,

WHEREAS, if the Executive Director determines that the competitive procurement has been performed in accordance with Virginia law and the Authority's procurement guidelines, and an award of a contract is recommended by the Executive Director in accordance with procurement requirements, then that determination will be communicated to the members of the Airport Authority Board; and,

WHEREAS, if all members of the Airport Authority Board concur with the recommendation after receiving the Executive Director's notification, then the Executive Director is hereby authorized to award, execute and administer the Authority's 2020 Engineering and Architectural Services Contracts to the successful firms; now therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board's agent for conducting procurement, and for the award of a contract and administration of said contract, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority to include work orders for projects included in the approved capital budget where funding has been secured, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the contract. Contract modifications shall be made in accordance with state law and within the Executive Director's contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the contract.

ADOPTED this 10th day of March 2020.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____
Melinda Crawford, Secretary



March 2020

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. Expansion of Economy Surface Parking Lot Project
 - iii. ARFF Breakroom and Training Room Project
 - iv. MALSR Update
 - v. Passenger Shelters
 - vi. Terminal Area Masterplan
 - c. Marketing & Air Service Update