

Charlottesville Albemarle Airport Authority Meeting
January 12, 2021, 8:30 a.m.—Zoom

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – November 10, 2020 meeting
2. Financial Statements – November 30, 2020 (Unaudited)
3. Airport Statistics: October and November 2020

Matters from the Public: All persons 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: None

Action Items:

1. Annual Appointment of a Chairman, a Vice-Chairman and the Secretary/Treasurer
2. Amendment #3 to FY-21 Capital Budget
3. Award of Contract for the 2021 Emergency Terminal Generator Project and approval of Resolution #2021-1

Informational Items:

1. Executive Director's Update
 - a. COVID-19 Update
 - b. Personnel Update
 - c. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services
 - iii. Terminal Area Masterplan
 - iv. Tree Removal at the Rotating Beacon
 - d. Marketing & Air Service Update

Next Scheduled Meeting: Tuesday, March 9, 2021, 8:30 a.m. *Location: CHO*

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, November 10, 2020 at 8:30 a.m. at the Airport in the ARFF Training Room

MINUTES

Members Present: Donald Long, Jeff Richardson, John Blair

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance and Administration; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen: Deputy City Attorney; Chris Engel: Commissioner; Addison Barnhardt: Commissioner

Call to Order at 8:35 a.m. by Donald Long.

Consent Agenda:

1. Minutes – September 15, 2020-
2. Financial Statements –August 31, 2020 and September 30, 2020 (Unaudited) discussed.
3. Airport Statistics: August and September 2020 discussed.

Mr. Blair made a motion to accept the Consent Agenda, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.

Matters from the Public: None

Awards & Recognition: Don Long presented service awards to Addison Barnhardt and Chris Engel for their service on the Airport Joint Commission (2014-2020)

Action Items:

1. Amendment#2 of the Authority's FY21 Capital Budget:
 - a. **Recommendation:** Approval of Amendment#2 to the Airport's FY21 Capital Budget as proposed
 - b. Funding amounts and/or title changes for six capital projects are being proposed, and each of these changes were outlined in Attachment #1. These changes and the financial impact of this amendment were discussed.
 - c. Mr. Richardson made a motion to approve Amendment#2 to the Airport's FY21 Capital Budget as proposed. The motion was seconded by Mr. Blair, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. **COVID-19 Response:** The Department of Labor for the Commonwealth of Virginia required that all employers who employ 50-500 staff members must create a COVID19 action plan and provide training. The Authority's plan requires that the entire staff must perform temperature checks and complete a wellness survey before beginning each shift. Recently, Plexiglas was installed in the queues at TSA. We are also using a fogger in the terminal each night, and it works for 30 days to eliminate germs. The new "CHO Is Ready to Soar Again" commercial was presented to the Board.
 - b. **Virginia Resource Authority Application for Parking Bond Issuance:** The Authority will be seeking a bond issuance from the Virginia Resource Authority in January for parking improvements. This issuance was then discussed.
 - c. **Department of Criminal Justice Service COVID 19 and TSA Law Enforcement Officer Grant Agreements:** The Chief of Public Safety was able to secure a COVID 19 grant in the amount of

- \$34,815. It will fund any items related to COVID 19 response. Chief Shenk also secured a TSA law officer reimbursements grant for \$64,000 that allows us to be reimbursed for an officer that will be responsive to the TSA checkpoints when they are opened.
- d. Personnel Update: We are currently interviewing for the following vacant positions: Public Safety Officer, Airfield Maintenance, and Custodian. We are currently not hiring for the vacant parking position.
 - e. Construction Update:
 - i. Air Carrier Apron Expansion Project: Projected is just about completed.
 - ii. MALSR Update: There were 8 lights adjusted on the MALSR system, and work is now complete. Flight check will happen soon and the MALSR will be operational in the next two weeks.
 - iii. Terminal Area Masterplan: This study was originally funded with PFC's, but due to low passenger counts the study and the related PFC Revenues the project will now be funded in part with VDOA Entitlements. The project will resume soon.
 - f. Marketing & Air Service Update: Mr. Burch explained that he met with Airlines during a conference in Denver a few weeks ago. All the airline meetings were positive. The Authority's Tri-Annual drill will take place Saturday, November 14th. This drill will be modified due to COVID 19. The board and commission members are invited to observe the drill.
 - g. Proposed CY2021 Commission & Authority Meeting Schedule- A proposed schedule was presented for CY2021, and staff also discussed an upcoming meeting with the FAA.

Next Scheduled Meeting: Tuesday, January 12, 2021 at 8:30 am at the Airport

Adjourn: 9:38 a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of November 30, 2020

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of November 30, 2020

\$15K and 10% change

Revenues:

- A. Various Revenue Line Items:--When the FY-21 “COVID-19 impacted” budget was developed, we were very conservative in our revenue projections. These revenue accounts are performing better than anticipated. Lower parking revenue is directly attributed to the impacts of COVID-19.
- B. TSA LEO Grant:--This is a new grant that was awarded in September from the Transportation and Security Administration. The total project period is 6/1/20—5/31/23. The current approved funding period is 6/1/20—12/31/20 and the maximum amount approved for that period is \$68,480. The purpose of the grant is to provide partial reimbursement to airport operators to provide on-site, highly visible LEO presence near the passenger screening checkpoint.

Expenses:

- C. Various Expenses Line Items:-- There are various 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 simply due to the current “COVID-19 expense-reducing environment”.
- D. Wages:-- All YTD wage-related line items expenses are lower than budget due to a budgeting and auditing adjustment requirement. During the FY21 budgeting process, 3 payroll paydays were identified for the month of July, and these 3 pay periods were fully accounted for in the FY-21 budget even though most if not all of the expenses for the first payroll were actually incurred in June (the last month of FY20). For auditing purposes, an entry was made to classify the FY-20 portion of the first July payday to June since that is when the hours were actually worked and the related expenses were incurred. For this reason, the YTD expenses are lower than budgeted and this variance may continue for most of FY-21.
- E. Coronavirus Expenses:--This account was established to assist in accounting for expenses related to the coronavirus for tracking purposes.
- F. Airfield Maintenance:-- This line item is over budget due to repair work on two storm-water basins and some equipment rentals necessary for maintenance.
- G. Airfield Equipment Maintenance:--This line item is over budget due to flight checking the PAPI.
- H. State Maintenance Airfield:--This account is being used to account for bigger maintenance projects associated with the airfield that are funded by State Entitlements. For example: rubber removal and crack sealing.

- I. Terminal-HVAC Maintenance:--This line item is over budget due to the aging HVAC system and the need for frequent repairs. In July, UV lighting was installed in the air handling system to aid in the COVID-19 sanitizing effort.

Net Income

November year-to-date net loss before other income = (\$1,284,778).

CARES Grant information: The FAA awarded CHO a grant in the amount of \$6,279,972 for CARES Act funding. As of Nov 30, 2020, CHO has accrued \$5,807,466.30 of this grant for all eligible expenses for the period of January 20, 2020 through November 30, 2020. The cash drawn on this grant has been deposited in the newly established CARES cash account and will be used as needed to offset expenses. This revenue amount is reflected in the "Other Income" revenue account.

Charlotteville Albemarle Airport Profit & Loss Budget Performance November 2020

Ordinary Income/Expense	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget	\$ Change	% Change
Income							
ADMINISTRATIVE REVENUES							
6404000 - Miscellaneous Income	15.00	100.00	763.93	500.00	1,200.00	263.93	52.8%
6404001 - QTA Staff Reimbursement	2,796.00	2,796.00	13,980.00	13,980.00	33,552.00	0.00	0.0%
6404002 - Vending Machine Revenue	0.00	0.00	49.25	0.00	0.00	49.25	100.0%
6404100 - VDOA Aviation & Promotion Prgm	0.00	0.00	0.00	0.00	35,000.00	0.00	100.0%
Total ADMINISTRATIVE REVENUES	2,811.00	2,896.00	14,793.18	14,480.00	69,752.00	313.18	2.2%
AIRFIELD REVENUES							
2402000 - Airline Landing Revenue	33,822.56	35,068.00	167,974.21	140,166.00	490,659.00	27,808.21	19.8% A
2402001 - Charters	1,424.00	833.00	-384.15	4,165.00	10,000.00	-4,549.15	-109.2%
2402100 - Ground Rent/Airfield Fees	9,518.39	11,042.00	65,274.86	55,210.00	132,504.00	10,064.86	18.2%
2402200 - FBO Revenue	40,126.65	30,000.00	179,647.83	140,000.00	378,000.00	39,647.83	28.3% A
2402250 - A/W Flowage	0.00	250.00	0.00	1,250.00	3,000.00	-1,250.00	-100.0%
2403300 - Miscellaneous Revenue Airfield	0.00	100.00	0.00	500.00	1,200.00	-500.00	-100.0%
2403606 - Security Access Control Reimb.	70.00	650.00	1,629.00	3,250.00	7,800.00	-1,621.00	-49.9%
Total AIRFIELD REVENUES	84,961.60	77,943.00	414,141.75	344,541.00	1,023,163.00	69,600.75	
PARKING REVENUES							
Parking Revenue	96,202.00	141,026.00	428,749.29	564,103.00	1,946,154.00	-135,353.71	-24.0% A
1401015 - Parking - Permits, Licenses&Fee	450.00	600.00	2,600.00	3,000.00	7,200.00	-400.00	-13.3%
1401016 - Miscellaneous Fees	55.00	75.00	1,030.00	375.00	900.00	655.00	174.7%
Total PARKING REVENUES	96,707.00	141,701.00	432,379.29	567,478.00	1,954,254.00	-135,098.71	-23.8%
TERMINAL REVENUES							
3403000 - Airline Rent	14,413.05	20,362.25	62,639.97	74,639.25	283,102.00	-11,999.28	-16.1%
3403050 - FAA Service FEE/Rent	3,792.92	3,792.00	18,964.60	18,960.00	45,504.00	4.60	0.0%
3403065 - TSA Reimbursement	3,427.19	3,407.00	17,098.63	17,035.00	40,884.00	63.63	0.4%
3403070 - TSA LEO Grant	8,200.00		51,220.00			51,220.00	100.0% B
3403100 - Rental Car Revenue	52,915.55	35,256.00	291,248.13	141,025.00	486,538.00	150,223.13	106.5% A
3403150 - Ground Transportation Fees	74.00	200.00	910.00	1,000.00	2,400.00	-90.00	-9.0%
3403155 - Rental Car QTA Land Lease	5,111.00	5,111.00	25,555.00	25,555.00	61,332.00	0.00	0.0%
3403200 - Advertising	3,025.36	5,449.00	13,185.56	21,795.00	75,192.00	-8,609.44	-39.5%
3403250 - Food/Gift Concessions	5,015.18	5,038.00	18,363.67	20,154.00	69,531.00	-1,790.33	-8.9%
3403300 - Miscellaneous Terminal	0.00	167.00	0.00	835.00	2,000.00	-835.00	-100.0%
3403400 - ATM Concession	623.00	312.00	3,115.00	1,560.00	3,738.00	1,555.00	99.7%
3404350 - Business Center/Lounge	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total TERMINAL REVENUES	96,597.25	79,094.25	502,300.56	322,558.25	1,070,221.00	179,742.31	55.7%
Total Income	281,076.85	301,634.25	1,363,614.78	1,249,057.25	4,117,390.00	114,557.53	9.2%
Gross Profit	281,076.85	301,634.25	1,363,614.78	1,249,057.25	4,117,390.00	114,557.53	9.2%

Charlotteville Albemarle Airport Profit & Loss Budget Performance November 2020

Expense	Budget		Jul - Nov 20		YTD Budget		Annual Budget		\$ Change	% Change
	Nov 20									
Administrative Expenses										
6500000 · Wages - Administrative	48,700.10	45,835.00	241,345.79	252,092.00	595,854.00	-10,746.21				-4.3% D
6500050 · Overtime - Admin	23,691.48	23,406.00	24,136.85	26,206.00	59,782.00	-2,069.15				-7.9%
6500150 · Payroll Taxes - Administrative	4,012.56	5,325.00	16,883.59	21,426.00	50,271.00	-4,542.41				-21.2%
6500200 · Health Ins./Supp-Administrative	7,576.35	5,160.00	29,761.75	25,800.00	61,920.00	3,961.75				15.4%
6500250 · Life Insurance - Administrative	712.75	610.00	3,563.75	3,050.00	7,320.00	513.75				16.8%
6500300 · ST Disab/ LT Disab - Admin	66.43	23.00	332.15	115.00	276.00	217.15				188.8%
6500350 · Retirement - Administrative	4,739.28	4,055.00	23,625.51	20,275.00	48,660.00	3,350.51				16.5%
6501100 · Util-Telephone - Administrative	1,120.76	1,213.00	5,882.80	6,065.00	14,556.00	-182.20				-3.0%
6501200 · Insur Expense - Administrative	2,503.56	2,642.00	12,879.81	13,210.00	31,704.00	-330.19				-2.5%
6502000 · Office Supplies	296.54	1,400.00	5,476.24	7,000.00	16,800.00	-1,523.76				-21.8%
6502001 · Office Expenses	594.78	1,651.00	2,172.90	8,255.00	19,812.00	-6,082.10				-73.7%
6502025 · Payroll Processing Fees	221.00	300.00	1,138.38	1,500.00	3,600.00	-381.62				-24.1%
6502050 · Education - Administrative	0.00	383.00	743.80	1,915.00	4,596.00	-1,171.20				-61.2%
6502060 · Computer Expense	2,971.98	6,922.00	27,392.09	34,610.00	83,064.00	-7,217.91				-20.9%
6502070 · Equipment Lease	0.00	488.00	1,919.46	2,440.00	5,850.00	-520.54				-21.3%
6502100 · Travel - Administrative	0.00	500.00	439.00	2,500.00	6,000.00	-2,061.00				-82.4%
6502101 · Travel-Marketing	0.00	500.00	3,105.87	2,500.00	6,000.00	605.87				24.2%
6502250 · Dues & Subs. - Administrative	3,324.84	869.00	9,186.04	4,345.00	10,428.00	4,841.04				111.4%
6502251 · Dues & Subs Marketing	0.00	611.00	275.00	3,055.00	7,332.00	-2,780.00				-91.0%
6502500 · Coronavirus Expenses	7,698.23	0.00	45,422.68	0.00	0.00	45,422.68				100.0% E
6502550 · Admin Storage Facilities	0.00		3,375.00			3,375.00				100.0%
6502561 · Shipping	49.68	175.00	541.98	875.00	2,100.00	-333.02				-38.1%
6502600 · Meeting Expense	478.00	217.00	672.32	1,085.00	2,600.00	-412.68				-38.0%
6502650 · Postage	0.00	100.00	551.98	500.00	1,200.00	51.98				10.4%
6502700 · Banking Fees	251.00	290.00	1,147.00	1,450.00	3,480.00	-303.00				-20.9%
6502701 · Service Fees	0.00	0.00	0.00	0.00	0.00	0.00				0.0%
6502750 · Human Resource Expenses	1,437.62	1,880.00	6,839.63	9,400.00	22,560.00	-2,580.37				-27.2%
6502760 · Miscellaneous Expenses	25.00	0.00	4,112.47	0.00	0.00	4,112.47				100.0%
6502800 · Bad Debt Expense	0.00	0.00	0.00	0.00	250.00	0.00				0.0%
6502850 · Professional Fees	0.00	17,442.00	36,044.25	87,210.00	209,304.00	-51,165.75				-58.7% C
6502860 · Advert. & Promotion Expense	21,222.35	17,605.00	104,009.56	172,875.00	408,200.00	-68,865.44				-39.8% C
6502861 · Special Events	313.69	625.00	1,454.27	3,125.00	32,500.00	-1,670.73				-53.5%
6502880 · Air Service Dev. Expense	875.00	7,890.00	18,725.00	44,450.00	133,180.00	-25,725.00				-57.9% C
Total Administrative Expenses	132,882.78	148,117.00	633,156.92	757,329.00	1,849,199.00	-124,172.08				-16.4%

Charlotteville Albemarle Airport Profit & Loss Budget Performance November 2020

	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget	\$ Change	% Change
Airfield Expenses							
2500000 - Wages - Airfield	43,680.97	46,631.00	226,426.25	268,470.00	629,002.00	-42,043.75	-15.7%
2500051 - Overtime - Airfield	15,319.96	24,257.00	24,033.38	37,257.00	93,012.00	-13,223.62	-35.5%
2500150 - Payroll Taxes - Airfield	3,355.57	5,454.00	14,895.71	23,543.00	55,571.00	-8,647.29	-36.7%
2500200 - Health Ins./Supp. - Airfield	11,724.95	10,292.00	45,290.75	51,460.00	123,504.00	-6,169.25	-12.0%
2500250 - Life Insurance - Airfield	610.65	650.00	3,141.71	3,250.00	7,800.00	-108.29	-3.3%
2500300 - ST Disab/LT Disab - Airfield	85.40	53.00	418.41	265.00	636.00	153.41	57.9%
2500350 - Retirement - Airfield	4,060.39	4,320.00	20,863.65	21,600.00	51,840.00	-736.35	-3.4%
2501000 - Util-Electric - Airfield	3,801.55	3,200.00	12,189.73	16,000.00	38,400.00	-3,810.27	-23.8%
2501060 - Util-Propane - Airfield	0.00	1,000.00	2,661.85	1,800.00	8,400.00	861.85	47.9%
2501100 - Util-Telephone - Airfield	581.11	600.00	2,912.46	3,000.00	7,200.00	-87.54	-2.9%
2501150 - Util-Water - Airfield	55.75	60.00	254.63	300.00	720.00	-45.37	-15.1%
2501200 - Insurance Expense - Airfield	4,320.97	4,537.00	21,724.26	22,685.00	54,444.00	-960.74	-4.2%
2501250 - Snow Removal - Airfield	0.00	2,000.00	0.00	2,000.00	50,000.00	-2,000.00	-100.0%
2501300 - Lighting Maintenance	9,873.90	1,065.00	12,233.90	5,325.00	12,780.00	6,908.90	129.7%
2501350 - Maintenance - Airfield	1,547.46	3,348.00	48,905.79	16,740.00	40,176.00	32,165.79	192.1%
2501351 - Airfield Grounds Maintenance	1,522.51	1,292.00	5,527.76	6,460.00	15,504.00	-932.24	-14.4%
2501360 - Airfield Buildings Maintenance	42.47		6,201.37		6,201.37		100.0%
2501400 - Maint. Airfield Equipment	22,646.05	8,425.00	59,943.80	42,125.00	101,100.00	17,818.80	42.3%
2501450 - Maint. Equip. Purch. - Airfield	642.15	1,133.00	1,992.03	5,665.00	13,596.00	-3,672.97	-64.8%
2501500 - Vehicle Expense Gas and Oil	2,529.52	4,254.00	18,356.18	21,270.00	51,048.00	-2,913.82	-13.7%
2501950 - State Maintenance-Airfield	0.00		123,351.15		123,351.15		100.0%
2502025 - Payroll Processing Fees	221.00	300.00	1,138.38	1,500.00	3,600.00	-361.62	-24.1%
2502050 - Education - Maintenance	0.00	292.00	0.00	1,460.00	3,504.00	-1,460.00	-100.0%
2502100 - Travel maintenance	0.00	659.00	366.45	3,295.00	7,908.00	-2,928.55	-88.9%
2502250 - Dues & Sub. Airfield	0.00	146.00	5,900.00	730.00	1,752.00	5,170.00	708.2%
2503000 - Uniforms - Airfield	199.98	417.00	3,287.48	2,085.00	5,004.00	1,202.48	57.7%
2503300 - Emergency Exercises	1,188.16	0.00	1,188.16	2,500.00	2,500.00	-1,311.84	-52.5%
2503350 - Environmental Compliance	568.16	2,359.00	3,340.80	11,795.00	28,308.00	-8,454.20	-71.7%
2503551 - 800 MHz Maintenance Fees	0.00	0.00	13,113.50	10,614.00	21,227.00	2,499.50	23.5%
2512350 - ARFF Equipment	575.00	975.00	4,920.24	4,875.00	11,700.00	45.24	0.9%
2512400 - ARFF Training Supplies	0.00	608.00	4,344.34	3,040.00	7,296.00	1,304.34	42.9%
2512425 - Firearms	0.00	300.00	0.00	1,500.00	3,600.00	-1,500.00	-100.0%
2512450 - Hazmat Materials	0.00	542.00	60.00	2,710.00	6,504.00	-2,650.00	-97.8%
2512550 - Security Access Control	1,007.50	3,431.00	5,788.93	17,155.00	41,172.00	-11,366.07	-66.3%
2512605 - Security Background Expense	0.00	483.00	0.00	2,415.00	5,796.00	-2,415.00	-100.0%
Total Airfield Expenses	130,161.13	133,083.00	694,773.05	614,889.00	1,504,604.00	79,884.05	13.0%

Charlotteville Albemarle Airport Profit & Loss Budget Performance November 2020

	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget	\$ Change	% Change
Parking Expenses							
1500000 · Wages - Parking	30,533.04	33,210.00	159,440.37	182,855.00	431,730.00	-23,214.63	-12.7%
1500050 · Overtime - Parking	13,298.55	16,964.00	15,895.33	28,764.00	65,367.00	-12,868.67	-44.7%
1500150 · Payroll Taxes - Parking	2,693.07	3,869.00	11,794.82	16,326.00	39,172.00	-4,531.18	-27.8%
1500200 · Health Ins./Supp. - Parking	12,022.35	10,921.00	43,014.75	54,605.00	131,052.00	-11,590.25	-21.2%
1500250 · Life Insurance - Parking	447.05	585.00	2,305.34	2,925.00	7,020.00	-619.66	-21.2%
1500300 · ST Disab/LT Disab - Parking	60.99	135.00	334.57	675.00	1,620.00	-340.43	-50.4%
1500350 · Retirement - Parking	2,972.47	3,890.00	15,374.44	19,450.00	46,680.00	-4,075.56	-21.0%
1501010 · Util-Parking Lights	309.34	370.00	2,152.14	1,850.00	4,440.00	302.14	16.3%
1501100 · Util-Telephone - Parking	948.69	1,000.00	4,736.78	5,000.00	12,000.00	-263.22	-5.3%
1501150 · Util-Water - Parking	10.39	25.00	86.37	125.00	300.00	-38.63	-30.9%
1501200 · Insurance Expense - Parking	1,125.61	1,182.00	5,511.55	5,910.00	14,184.00	-398.45	-6.7%
1501250 · Snow Removal - Parking	0.00	671.00	0.00	3,355.00	8,052.00	-3,355.00	-100.0%
1501300 · Parking Lot Lighting	0.00	1,000.00	0.00	5,000.00	12,000.00	-5,000.00	-100.0%
1501350 · Parking Grounds Maintenance	4,129.01	6,892.00	21,120.79	34,460.00	82,704.00	-13,339.21	-38.7%
1501351 · Parking Pavement/Booths/Steps	24.28	638.00	667.92	3,190.00	7,656.00	-2,522.08	-79.1%
1501400 · Parking Equip. Maintenance	653.94	2,125.00	6,851.97	10,625.00	25,500.00	-3,773.03	-35.5%
1501500 · Parking Facilities Maintenance	0.00		1,877.82			1,877.82	100.0%
1501600 · Ground Transportation Expenses	0.00		2,992.48			2,992.48	100.0%
1502000 · Supplies - Parking	0.00	720.00	363.95	3,600.00	8,640.00	-3,236.05	-89.9%
1502001 · Parking-Signage & Traffic Contr	0.00	1,284.00	0.00	6,420.00	15,408.00	-6,420.00	-100.0%
1502025 · Payroll Processing Fees	221.00	300.00	1,138.31	1,500.00	3,600.00	-361.69	-24.1%
1502050 · Education - Parking	0.00	183.00	0.00	915.00	2,196.00	-915.00	-100.0%
1502100 · Travel - Parking	0.00	167.00	0.00	835.00	2,004.00	-835.00	-100.0%
1502250 · Dues & Subs. - Parking	275.00	34.00	275.00	170.00	408.00	105.00	61.8%
1502300 · Vehicles Expense-Parking	0.00	22.00	4,500.00	110.00	264.00	4,390.00	3990.9%
1503000 · Uniforms-Parking	0.00	0.00	0.00	4,000.00	4,000.00	-4,000.00	-100.0%
1503100 · Parking Credit Card Fees	3,980.30	5,641.00	15,746.32	22,565.00	77,846.00	-6,818.68	-30.2%
1503105 · Over & Short	0.00	10.00	-1.00	50.00	120.00	-51.00	-102.0%
1503150 · Bad Debt Expense	0.00	10.00	0.00	50.00	120.00	-50.00	-100.0%
1503800 · 2014 Debt Service Parking	15,276.40	15,276.00	76,382.00	76,380.00	183,317.00	2.00	0.0%
1503801 · 2006 Debt Service Parking	0.00	0.00	0.00	0.00	32,029.32	0.00	0.0%
1503802 · Surface Parking Expansion 2019	0.00	62,500.00	18,454.20	312,500.00	750,000.00	-294,045.80	-94.1%
Total Parking Expenses	88,981.48	169,624.00	411,016.22	804,010.00	1,969,429.32	-392,993.78	-48.9%

Charlottesville Albemarle Airport Profit & Loss Budget Performance November 2020

	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget	\$ Change	% Change
Terminal Expenses							
3500000 · Wages - Terminal	70,726.28	77,709.00	366,832.42	427,400.00	1,010,218.00	-60,567.58	-14.2%
3500051 · Overtime-Terminal	19,092.87	23,573.00	41,836.04	36,573.00	91,839.00	5,263.04	14.4%
3500150 · Payroll Taxes - Terminal	4,072.02	7,806.00	23,752.09	35,785.00	84,483.00	-12,032.91	-33.6%
3500200 · Health Ins./Supp - Terminal	21,091.95	19,625.00	88,663.75	98,125.00	235,500.00	-9,461.25	-9.6%
3500250 · Life Insurance - Terminal	912.54	1,012.00	4,847.48	5,060.00	12,144.00	-212.52	-4.2%
3500300 · ST Disabl/LT Disab - Terminal	169.60	217.00	924.57	1,085.00	2,604.00	-160.43	-14.8%
3500350 · Retirement - Terminal	6,067.85	6,729.00	32,282.30	33,645.00	80,748.00	-1,362.70	-4.1%
3501000 · Util-Electric - Terminal	13,382.55	16,000.00	64,190.20	80,000.00	192,000.00	-15,809.80	-19.8%
3501050 · Util-Oil - Terminal	7,082.65	10,000.00	7,082.65	10,000.00	40,000.00	-2,917.35	-29.2%
3501060 · Util-Propane - Terminal	0.00	800.00	0.00	4,000.00	9,600.00	-4,000.00	-100.0%
3501100 · Util-Telephone - Terminal	744.91	900.00	3,720.86	4,500.00	10,800.00	-779.14	-17.3%
3501150 · Util-Water - Terminal	615.54	3,750.00	7,127.56	18,750.00	45,000.00	-11,622.44	-62.0%
3501160 · Util-Disposal	3,681.34	5,810.00	14,407.43	29,050.00	69,720.00	-14,642.57	-50.4%
3501200 · Insurance Expense - Terminal	4,283.95	4,498.00	21,508.39	22,490.00	53,976.00	-981.61	-4.4%
3501250 · Snow Removal - Terminal	0.00	484.00	0.00	2,420.00	5,808.00	-2,420.00	-100.0%
3501350 · Maintenance - Terminal	16,305.90	6,250.00	39,927.61	31,250.00	75,000.00	8,677.61	27.8%
3501450 · Maint. Equip. Purch. - Terminal	43.26	908.00	1,781.26	4,540.00	10,896.00	-2,758.74	-60.8%
3501502 · Relamp	-34.88	784.00	5,868.37	3,920.00	9,408.00	1,948.37	49.7%
3501503 · Welding Fabrication	0.00	100.00	0.00	500.00	1,200.00	-500.00	-100.0%
3501550 · Terminal Signage	0.00	417.00	387.67	2,085.00	5,004.00	-1,697.33	-81.4%
3501600 · Terminal Landscaping	0.00	258.00	770.25	1,290.00	3,096.00	-519.75	-40.3%
3501650 · OSHA Compliance	2,813.32	1,967.00	3,950.21	9,835.00	23,604.00	-5,884.79	-59.8%
3501700 · Baggage Claim Maintenance	0.00	479.00	3,869.00	2,395.00	5,748.00	1,474.00	61.5%
3502010 · Janitorial Supplies	907.19	4,160.00	7,643.90	20,800.00	49,920.00	-13,156.10	-63.3%
3502025 · Payroll Processing Fees	221.00	300.00	1,138.36	1,500.00	3,600.00	-361.62	-24.1%
3502050 · Education - Public Safety	2,047.23	1,235.00	2,047.23	6,175.00	14,820.00	-4,127.77	-66.8%
3502100 · Elevator Escalator Maintenance	2,187.96	2,016.00	20,559.05	10,080.00	24,192.00	10,479.05	104.0%
3502101 · HVAC Maintenance	5,095.44	8,485.00	93,049.40	42,425.00	101,820.00	50,624.40	119.3%
3502102 · Fids Maintenance	532.50	4,167.00	3,756.28	20,835.00	50,004.00	-17,078.72	-82.0%
3502110 · KABA Maintenance	0.00	2,500.00	0.00	12,500.00	30,000.00	-12,500.00	-100.0%
3502150 · Janitorial Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3502200 · Emergency Communications	1,710.49	1,967.00	9,386.66	9,835.00	23,604.00	-448.34	-4.6%
3502250 · Dues & Subs - Terminal	0.00	250.00	2,697.50	1,250.00	3,000.00	1,447.50	115.8%
3503010 · Uniforms - Public safety	68.20	417.00	509.80	2,085.00	5,004.00	-1,575.20	-75.5%
3503020 · Customer Service/Ambassadors	0.00	167.00	0.00	835.00	2,004.00	-835.00	-100.0%
3503050 · Business Center/Lounge	0.00	0.00	137.76	0.00	7,200.00	137.76	100.0%
3503051 · Lounge Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Charlottesville Albemarle Airport Profit & Loss Budget Performance November 2020

	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget	\$ Change	% Change
3503801 - 2004 Debt Service Terminal	0.00		0.00		0.00	0.00	0.0%
3512000 - Safety	0.00	208.00	1,823.60	1,040.00	2,496.00	783.60	75.3%
3512030 - EMS Supplies	0.00	250.00	0.00	1,250.00	3,000.00	-1,250.00	-100.0%
3512031 - Public Safety Technology	0.00	3,117.00	30,336.00	15,585.00	37,404.00	14,751.00	94.6%
3512100 - Travel - Public Safety	504.95	417.00	454.95	2,085.00	5,004.00	-1,630.05	-78.2%
3512250 - Towing Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3522050 - Education - Operations	0.00	104.00	0.00	520.00	1,248.00	-520.00	-100.0%
3522100 - Travel - Operations	0.00	50.00	2,175.76	250.00	600.00	1,925.76	770.3%
Total Terminal Expenses	184,326.61	219,886.00	909,446.38	1,013,748.00	2,443,316.00	-104,301.62	-10.3%
Total Expense	536,352.00	670,710.00	2,648,392.57	3,189,976.00	7,766,548.32	-541,583.43	-17.0%
Net Ordinary Income	-255,275.15	-369,075.75	-1,284,777.79	-1,940,918.75	-3,649,158.32	656,140.96	-33.8%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
November 2020

	Nov 20	Budget	Jul - Nov 20	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					
Capital Contributions					
CFC Revenue Funds	30,597.47	68,268.30	172,173.19	385,712.24	660,357.08
Project Contributed Capital					
0253483 · CC AIP 50 Relocate TW E	0.00		229,464.82		
0253485 · CC AIP 52 Dsgn AF Lgt & Signg	42,690.65		87,295.65		
0253511 · CC AIP 46 RW 3-21 Rehab Constr	405,846.01	0.00	805,969.31	45,226.04	45,226.04
0253611 · CC AIP 48 Air Carrier Rmp Const	0.00	0.00	2,186,545.32	0.00	999,921.00
Total Project Contributed Capital	448,536.66	0.00	3,309,275.10	45,226.04	1,045,147.04
State Construction Revenue					
0259000 · Contributed Capital-Entitlement	1,615.57	14,135.93	509,594.07	737,566.28	2,121,895.48
Total State Construction Revenue	1,615.57	14,135.93	509,594.07	737,566.28	2,121,895.48
0246000 · PFC Funds	39,146.27	150,892.40	94,984.27	427,890.86	1,141,241.40
Total Capital Contributions	519,895.97	233,296.63	4,086,026.63	1,596,395.42	4,968,641.00
0301000 · Airline Contributed Capital	5,153.67	5,153.75	25,768.35	25,768.75	53,837.00
0301001 · CFC - Coverage	3,684.00	3,684.00	18,420.00	18,420.00	44,208.00
6404005 · CARES Fund Revenue	510,661.21		2,172,456.43		1,299,274.82
6404200 · Insurance Claim Proceeds	0.00	0.00	45,281.26	0.00	0.00
7405000 · Interest Income	735.91	200.00	4,213.59	1,000.00	2,400.00
Total Other Income	1,040,130.76	242,334.38	6,352,166.26	1,641,584.17	6,368,360.82
Other Expense					
CFC EXPENSES	24,926.51	26,984.81	126,839.77	131,400.57	225,385.03
Depreciation & Amortization	355,813.78	382,201.70	1,748,353.98	1,893,542.92	4,553,386.81
Total Other Expense	380,740.29	409,186.51	1,875,193.75	2,024,943.49	4,778,771.84
Net Other Income	659,390.47	-166,852.13	4,476,972.51	-383,359.32	1,589,588.98
Net Income	404,115.32	-535,927.88	3,192,194.72	-2,324,278.07	-2,059,569.34



Operating Statistics-Fiscal Year 2021

	October 2020	October 2019	FYTD 2021	FYTD 2020	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010
Aircraft Operations															
<i>Itinerant:</i>															
Air Carrier/Taxi	1,960	2,816	7,686	10,331	27,152	30,980	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412
General Aviation	3023	2,990	11,818	12,035	31,676	34,403	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394
Military	220	266	795	1,041	2,427	2,503	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984
<i>Local:</i>															
General Aviation	2,982	2,252	12,242	9,875	29,577	23,263	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294
Military	820	854	2,724	2,702	8,290	6,432	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087
Total Operations	9,005	9,178	35,265	35,984	99,122	97,581	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171
Enplaned Passengers	11,158	36,437	35,855	134,656	282,282	378,441	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060
Deplaned Passengers	11,381	37,127	36,143	135,762	280,849	374,011	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867
Enplaned Load Factor	57%	82%	52%	81%	71%	79%	82%	80%	84%	86%	81%	76%	75%	72%	69%
Available Seats	19,663	44,497	69,431	167,186	396,487	476,109	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136
Parking Revenue	103,233	431,408	329,720	1,579,605	3,378,383	4,580,420	4,335,457	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145
FBO Fuel Gallons Pumped															
GA -100LL	5,327	5,005	17,876	19,558	47,251	46,043	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178
GA/Corporate Jet-A	89,713	118,337	311,969	421,674	972,283	1,256,084	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363
Military Jet-A	16	0	16	0	0	15	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901
Airline	127,514	376,381	423,728	1,358,152	3,506,873	3,738,428	2,967,944	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980
Total Fuel	222,570	499,723	753,589	1,799,384	4,526,407	5,040,570	4,128,068	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422
Food/Beverage/Retail															
Tailwinds, L.L.C.	42,865	198,030	136,008	744,533	1,484,638	2,000,661	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104
Rental Car Revenue*	566,073	1,088,457	2,111,273	4,199,768	8,420,726	10,456,100	9,991,227	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2021

	November 2020	November 2019	FYTD 2021	FYTD 2020	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	2013	2012	2011	2010
Aircraft Operations															
<i>Itinerant:</i>															
<i>Air Carrier/Taxi</i>	1,993	2,768	9,679	13,099	27,152	30,980	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412
<i>General Aviation</i>	2,934	2,948	14,752	14,983	31,676	34,403	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394
<i>Military</i>	156	190	951	1,231	2,427	2,503	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984
<i>Local:</i>															
<i>General Aviation</i>	3,530	2,158	15,772	12,033	29,577	23,263	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294
<i>Military</i>	488	512	3,212	3,214	8,290	6,432	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087
Total Operations	9,101	8,576	44,366	44,560	99,122	97,581	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171
Enplaned Passengers	10,235	34,594	46,090	169,250	282,282	378,441	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060
Deplaned Passengers	9,540	33,558	45,683	169,320	280,849	374,011	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867
Enplaned Load Factor	60%	82%	53%	81%	71%	79%	82%	80%	84%	86%	81%	76%	75%	72%	69%
Available Seats	17,159	42,258	86,590	209,444	396,487	476,109	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136
Parking Revenue	96,202	383,873	425,922	1,963,478	3,378,383	4,580,420	4,355,457	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145
FBO Fuel Gallons Pumped															
<i>GA - 100LL</i>	6,077	4,662	23,953	24,221	47,251	46,043	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178
<i>GA/Corporate Jet-A</i>	77,727	119,255	389,696	540,929	972,283	1,256,084	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363
<i>Military Jet-A</i>	0	0	16	0	0	15	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901
<i>Airline</i>	108,276	353,171	532,004	1,711,323	3,506,873	3,738,428	2,967,944	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980
Total Fuel	192,080	477,088	945,669	2,276,473	4,526,407	5,040,570	4,128,068	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422
Food/Beverage/Retail															
<i>Tailwinds, LLC.</i>	37,133	176,651	173,142	921,184	1,484,638	2,000,661	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104
Rental Car Revenue*	481,412	901,550	2,592,686	5,101,318	8,420,726	10,456,100	9,991,227	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662

*Concessionable revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 12, 2021

SUBJECT: **Action Item #1** – Annual Appointment of a Chairman, a Vice-Chairman, and the Secretary/Treasurer

RECOMMENDATION: To select a Chairman, a Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority’s enabling legislation.

BACKGROUND: Chapter 864 of the Acts of Assembly of 2003 § 6 states “The Authority shall annually elect one of its members to serve as chairman, and another member to serve as vice chairman.” Historically the Commission also performs this same appointment for consistency.

The same section also states, “The Authority shall also elect annually a secretary/treasurer, who may or may not be a member of the Authority.”



TO: Members of the Charlottesville Albemarle Airport Board

FROM: Melinda C. Crawford, Executive Director

DATE: January 12, 2021

SUBJECT: **Action Item #2:** Amendment #3 of the Airport’s FY-21 Capital Budget

RECOMMENDATION: For the Board to Approve Amendment #3 to the Airport’s FY-21 Capital Budget as proposed.

BACKGROUND: This item has been proposed to amend the previously approved Amendment #2 to the FY-21 Capital Budget.

The following changes to the FY-21 Capital Budget are proposed:
 Item A – Design Terminal Expansion Project will be moved to FY-22
 Item E – GA Ramp Improvements Phase I will be moved to FY-22
 Item AS – Emergency Generator –Phase I Project increased in cost
 Item AT – Ground Transportation Project increased in cost
 Within the attached spreadsheet, all projects that have been modified with either cost or funding allocations are highlighted in green.

PRIOR ACTION: FY-21 Capital Budget was approved on 6/25/20.
 FY-21 Capital Budget Amendment #1 was approved on 9/15/20
 FY-21 Capital Budget Amendment #2 was approved on 11/10/20

FINANCIAL IMPACT:

	<u>Nov 10, 2020</u>	<u>Jan 12, 2021</u>	<u>Variance</u>
FAA Funding	\$ 4,869,097	\$ 4,869,097	\$ -0-
State Entitlements	\$ 4,402,474	\$ 4,174,474	- \$ 228,000
<u>Authority Local Funds</u>	<u>\$ 1,888,311</u>	<u>\$ 1,971,311</u>	<u>\$ 83,000</u>
Total FY-21 Capital Budget	\$11,159,882	\$ 11,014,882	- \$ 145,000

ATTACHMENTS: Attachment #1 – FY-21 Capital Budget Amendment #3.

PRESENTATION: None



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 12, 2021

SUBJECT: **Action Item #3** - Award of contract for the 2021 Terminal Emergency Generator Project and Approval of Resolution No. 2021-1 “Executive Director Authorization to Administer the 2021 Terminal Emergency Generator Project Contract”.

RECOMMENDATION: Board Award of 2021 Terminal Emergency Generator Project Contract to Gen Hub, dba/The Power Connection at the not-to-exceed amount of \$600,000 and Approval of Resolution No. 2021-1 “Executive Director Authorization to Administer the “2021 Terminal Emergency Generator Project” Contract.

BACKGROUND: On November 30, 2020, the Authority issued Request For Proposal (RFP) #2021-1 “Terminal Back-Up Power Generator”. This document provided interested parties with information to enable them to prepare and submit a proposal for the project to purchase and install the Terminal Emergency Generator(s). Two firms responded to the RFP, and they are as follows:

1. Davis & Green Electrical
2. Gen Hub, dba/ The Power Connection

The selection committee which consisted of Jason Burch, Deputy Executive Director, Jason Devillier, Director of Maintenance and Construction, and Jack Cross, Terminal Facilities Supervisor, reviewed the proposals. Phone interviews were conducted with both firms, and the selection committee unanimously recommends that the RFP be awarded to Gen Hub, dba/The Power Connection as the firm that would provide the best value to the Authority. In addition to the equipment purchases outlined in the proposal, the successful firm will disconnect and relocate three existing portable generators, and additional expenses may be incurred as a result of the discovery phase of this project along with site work so the total cost of project is anticipated not to exceed \$600,000.

PRIOR ACTION: June 16, 2017 – The Emergency Generator Project Phase 1 was approved in the FY18 ACIP 6-yr approved at an estimated cost of \$375,000
November 30, 2020 – Request for Proposal was issued.
January 12, 2021- The projected cost of this project was increased to \$600,000

FUNDING: This project will be funded with 80% Virginia Department of Aviation Entitlement Funds and 20% local match.

FINANCIAL IMPACT: The FY21 Operating Budget will fund expenses not-to-exceed \$120,000 associated with this project.

ATTACHMENTS:

#1 - Resolution No. 2021-1 "Executive Director Authorization to Administer the "2021 Terminal Emergency Generator Project" Contract.

PRESENTATION:

None

RESOLUTION NO. 2021-1

EXECUTIVE DIRECTOR AUTHORIZATION TO ADMINISTER THE 2021 TERMINAL EMERGENCY GENERATOR PROJECT PHASE 1 ("PROJECT") AND RELATED CONTRACTS

WHEREAS, the Charlottesville-Albemarle Airport Authority approved on June 16, 2017 the FY 2018 Capital Budget which included the Emergency Generator Project Phase 1 ("Project"); and,

WHEREAS, the Charlottesville-Albemarle Airport Authority approved on January 12, 2021 an amendment to the FY 21 Capital Budget which included adjusted amounts for the Project; and,

WHEREAS, a Request for Proposals was issued on November 30, 2020 in accordance with the Authority's procurement policy for the Project; and,

WHEREAS, two firms submitted bids and Gen Hub, dba/The Power Connection was recommended by the selection committee as the firm that would provide the best value to the Authority; and,

WHEREAS, in addition to the equipment purchases outlined in the proposal, Gen Hub dba/The Power Connection will be required to disconnect and relocate three existing portable generators, and additional expenses may be incurred as a result of the discovery phase of this project along with site work; and,

WHEREAS, the Authority is approving the award of the Project contract to Gen Hub dba/The Power Connection in the not-to-exceed amount of \$600,000 on January 12, 2021; and,

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 administration of said contract including, without limitation: executing the Contract on behalf of the Authority; giving of notices and approvals required of the Authority, 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 _____ day of January, 2021.

Vote:

Aye: _____

No: _____

Certified:

By: _____

Melinda Crawford, Secretary



January 12, 2021

Informational Items:

1. Executive Director's Update
 - a. COVID-19 Update
 - b. Personnel Update
 - c. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services
 - iii. Terminal Area Masterplan
 - iv. Tree Removal at the Rotating Beacon
 - d. Marketing & Air Service Update