



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, March 14, 2023, at 8:30 a.m. –County of Albemarle Office Building, Room 241,
Charlottesville, VA

MINUTES

Members Present: Donald Long, Jeff Richardson, Michael Rogers

Members Absent: none

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen: the City of Charlottesville Deputy City Attorney

Call to Order at 8:30 a.m. by Mr. Long

Consent Agenda:

1. Minutes – January 10, 2023, Joint meeting was discussed. Mr. Rogers motioned to accept the minutes. Mr. Richardson seconded the motion. It was unanimously accepted.
2. Financial Statements –January 31, 2023 (Unaudited) discussed.
3. Airport Statistics: December 2022 and January 2023- discussed.

Mr. Richardson made a motion to accept the consent agenda. Mr. Rogers seconded the motion, and the motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: Jeff Henry celebrated 20 years of service, Deana Sultanzada celebrated 5 years of service, and Melinda Crawford celebrated 10 years of service at CHO.

Action Items:

1. FY-22 Annual Comprehensive Financial Report
 - a. **Recommendation:** For the Board to Accept the FY22 Annual Comprehensive Financial Report as presented.
 - b. Ms. Shifflett reported no notable findings or recommendations in the FY22 Financial Report. This was the 1st year associated with the new contract for Robinson, Farmer Cox, and this audit was 90% completed electronically. The Audit Committee recommended renewing the 1st of 4 options with Robinson Farmer Cox for the FY23 audit.
 - c. Mr. Rogers motioned to accept the FY-23 Operating Budget and 6-Year Capital Budget. Mr. Richardson seconded the motion, and the motion was unanimously approved.
2. 2023 Audit Committee Membership
 - a. **Recommendation:** For the Board to appoint the 2023 Audit Committee by approving Resolution No: 2023-1 “Appointment of the 2023 Membership of the Audit Committee”
 - b. Craig Lefanowicz’s term will end in 2023, and he will find a possible replacement for his position. He plans on bringing the candidate to the June Audit Committee meeting. All other members wanted to continue their terms on the Audit Committee.
 - c. Mr. Richardson motioned to approve Resolution No. 2023-1, “Appointment of the 2023 Membership of the Audit Committee”. Mr. Rogers seconded the motion. It was unanimously approved.
3. Amendment #3 to the FY-23 Capital Budget

- a. **Recommendation:** Approval of FY23 Capital Budget Amendment#3
 - b. Ms. Crawford explained that most of Amendment#3 is being adjusted to align with FAA funding. Attachment#1 was reviewed and discussed for each project.
 - c. Mr. Rogers motioned to accept Amendment#3 to the FY-23 Capital Budget. Mr. Richardson seconded the motion, and the motion was unanimously approved.
4. Establishing FY-23 & FY-24 Employee Retention Bonus
 - a. **Recommendation:** Approval of the FY-2023& FY-2024 Employee Retention Amounts
 - b. Ms. Crawford explained that at the September Board meeting, it was decided the separation bonus would become a retention bonus. The staff worked with Chairman Don Long and devised a tiered system for this benefit. A spreadsheet showing the amounts for the retention bonus was reviewed.
 - c. Mr. Rogers motioned to accept the FY23 & FY24 Employee Retention Bonus Amounts. Mr. Richardson seconded the motion, and the motion was unanimously approved.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: One of our maintenance employees, Mr. W. Shifflett, has accepted a position with the public safety department, and he is currently at the Police Academy. We have recently completed the recruitment processes for his former position and a parking operations position.
 - b. Termination of BFT Contract: Last year, we completed a Marketing and Advertising RFP process and selected BFT. We realized a local effort would best suit our current marketing needs and have terminated the BFT contract. We are currently working with a local company and may complete another RFP process in the future.
 - c. Draft FY-24 6-Year Airport Capital Plan: A draft copy was given out for the Board's review. This item will be presented in June for approval.
 - d. Construction Update: Jason Burch provided the following update:
 - i. Airfield Lighting Upgrade: This project is at day 59 of a 155-day project.
 - ii. ARFF Building Upgrade: This project is ongoing, and we are reviewing design options.
 - iii. Airline Ticket Counter Upgrades and Upgrade of Automated Doors: This project has been in the Capital budget for a while, but with the new airline arriving in May, it has become a high priority.
 - iv. Status of ARFF Vehicle and Snow Removal Equipment Purchases: The ARFF truck was delivered last week. It will not be activated until training occurs. The rest of the equipment will arrive by the end of the year.
 - e. Marketing & Air Service Update: Mr. Burch explained that Avelo Airlines will begin direct flights on May 3 to Orlando. They will have a normal Monday and Friday flight schedule, and we are currently working on a marketing campaign. The Philadelphia flight will return on April 3. Mr. Burch will attend a Routes conference next week and will meet with six airlines.

Closed Session:

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

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body pursuant to VA Code 2.2-3711 (A) (1).

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

Board entered a closed session at 9:19 a.m.

Certification of Closed Meeting:

At 9:49 a.m., Mr. Long made the following motion: I move 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 closes session were heard, discussed or considered in the closed session.

Mr. Rogers seconded the motion, and the motion was unanimously approved.

Mr. Long - Aye

Mr. Richardson - Aye

Mr. Rogers – Aye

Next Scheduled Meeting: Tuesday, June 13, 2023, 8:30 a.m. Location: City Space

Adjourn: 9:50 a.m.

X 

Donald Long