



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, June 13, 2023, at 8:30 a.m. –City Space, Charlottesville, VA

**MINUTES**

**Members Present:** Donald Long, Jeff Richardson, Michael Rogers

**Members Absent:** none

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

**Others Present:** Katrina Callsen: City of Charlottesville Deputy City Attorney, Jason Davis: Manager Signature Flight Support

**Call to Order at 8:36 a.m. by Mr. Long**

**Consent Agenda:**

1. Minutes – March 14, 2023 meeting-discussed.
2. Financial Statements –April 30, 2023 (Unaudited) discussed.
3. Airport Statistics: February, March, and April 2023- discussed.

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

**Matters from the Public:** None

**Awards and Recognition:** None

**Action Items:**

1. Amendment#4 to the FY-23 Capital Budget
  - a. **Recommendation:** For the Board to Accept Amendment#4 to the FY-23 Capital Budget.
  - b. Ms. Crawford explained each project listed on Attachment#1 and explained that some projects were changing years and others were being changed due to funding.
  - c. Mr. Richardson motioned to approve Amendment#4 to the FY-23 Capital Budget. Mr. Rogers seconded the motion. It was unanimously approved.
2. FY-2024 Operating Budget and 6-Year Airport Capital Plan
  - a. **Recommendation:** For the Board to approve the FY-2024 Operating Budget and 6-Year Capital Budget.
  - b. The operating and capital budgets were discussed. The operating budget is the same one that was presented to the airline representatives, who were not opposed to it.
  - c. The budget also includes a 4% raise for all non-contract staff members.
  - d. Mr. Rogers made a motion to approve the FY-2024 Operating Budget and 6-Year Capital Plan. Mr. Richardson seconded the motion. It was unanimously approved.
3. Revisions to the Authority's Investment Policy
  - a. **Recommendation:** For the Board to approve the revisions to the Authority's Investment Policy.

- b. Ms. Shifflett presented the proposed revisions to the Authority's Investment Plan. One primary change is that this revision will allow the Authority to participate in the VACo/VML Virginia Investment Pool. Mr. Long requested that he would like to see language showing the initial investment is safe.
  - c. Mr. Long suggested this item be tabled until the next meeting so that Ms. Shifflett can get more information on the investment pool. Mr. Long would also like Ms. Callsen to check on the legality of the investment pool.
4. Appointment of a Secretary
- a. Recommendation: To appoint a Secretary/Treasurer to assume the role upon the departure of the current Secretary/Treasurer effective July 1, 2023.
  - b. Ms. Crawford explained that since she is retiring a new Secretary/Treasurer would need to be appointed as her last day in office will be June 30, 2023.
  - c. Mr. Long made a motion to nominate Penny Shifflett as the new Secretary/Treasurer and Jessica Conley as the Assistant Secretary/Treasury effective August 31, 2023. Mr. Rogers seconded the motion. It was unanimously approved.

**Informational Items:**

- 1. CEO and Staff's Update:
  - a. Personnel Update: We are advertising several positions and are having difficulties filling these positions. The Marketing Event pay policy was discussed.
  - b. Construction Update: Ms. Crawford provided the following update:
    - i. Airfield Lighting Upgrade: This project is expected to be complete in July.
    - ii. ARFF Building Upgrade: This project is ongoing, and we are currently going over design proposals with an Architect.
    - iii. Airline Ticket Counter Upgrades and Upgrade of Automated Doors: The lighting and Signage portion of this project have been completed. We will be replacing the current counters soon with ADA compliant counters.
    - iv. Status of ARFF Vehicle and Snow Removal Equipment Purchases: The ARFF truck, Snow Plow, and Deicer have been delivered. Due to increased cost the bids for the Snow Blower are being rejected. The blower will be purchased in FY-25.
  - c. Marketing & Air Service Update: Ms. Crawford explained that American's Philadelphia service returned in April, and the Chicago service is scheduled to return in August with United Airlines. The Avelo Airlines' service was discussed. Mr. Burch and Ms. Key are currently meeting with the Airlines in Milwaukee.

**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 closed session at 9:28 a.m.

**Certification of Closed Meeting:**

At 10:41 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.

The motion was unanimously approved.

Mr. Long - Aye

Mr. Richardson - Aye

Mr. Rogers – Aye

Mr. Long made a motion to authorize the CEO to allocate funds from access the salary budget line item for an Employee Bonus Pool contingent on coordination with the Chairman. Mr. Richardson seconded the motion and it was unanimously approved.

Mr. Long also announced that the Board will seek internal candidates for the CEO's position. The Board will meet on July 25, 2023 for a short board meeting that will include interviews for the internal candidates. The Board will decide after that if a external search for a candidate is required.

**Next Scheduled Meeting:** Tuesday, July 25, 2023, 8:30 a.m. Location: City Space

**Adjourn:** 10:48 a.m.

X

Donald Long

