



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, July 25, 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 Devillier: Director of Operations, Maintenance & Construction; 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 – June 13, 2023 meeting was discussed. Mr. Rogers motioned to accept the minutes. Mr. Richardson seconded the motion. It was unanimously accepted.
2. Financial Statements –May 31, 2023 (Unaudited) discussed.
3. Airport Statistics: May 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: Stirling Williams, Director of Landside Operations, celebrated 20 years of service.

Action Items:

1. Amendment #1 to the FY-24 Capital Budget and Revision to the FY-23 Capital Budget
 - a. **Recommendation:** Approval of FY24 Capital Budget Amendment#1 and Revision to the FY-23 Capital Budget.
 - b. Ms. Crawford explained each project listed on Action Item#1 and explained that some projects were changing due to reallocation of some of the funding and others were revised due to timing changes. Staff had met with the engineer yesterday, and the FY-23 “Terminal Area Plan – Implementation” project was eliminated. Funds for that project were reallocated to several other FY-23 projects. These changes resulted in revisions to the FY-23 Capital Budget.
 - c. Mr. Rogers motioned to accept Amendment#3 to the Capital Budgets. Mr. Richardson seconded the motion, and the motion was unanimously approved.
2. Revisions to the Authority’s Investment Policy
 - a. **Recommendation:** For the Board to approve the revisions to the Authority’s Investment Policy.
 - b. At the last meeting, an item was presented that would have revised the Authority’s Investment Pool allowing for investments in the VACo/VML Virginia Investment Pool. Ms. Shifflett explained that the Board had requested additional information about the investment pool. Ms. Shifflett explained the core goals of the investment pool are the same

as the goals of CHO's investment policy. A list of current participants was shared, and it was noted that the City of Charlottesville participates in this investment pool.

- c. Mr. Rogers motioned to accept the Revisions to the Authority's Investment Policy. Mr. Richardson seconded the motion, and the motion was unanimously approved.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: CHO recently held a job fair that proved successful. Several potential candidates have applied for open positions.
 - b. Construction Update: Melinda Crawford provided the following update:
 - i. Airfield Lighting Upgrade: This project is almost complete.
 - ii. ARFF Building Upgrade: This project is ongoing, and we are reviewing design options from the Architect. We will soon be ready to go out to bid for this project.
 - iii. Airline Ticket Counter Upgrades and Upgrade of Automated Doors: The signage and lighting portion of the project is complete. The ticket counter upgrade will begin soon. The contract for the project to upgrade the automated doors has been awarded, and air curtains will be added to the automated doors during this project.
 - c. Marketing & Air Service Update: Ms. Crawford explained that the PHL and Avelo flights are holding steady. We are also excited about the Chicago flight returning in early August.

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 8:50 a.m.

Certification of Closed Meeting:

At 12:01 p.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

Don Long reported that the candidates for CEO would be contacted by the Chairman.

Jeff Richardson made a motion to provide Melinda Crawford a \$15,000 bonus. The motion was seconded by Mr. Rogers. It was unanimously approved. Mr. Richardson thanked Ms. Crawford for her service to the airport.

A motion was made by Mr. Rogers for Melinda Crawford to receive a 4% pay increase for FY24 in the same manner as the other employees. The motion was seconded by Mr. Richardson. It was unanimously approved.

Next Scheduled Meeting: To Be Determined.

Adjourn: 12:06 p.m.

X 

Donald Long