



Charlottesville Albemarle Airport Commission Meeting Minutes,
Monday, June 12, 2023, at 4:00 p.m.-Staybridge Suites, Charlottesville, VA

MINUTES

Members Present: Steven Hiss (Chairman), John Mattern (Vice-Chairman), Donald Long, Roy Van Doorn, Brian Johnson

Members Absent: Eric Walden, Matthew Murray

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

Others Present: None

Call to Order at 4:01 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes –March 13, 2023-discussed – Mr. Johnson motioned to accept the minutes. Mr. Mattern seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –April 30, 2023 (Unaudited) - discussed.
3. Airport Statistics: February, March, and April 2023-discussed.

Matters from the Public: None

Awards and Recognition: Steve Robinson, CHO’s Landside Groundskeeper, celebrated his 5th anniversary in May.

Questions and Comments from the Commission Members: Mr. Van Doorn questioned the status of the T-Hangar Demo and the installation of new T-Hangars. Ms. Crawford explained that we are waiting to complete the required FAA environmental review before issuing an RFP.

Mr. Van Doorn questioned who owned the tower. Ms. Crawford explained that the Authority owns the building but that FAA owns the cab. We are currently working with our engineers to see how other airports have succeeded in having the FAA transfer ownership of the cab portion to local sponsors.

Items:

1. Amendment#4 to the FY-23 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment#4 to the FY-23 Capital Budget as presented.
 - b. Ms. Crawford reviewed all projects modified in Amendment#4 to the FY-23 Capital Budget. Four projects were added to the budget, while some of the existing projects were moved to different fiscal years, and others had changes in funding.
2. FY-2024 Operating Budget and 6-Year Airport Capital Plan
 - a. **Recommendation:** For the Board to Approve FY-2024 Operating Budget and 6-Year Capital Plan as presented.
 - 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.

3. Revisions to the Authority's Investment Policy
 - a. **Recommendation:** For the Board to approve the revisions to the Authority's Investment Policy as presented and to approve Resolution No: 2023-2 "Amendment to the Authority's Investment Policy," Resolution No. 2023-3 "Authorizing Participation in the VACo/VML Virginia Investment Pool and the other required documents.
 - b. The existing Investment Policy was discussed. Shifflett explained that the primary change is that this revision will allow the Authority to participate in the VACo/VML Virginia Investment Pool, Also, the Authority will be able to make its investments liquid if needed. Mr. Long asked if Legal had looked at it, and Ms. Shifflett explained she would send it to Ms. Callsen before the Board meeting. Mr. Johnson also questioned how many localities participated in this investment pool. Ms. Shifflett explained she would research that and inform the Commission and Board.
4. Appointment of Secretary/Treasurer
 - a. **Recommendation:** For the Board to appoint a Secretary/Treasurer
 - b. Ms. Crawford's last day in the office will be June 30, 2023, and a new Secretary/Treasurer will need to be appointed.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: We currently have openings for Ambassador, Maintenance, and Parking positions. We are experiencing difficulties with hiring but will be looking into participating in upcoming job fairs. We have established an Event Marketing program for current staff, and this plan was discussed.
 - b. Construction Update:
 - i. Airfield Lighting Update: The project is expected to be completed in July.
 - ii. ARFF Building Upgrade: We are currently working with our Engineers on the design of the building rehab.
 - iii. Airline Ticket Counter Upgrades and Upgrade of Automated Doors: New signage and lights have been installed at the Ticket Counter area. We are securing bids for the Automated Door project.
 - iv. Status of ARFF Vehicle and Snow Removal Equipment Purchases: The ARFF vehicle, the deicing truck, and the snow plow have all been delivered. The Snowblower bids will be rejected due to the increased costs of the blower. The Snow Blower will now be purchased in FY-2025.
 - c. Marketing & Air Service Update- Ms. Crawford explained that American Airlines had returned the Philadelphia service to their schedules. This once-a-day flight returned in April and operates once a day. United Airlines will be bringing back the Chicago service in August. The Avelo Airlines' service was discussed. Mr. Burch and Ms. Key are currently meeting with airlines in Milwaukee.

Mr. Johnson questioned if the Airport had considered having public transportation come to the Airport. Ms. Crawford explained that she had discussions with Jaunt in the past and would reach out to them again.

Mr. Van Doorn made a presentation regarding his recent trip to Ontario Airport, where they use special passes for non-flying customers to be able to access the Airport's secure side. Ms. Crawford commended Mr. Van Doorn on the great information and suggested this would be something to consider as we proceed with the Terminal Expansion.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority Commission 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. Hiss made the motion. Mr. Long seconded the motion, and it was unanimously approved.

Board entered closed session at: 5:15 p.m.

Certification of Closed Meeting:

At 5:36 p.m., Mr. Hess made the following motion: I move that this Commission certify by a recorded vote that to the best of each Commission 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. Long seconded the motion, and the motion was unanimously approved.

Mr. Long - Aye
Mr. Hiss - Aye
Mr. Van Doorn – Aye
Mr. Mattern-Aye
Mr. Johnson-Aye

Next Scheduled Meeting: To Be Determined.

Adjournment at 5:38 p.m.