



The regular monthly meeting of the Charlottesville-Albemarle Airport Authority was held Wednesday, January 20, 2010 at City Hall's basement floor conference room.

Members Present: William Kehoe, Robert Tucker, Gary O'Connell

Members Absent: None

Others Present: Barbara Hutchinson, Executive Director; Jeff Brill, Director of Finance & Administration; Francesca Fornari, Assistant City Attorney; Jason Burch, Director of Air Service & Promotions

Mr. Tucker called the meeting to order at 11:00 a.m. and moved to approve action item 4a, election of officers for calendar year 2010. He motioned that the election of officers for calendar year 2010 be as follows: Chairman – Bill Kehoe, Vice Chair – Robert Tucker, Secretary Treasurer – Jeff Brill. Mr. O'Connell seconded the motion and it passed unanimously.

## **1. Consent Agenda**

The consent agenda included the following action items for approval:

- a. approval of the December 2009 meeting minutes;
- b. acceptance of the October and November 2009 financial report (unaudited);
- c. acceptance of Air Service Development – Contract Amendment One and Two

Before approving the consent agenda Mrs. Hutchinson stated that the LaGuardia service was still being impacted by the regulatory process. She stated that Delta hasn't made the announcement of taking over the US Airways service to LaGuardia and that is impacting reservations. She also stated that Mr. Burch would be attending an air service meeting in March in hopes of improving air service at CHO. She next stated that parking revenue was down in November and that parking revenue is no longer comparable with enplaned passengers. She suggested that passengers were looking for ways to save money with all the additional fees that the airlines are charging and that being dropped off instead of parking was one way of saving money. She next stated that Richmond has implemented the first hour free for parking. She explained that CHO gives the first thirty minutes free at it cost the airport about \$45,000 in revenue. She also stated that staff was looking at a one rate system once the parking is automated.

Mr. Tucker moved to approve the consent agenda. Mr. O'Connell seconded the motion and it passed unanimously.

## **2. Matters from the Public – No matters from the public.**

**3. Action Items**

b and c. Extend Runway Phase 1A – Construction Change Order One and Engineering Amendment One

Mrs. Hutchinson reported that CHO retained funding for the Runway Extension project’s Phase 1A in August 2008; that the project had been bid and grant application submitted prior to completion, and had submitted the erosion and sediment control plan to the County of Albemarle. However, she stated that the County and CHO have negotiated and a supplemental agreement had been reached. She stated the supplemental agreement was submitted to Virginia Aviation Board and that the state was funding \$1,335,000 which is sufficient to cover all cost of both the agreement and engineering amendment along with \$300,000 project contingency contained in quantities bid in the construction contract. She reported that the County of Albemarle requires restoration of the Crickenberger stream as part of the Airport project and the Supplemental Agreement includes the following:

Basic Agreement	\$1,006,228
Bio Filters	174,449
Downstream Restoration	68,057
Totaling	\$1,248,734
Engineering Amendment	\$346,496
Totaling	\$1,595,230

She remarked that the Engineering Amendment includes the Crickenberger downstream design work and funds to provide construction administration services for the additional 140 calendar days required by Faulconer Construction. She remarked the engineering amendment will be paid 80% State and 20% PFC (Passenger Facility Charge).

Mrs. Hutchinson concluded by stating she was seeking authorization to execute both the Supplement Agreement One and Engineering Amendment One as well as to process all required PFC documents.

Mr. Tucker moved to approve the execution of Extend Runway Phase 1A – construction changer order one and engineering amendment one and Mr. O’Connell seconded the motion and it passed unanimously.

d. AIP 38 – Rehabilitate Airfield Lighting Project – Construction Change Order One

Mrs. Hutchinson reported that in May 2009 the Authority approved a change order for the Rehabilitate Airfield Lighting & Signage Project totaling approximately \$36,000. She stated that this change order was for the conversion of a sediment basin to a bio-filter as required by the County of Albemarle for erosion and sediment control purposes. She reported that the project has concluded and that contractor has agreed to lower the price for conversion from \$36,000 to \$31,052. However she stated that the contractor was seeking consideration of payment for other such items such as:

- \$881.52 for a lighting console to generator cost,
- leave existing regulator vault \$11,000,

- construction time period extension due to change in phasing - \$5,000,
- install alarm indicator light on exterior of vault \$425.

Finally she concluded that she was seeking approval of a changer order in the amount of \$16,359.02 with a time extension of 26 days.

Mr. Tucker moved to approve AIP 38 Rehabilitate Airfield Lighting Project construction changer order one and Mr. O'Connell seconded the motion and it passed unanimously.

#### **4. Other Items**

- a. *Executive Director Matters* – Mrs. Hutchinson presented a brief slide show on recent activities at the Airport including a wireless award from Edgecore Networks, R/W 21 Extension, GA Hangar progress, ASOS situation, VIP tours, conference-room enhancements, rocking chairs for terminal, recycling, ATM locations, airline updates, spring tree activity and wildlife inspection update.
- b. *Next Meeting* – March 17, 2010 City Hall

#### **5. Adjourn**

There being no further business, the meeting was adjourned at 12:02 p.m.