



The regular monthly meeting of the Charlottesville-Albemarle Airport Authority was held Wednesday, July 16, 2008 in the basement conference room of City Hall.

Members Present: Kurt Goodwin, Robert Tucker

Members Absent: Gary O'Connell

Others Present: Barbara Hutchinson, Executive Director; Jeff Brill, Director of Finance & Administration; Craig Brown, City Attorney; Francesca Fornari, Assistant City Attorney; Bill Pahuta, Deputy Executive Director; Chief Bryan Jones

Mr. Goodwin called the meeting to order at 11:05 a.m.

1. Consent Agenda

The consent agenda included the following action items for approval:

- a. approval of the May 21, 2008 meeting minutes;
- b. acceptance of the May 2008 financial report (unaudited);
- c. authorization for the Executive Director to execute a proposal with AeroData, Inc. totaling \$8,250;
- d. authorization for the Executive Director to execute construction change orders with GEI for the General Aviation Facilities Upgrade Project: install wash-rack warning beacon totaling \$2,700; painting of wash-rack beams and columns totaling \$8,800; and install explosion proof enclosure for electrical panel box totaling \$5,500 with deferral of t-hangar pavement issue.

Mr. Tucker moved to approve the consent agenda. Mr. Goodwin seconded the motion and it passed unanimously.

2. Matters from the Public – None.

3. Action Items

- a. Leasing Policy – Mrs. Hutchinson reported the lease with Amvest/Worrell (now known as Smith Vicars/Worrell) will expire in a little more than three years. She stated Smith Vicars just renewed the final four year term, but that communication has been received from Smith Vicars requesting consideration of an addition renewal. Mrs. Hutchinson stated that two other companies are interested in the facility, and given that the current term does not allow for additional renewals, a request for proposal process is required by the Authority's Leasing

Policy. Mrs. Hutchinson reported the Joint Airport Commission discussed the matter and recommended the request for proposal process be deferred closer to the last year of the current lease term.

- b. *Extend Runway 21 Project* - Mrs. Hutchinson reported the Authority received 14 bids on Phase 1A of the Runway Extension Project. She noted the bids were requested in response to a revised Virginia Department of Aviation funding program in preparation of the August funding and capital improvement plan approval meeting for airports. She stated that after meeting again with federal and state aviation officials, an updated benefit cost analysis for the runway extension will be helpful in acquiring additional funds from the FAA. She stated that Delta Airport Consultants has agreed to conduct the benefit cost analysis update in phases to reduce the potential cost. She stated the first step will be to meet with the airlines in order to gather information for the analysis and create the FAA report at a cost of \$11,960. Mr. Tucker moved to approve the Benefit Cost Analysis Update. Mr. Goodwin seconded the motion and it passed unanimously.

4. **Other Items**

- a. **Airport Road Enhancement Grant Project** – Mrs. Hutchinson stated that rebidding of the Airport Road Landscape & Signage Enhancement Project is required due to initial bids exceeding budget. She noted alternates will be included in the rebid documents to allow for cost savings, and concluded that an update will be presented at a later date.

- b. **Executive Director Matters**

Mrs. Hutchinson reported that in meetings with United and US Airways, both stated they were pleased with the Charlottesville market and that CHO was in the top one-half to one-third of revenue producing stations. She reported conversations with at least two other airlines were fruitful, and that additional service data would be prepared for future service consideration. She stated local corporate offices would also be canvassed to determine local corporate travel patterns specifically requested by one of the airlines.

Mrs. Hutchinson reported the staff was working on Vision/Values/Strategic Planning/Organizational goals, and desired to enhance customer service, look at cost-savings measures as well as identify revenue generating opportunities. She stated this program will be presented to the Commission in the near future.

She also reported the staff is considering undertaking a new cargo analysis study. She noted that Ameriflight discontinued contract cargo service as of June due to DHL awarding the service to UPS, which drives the cargo to Richmond. She also reported that Paragon Air Express has expressed interest in Charlottesville and that further research and data might be collected through a partnership with TJPED to submit to Paragon Air Express.

Mrs. Hutchinson introduced Public Safety Chief Bryan Jones who has acquired certification from the American Association for Airport Executives (AAAE) for Security/Public Safety and Airfield Operations. She introduced Jonathan Shifflett, Airport Maintenance Technician who has acquired certification from AAAE for Airfield Lighting.

- a. **Next Meeting** – September 17, 2008

5. **Closed Session** – Mr. Goodwin moved to enter into closed session. Mr. Tucker seconded the motion and it unanimously passed.

6. **Adjourn**

There being no further business, the meeting was adjourned at 12:00 p.m.

Motion: Mr. Tucker

Second: Mr. O'Connell

Certification of Closed Session

WHEREAS, the Charlottesville-Albemarle Airport Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.1-344.1 of the Code of Virginia requires a certification by this Charlottesville-Albemarle Airport Authority that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Charlottesville-Albemarle Airport Authority hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Charlottesville-Albemarle Airport Authority.

VOTE

AYES: Mr. Tucker, Mr. Goodwin, Mr. O'Connell

NAYS: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Secretary-Treasurer