



The regular monthly meeting of the Charlottesville-Albemarle Airport Authority was held Wednesday, May 20, 2009 at the Charlottesville-Albemarle Airport.

Members Present: Kurt Goodwin, 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 & Marketing; Stirling Williams; Director of Landside Operations; Bill Pahuta, Deputy Executive Director; Jeff Uphoff, Commission Member; Sergeant Peter Mainzer, Albemarle County Police Department; Officer Robert McCormick, Albemarle County Police Department

Mr. Goodwin called the meeting to order at 11:00 a.m.

1. Consent Agenda

The consent agenda included the following action items for approval:

- a. approval of the January 21, 2009 meeting minutes;
- b. acceptance of the March 2009 financial reports (unaudited);
- c. authorization for the Executive Director to complete the Virginia Department of Aviation grant agreement for the lighted windcones through the F & E program in the amount of \$22,304;
- d. authorization for the Executive Director to execute a Dominion Virginia Power Easement for the Airfield Lighting Vault project;
- e. authorization for the Executive Director to transfer funds in the amount of \$7,529 to reimburse Delta Airport Consultants due to additional construction observation cost and project overrun;
- f. authorization for the Executive Director to acquire a Permanent Email Archive System at a cost of \$9,960 to be funded by the Coverage Fund;
- g. ratify authorization for the installation and capitalization expense in the amount of \$12,009 for the Dyson Air Blade Hand Dryers;
- h. authorization for the Executive Director to award the insurance services contract to USI Insurance Services, the banking services to United Bank; and, award non-exclusive contracts for air service consulting services to Mead & Hunt, Inc. and Boyd International.

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

2. **Matters from the Public** – Sergeant Mainzer and Officer McCormick of the Albemarle County Police Department reported that the Airport was used for the Albemarle County’s Police Motor Cycle Training Program and presented Mrs. Hutchinson an appreciation award for her support of the program.

3. **Action Items**

a. Presentation & Acceptance – FY 2010 Operating Budget & Capital Plan – Mrs. Hutchinson reviewed the FY 2010 Operating Budget. She noted the budget was compiled very conservatively in an effort not to raise airline rates and charges. She reported that the overall budget has a decrease of 4% in comparison to the FY 2009 Amended Operating Budget, and represents a 10% decrease from the original FY 2009 Operating Budget. She also reported that the rates and charges now only include three airlines due to the Northwest/Delta merger. Mea. Hutchinson stated that landing fees will be \$1.58 per 1,000 pounds, a \$.01 decrease from FY 2009. She reviewed revenue sources, and stated that parking revenues are proposed to be 13% less than FY 2009 since parking revenue is no longer proportionate to passenger traffic and difficult to forecast. She stated rental car revenues are proposed to increase based on contractual terms, and noted interest income is proposed to decrease due to the completion of a number of capital projects, thereby reducing associated construction-in-progress cash flow. She concluded state entitlement revenue associated with debt service reimbursement will remain the same in order to help offset the revenue decreases and pointed out that it will eventually end when the debt service is paid in full. She also noted that PFC reimbursements will end in two years.

Mrs. Hutchinson reviewed major expenditures, and noted many budget cuts were taken in order to offset loss of revenues and to keep rates and charges reasonable for airlines. She stated the new hand dryers were installed to reduce hand towel expense, and stated that education and travel expense was cut, and that one airfield maintenance position remains frozen. She also reported health insurance and liability insurance premiums were not increasing; however, utility expenses are increasing due to rate increases. She reported that the budget included the automation of the short-term parking lot which will decrease wages. She pointed out that the equipment expense will be recouped in two and one-half years. She stated that professional fees were increasing due to legal expenses as the result of various projects. Mrs. Hutchinson concluded the FY 2010 Operating Budget represents a 4.8% decrease in revenues and a 4.5% decrease in expenses, with the revenue covenant coverage contribution of \$178,914 remaining the same.

Mrs. Hutchinson deferred the FY 2010 Capital Plan due ongoing negotiations with the Department of Aviation and Federal Aviation Administration. Mr. Tucker moved to approve the FY 2010 Operating Budget. Mr. O’Connell seconded the motion and it passed unanimously.

b. Real Estate Closing – resolution authorizing execution of document - Mrs. Hutchinson requested adoption of a resolution clarifying authorization for the Executive Director and Attorney to execute closing documents, transfer funds and follow FAA requirements for completing the acquisition of the Pleasant Grove Baptist Church property. Mr. Tucker moved to approve the resolution. Mr. O’Connell seconded the motion and it passed unanimously.

4. Other Matters

- a. Executive Director Matters - None
- b. Next Meeting – July 15, 2009

5. Closed Session - Pursuant to Section 2.2-3712 of the Code of Virginia, as amended, Mr. Tucker moved to enter closed session to discuss performance and salary of specific Airport Authority employees as authorized by Virginia Code Section 2.2-3711.9A(1). Mr. O’Connell seconded the motion and it unanimously passed.

Mr. Tucker moved to enter open session and certify the closed session, a copy of the certification attached. Mr. O’Connell seconded the motion, and by roll call vote the motion unanimously passed.

6. Adjourn

There being no further business, the meeting was adjourned at 12:32 p.m.