



The regular monthly meeting of the Charlottesville-Albemarle Airport Authority was held Wednesday, November 19, 2008 in the second floor conference room of the terminal building 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; Bill Pahuta, Deputy Executive Director; Francesca Fornari, Assistant City Attorney; Jason Burch, Director of Air Service & Development; Stirling Williams, Director of Landside Operations; Bryan Jones, Public Safety Chief; Melvin Landreth, Equipment Technician; Darryl Canipe, Public Safety Officer; Jonathan Shifflett, Maintenance Technician; Scott Craver, Public Safety Officer; Ronnie Shifflett, Airfield & Facilities Supervisor

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 September 17, 2008 meeting minutes;
- b. acceptance of the September 2008 financial reports (unaudited);
- c. authorization to revise the Accounting Procedures Manual Policy to allow for online or electronic payment of invoices;
- d. authorization execute resolutions adopting Internal Revenue Service Ruling 2006-43 requiring governmental employers to demonstrate “formal authorization” of pick-up plans for member contributions and pre-tax purchase of service per the VRS requirement.

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

2. Matters from the Public – None.

3. Action Items

- a. FY 2009 Operating Budget Amendment –Mrs. Hutchinson reported that as the result of the continuing downturn in the economy and the loss of the Cincinnati flights, year-to-date parking and landing fee revenue is less than budgeted. In addition, she stated certain expenses such as electric utility and vehicle gasoline remain over budget despite successful efforts to reduce usage. She stated that as a result, it is necessary to amend the FY 2009 Operating Budget to reduce expenses to maintain a balanced budget. She also stated that winter weather forecasts predict up to three snow events and cold weather in excess of what has been experienced over the past three years. As the result of a mineral shortage in China, she noted the price of runway deicing fluid has increased from approximately \$2.80/gallon to \$11.50/gallon and that the current budget provides funds for the purchase of deicing fluid for one ice or snow event. She concluded the airlines are being asked to allow the Authority to keep the FY 2008 Airline Settlement totaling \$69,000 that would then be posted in the FY 2009 Operating Budget as a miscellaneous revenue which will allow for the acquisition of two additional loads of deicing fluid if needed.

She also stated that taxi operator incidents continue, including one in which an Authority employee was cursed and knocked to the ground to avoid being hit by a taxi. She stated the vidmic recording device acquired in FY 2008 is highly successful in preventing and resolving disputes. She proposed that additional vidmics and batteries be purchased to allow each Public Safety Officer and Community Service Officer on duty to wear one to record all public encounters. She concluded the net revenue from the amendment will result in a net income of \$10,687 which may be used to offset further revenue losses or additional expenses.

- b. Election of Officers – FY 2009 – Mrs. Hutchinson read the proposed slate of officers: Kurt Goodwin; Chair; Gary O’Connell, Vice Chair; Jeff Brill, Secretary-Treasurer. Mr. Tucker moved to elect the FY 2009 officers, Mr. O’Connell seconded the motion and it unanimously passed.
- c. The Market – Request to Move Entrance – Mrs. Hutchinson stated that the Market has requested the Authority change the entrance to its terminal concession area from the non-secure side to the secure side. She reported that in meeting with the manager, financial records were presented that show significantly diminished gross revenues as the result of the TSA “no liquids” ban, specifically beverages and Virginia wines. The decrease in gross revenue approaches 40% while food costs have increased significantly just since July 2008, making The Market’s loss even greater this year than last year. As a result, the Authority has been informed The Market operation may not continue to operate at its current financial pace.

Mrs. Hutchinson also reported that the original contractor, ACE, has provided a price to close the existing entrance and re-open an entrance in the window wall on the secure side for approximately \$14,000. The Market has asked the Authority to fund the construction expense so that it may once more sell Virginia wines and take advantage of passengers waiting on the secure side of the building. They state that the sales to meters, greeters, taxi drivers and rental car employees are minor compared to the waiting passengers, and that passengers often go through screening before realizing the location of the entrance.

Mrs. Hutchinson also stated that staff desires that the existing entrance be modified or sealed such that it could be re-used in the future if the TSA ban is lifted. Therefore it is recommended

that a budget of \$17,000 be established in the Authority's Coverage Fund to accomplish this work. Mrs. Hutchinson also stated that she has plans for the contractor and a Market Representative to present information to the commission during the December 2008 meeting. Mrs. Hutchinson stated that she was seeking authorization to finalize negotiations with consent of communications.

4. Other Items

- A. Mrs. Hutchinson reported airport staff was still working on completing the strategic plan. She noted the airport had a tenant cookout and was planning a Christmas function. She stated staff participated in the Chamber Business Expo, and that airport staff, tenants and customers participated in an airport communications survey. She reported the results from the survey will be presented at a future meeting. Mrs. Hutchinson concluded by reporting that Mr. Williams met with VDOT on Airport Road signage and that they are in agreement that additional directional signage is needed. She noted VDOT will provide a copy of a signage plan for staff to review prior to undertaking any work.

- B. The following employees were introduced, recognized for their service to the Airport, and presented with service awards: Melvin Landreth (30 years), Darryl Canipe (30 years), Ronnie Shifflett (25 years), Jonathan Shifflett (5 years), Stirling Williams (5 years), Scott Craver (5 years).

5. Adjourn

There being no further business, the meeting was adjourned at 11:43 p.m.