



The regular meeting of the Charlottesville-Albemarle Joint Airport Commission was held Monday, September 15, 2008 at 4:00 p.m. in the 2<sup>nd</sup> floor conference room of the terminal building.

Members Present: Will Dirickson, Greg Edwards, Kurt Goodwin, Frank Robinson, Bill Schrader, Jeff Uphoff

Members Absent: Salvatore Innaimi

Others Present: Barbara Hutchinson, Executive Director; Jeff Brill, Director of Finance & Administration; Stirling Williams, Director of Landside Operations; Jason Burch, Director of Air Service & Marketing

Mr. Edwards called the meeting to order at 4:00 p.m.

#### **1. Minutes**

Mr. Edwards moved to approve the April 14, 2008 and May 12, 2008 Commission meeting minutes. Mr. Dirickson seconded the motion and it passed unanimously.

#### **2. Matters from Public – None.**

#### **3. Airport Statistics**

Mrs. Hutchinson reported August 2008 passenger enplanements were down 6.3% as compared to August 2007 and down 9.4% year-to-date. She reported that cargo was down 96.4% due to the loss of Ameriflight. She reported Jet-A fuel sales were up 3%, but that 100LL fuel sales were down 12.8%. She stated local aircraft operations were down 18.4%, indicative of the 100LL fuel sales. She noted itinerant operations were up 7.7%. Finally she concluded that parking revenue down was down 10% for the month of August and 18% year-to-date, the first time in over fifteen years that parking revenue has been down from the previous year-to-date.

#### **4. Action Items**

- a. Airfield Lighting Project & Signage Project – Mrs. Hutchinson reported the FAA released the final FY 08 funds, including funds needed for the Airfield Lighting Project totaling \$172,000. She reported the project could move forward in its entirety but that the Delta Airport Consultants, Inc. construction amendment totaling \$215,326 required approval. She pointed outlysis for \$215,326. She pointed out the FAA concurred with the cost which was less than the independent fee estimate. Mr. Robinson motioned to recommend approval of

the Delta Airport Consultants Engineering Amendment to the Authority. Mr. Schrader seconded the motion and it passed unanimously.

1. Extend Runway 21 – Mrs. Hutchinson announced the State approved the 5 Year Capital Plan and awarded \$4.2 million in discretionary funds, providing for the first phase of the Runway Extension Project. She reviewed the need to approve the Delta Airport Consultants, Inc. construction administration amendment totaling \$684,736 for Phase 1A-Extend Runway 21, Faulconer Construction’s construction contract totaling \$3,904,800, filing of the PFC use application, and execution of the Virginia Department of Aviation grant agreement.

She also stated the Department of Aviation has \$4 million of funding remaining, and that staff would be preparing several applications for consideration of funding. In response to Mr. Schrader, Mrs. Hutchinson stated staff is currently interviewing airlines regarding potential construction impacts on aircraft operations.

Mr. Robinson motioned to recommend approval of the Delta engineering contract, the Faulconer construction contract, the PFC filing and execution of the State grant agreement. Mr. Dirickson seconded the motion and it passed unanimously.

- b. FY 2009 ACIP – deferred.
- c. Streetscape VDOT Enhancement Program - Mrs. Hutchinson reported bids were received for the rebid Airport Road Streetscape project, and the lowest bidder was Messer Construction. She stated the low bid of \$173,973 exceeded available funds by \$29,193. She stated funds could be added from the Authority’s Coverage Fund with Commission and Board approval but that the rebid only included the landscaping and one unlit sign on the north corner of the Route 29/Airport Road intersection. The Commission unanimously proposed that Mrs. Hutchinson reject the bids and research the possibility of rebidding with the signage the priority for funding. She concluded she would pursue that possibility and pointed out that it would be up to VDOT and the County of Albemarle given they are funding the project.
- d. Environmental Mitigation Program – Mrs. Hutchinson reported that she would like to contract with Mr. John Johnson, who has worked as the Authority’s construction project inspector for over 15 years and intimately familiar with streams, projects, and current storm water runoff mitigation. She stated a contract totaling \$9,000 would provide sufficient hours to engage Mr. Johnson to assist in a review of all Airport Authority streams, including the west side of the airfield and the north end encompassed by Phase 1A of the runway project, all of which have been the subject of concern from nearby citizens. She stated a combination of coverage funds and project funds would be utilized to fund the hourly contract.

Mr. Uphoff motioned to recommend approval of the contract. Mr. Schrader seconded the motion and it passed unanimously.

- e. Air Service Development Program – Risk Assessment – Mrs. Hutchinson reported that a proposal has been received from the Authority’s air service development consultant to undertake an air service risk assessment at a price of \$12,600. She stated the analysis will be

specific to current industry issues and will be useful in presenting information to Continental Airlines on the CHO market, Colgan Air on market downturns for the Dulles and LaGuardia routes, as well as specific O&D destination and fare data. She pointed out that 50% of the cost should be eligible for reimbursement from the State Air Service Development Grant program.

Mr. Dirickson motioned to recommend approval of the agreement with Mead & Hunt. Mr. Schrader seconded the motion and it passed unanimously.

## **5. Other Items**

- a. Airport Branding & Logo – Mr. Burch presented a newly developed logo concept. He pointed out that the new logo was being developed in an effort to better identify with the community and the Airport vision. Mrs. Hutchinson stated input was being sought from staff, the Commission and the Board. She also pointed out staff's dislike of the existing logo, and that more employee input had been sought in the current process..

Due to time constraints Mrs. Hutchinson stated that Airport Vision/Mission/Values and the Airport Art Program would be reported on at a later date.

- b. Airport Matters – Mrs. Hutchinson reported that CHO had its tri-annual emergency drill. She noted that the field work for the annual audit has been performed and no issues were brought to her attention during the process. She stated the budget would be revised in November due to the shortfall in parking revenues and landing fees, and the increased cost of utilities over the current budget. She reported a communications interview/survey is going to be conducted involving the community, tenants and staff to gauge current perception of the Airport. She concluded the same firm is working with staff on blogging and social media, and assisting in the development of blogging policy.

## **6. Adjourn**

There being no further business, the meeting was adjourned at 5:55 p.m.

Next Meeting: Monday October 20, 2008