



Charlottesville Albemarle Airport Board Meeting Minutes
Wednesday, December 12, 2018 at 9:00 a.m. in the Airport Terminal-Lower Level Conference Room

MINUTES

Members Present: Donald Long, Jeff Richardson

Members Absent: Mike Murphy

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Burch: Deputy Executive Director; Jason Devillier: Director of Maintenance & Construction; Jessica Conley: Administrative Assistant; Ronnie Shifflett: Airfield & Facilities Manager

Others Present: Lisa Robertson, City of Charlottesville Attorney, Alan McDonald, Jorge Gonzalez

Call to Order at 9:10 a.m. by Donald Long

Consent Agenda:

1. Minutes – September 27, 2018: Mr. Long motioned to approve the Minutes, Mr. Richardson seconded the motion, and it was unanimously approved.
2. Financial Statements –October 31, 2018 (Unaudited) discussed.
3. Airport Statistics: August 2018, September 2018, and October 2018 discussed.

Mr. Richardson made a motion to accept the Consent Agenda, the motion was seconded by Mr. Long, and it was unanimously approved.

Matters from the Public: None

Employee Recognition: Ronnie Shifflett-35 years of service, Stirling Williams-15 years of service, and Kevin Whitmer-5 years of service.

Public Hearing: Ms. Crawford briefly explained the proposed revisions to the Authority's *Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority* and the public hearing requirement. Mr. Long opened the public hearing. No one spoke concerning the proposed revisions, and Mr. Long closed the public hearing.

Action Items:

1. Revision of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority. The background and purpose of this revision was discussed. Mrs. Robertson, the Authority's Legal Counsel, recommended that the Board adopt Ordinance 2018-1 that sets forth changes to the Airports Rules and Regulations as advertised in a public hearing notice. Mr. Long moved to adopt Ordinance 2018-1 as noted by Mrs. Robertson and to approve the Revision of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority. Mr. Richardson seconded and it was unanimously approved.
2. Amendment#1 to the FY19 Operating Budget. The background for this item was discussed. Mr. Richardson moved to approve Amendment#1 to the FY19 Operating Budget as presented. Mr. Long seconded and it was unanimously approved.
3. Take-Home Vehicle Policy. The background and proposed policy for this item discussed. Mr. Long moved to approve the Take-Home Vehicle Policy. Mr. Richardson seconded and it was unanimously approved.
4. Increasing the Dollar Limit for a Single Item Quote for Professional Services. The need for this change to the Authority's procurement manual was discussed. Mr. Long moved to approve Increasing the Dollar Limit for a Single Item Quote for Professional Services. Mr. Richardson seconded and it was unanimously approved.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: Introduction of new police chief, Jonathan Shenk. Several other personnel-related items were noted.
 - b. MALSR Update: The authority has executed the reimbursable agreement with FAA. Delta Airport Consultants has surveyed the MALSR, and has provided a report containing repair recommendations to the FAA. We are waiting on the FAA's response to this report.
 - c. Request for the Authority to consider support of the expansion of City Water/Sewer to property near the west side of the airfield along Earlysville Road: Item discussed.
 - d. Construction Update:
 - i. Masterplan Update: The Request for Proposals for professional services to perform the update was discussed.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing.
 - iii. Runway/Taxiway Rehab: The project has not closed out yet, waiting on contractor to finish a few items.
 - iv. Air Carrier Ramp Expansion Design: This design project is currently underway.
 - v. Entry Pavilion Design: Drawings have been provided and this project will be presented before the Albemarle County Architectural Review Board in January.
 - vi. Terminal Energy Modification: Ms. Crawford discussed the upcoming energy modification project that will place film on all windows throughout the concourse that will help with energy conservation as well as safety.
 - vii. Charging Stations Installation: Installation of charging stations at the Gate 5 area is complete, and we have ordered the charging stations for Gates 1-4 with completion scheduled before yearend.
 - e. Marketing & Air Service Update:
 - i. Mr. Burch discussed the recent success of the Thanksgiving holiday travel period, and noted it was the busiest passenger travel activity in CHO's history with 381 flights taking place during the week of Thanksgiving. He also mentioned that Delta Airlines had upgraded their fleet during the Thanksgiving period to add an Airbus 319, but they will be returning to the regular scheduled Boeing 717 aircraft soon.
 - f. Proposed 2019 Meeting Schedule: A proposed meeting schedule for CY2019 was presented and discussed. Ms. Conley will be sending the schedule out to all board members for input.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Long made the motion, Mr. Richardson seconded the motion, and it was unanimously approved. The Board entered closed session at 10:28 a.m.

Certification of Closed Meeting:

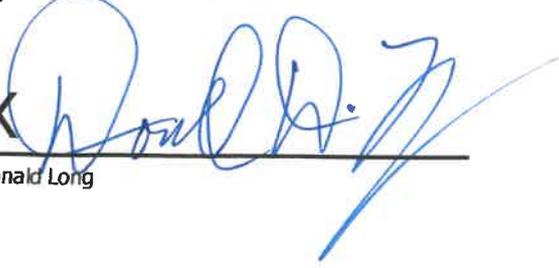
At 11:09 a.m. Mr. Long made the following motion:

I move that this Board certify by a recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session. Mr. Richardson seconded the motion, and the motion was unanimously approved

Mr. Long motioned to accept the Executive Director's contract as presented. Mr. Richardson seconded the motion, and it was unanimously approved.

Next Scheduled Meeting: To be Determined.

Adjournment: 11:12 a.m.

X 

Donald Long