



Charlottesville Albemarle Airport Commission Meeting Minutes
Tuesday, January 16, 2018 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: John Post, Addison Barnhardt, Brian Campbell, Eric Walden (left at 5:15 pm), Michael Prichard (arrived 30 minutes late), and Chris Engel (arrived 15 minutes late)

Members Absent: Donald Long

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jason Burch: Director of Marketing; Jason Devillier: Director of Operations, Maintenance, & Public Safety; Jessica Conley: Administrative Assistant

Others Present: None

Call to Order at 4:06 p.m. by John Post

Consent Agenda:

1. Minutes – November 23, 2017
 - a. Mr. Barnhardt made a motion to accept the minutes from November 2017, the motion was seconded by Mr. Engel, and it was unanimously accepted.
2. Financial Statements –November 30, 2017 (Unaudited) discussed.
3. Airport Statistics: October and November 2017 discussed.

Matters from the Public: None

Recognition: Mrs. Crawford reported a resolution had been received from the Audit Committee. This resolution recognizes Betty Burrell for her service on the Audit Committee (since its inception in 2012) and thanks her for her contribution to the Authority. This resolution will be read into the minutes of the January 17th Board meeting.

Items:

1. Annual Election of Chairman and Vice-Chairman
 - a. Mr. Post made a motion nominating Mr. Barnhardt as Chairman of the Airport Commission, the motion was seconded by Mr. Engel, and it was unanimously approved.
 - b. Mr. Post made a motion nominating Mr. Chris Engel as Vice Chairman of the Airport Commission, the motion was seconded by Mr. Barnhardt, and the motion was unanimously approved.
2. FY-2017 Comprehensive Annual Financial Report
 - a. A recommendation will be made for the Board to Accept the FY-2017 Comprehensive Annual Financial Report as presented.
 - b. The report was discussed, the three items noted in the Management Letter were identified, staff's responses to the items were discussed, and the Audit Committee's recommendation for the Board to accept the FY-2017 Comprehensive Annual Financial Report was conveyed.

- c. The Audit Committee's recommendation that Robinson Farmer & Cox Associates be authorized to provide the professional audit services for the audit of the financial reports for the fiscal year ending June 30, 2018 was discussed.
3. Resolution No. 2018-1: "Audit Committee Membership and Professional Audit Services Contract"
 - a. A recommendation for the Board to appoint the 2018 Audit Committee by approving Resolution No: 2018-1 "Appointment of the 2018 Membership of the Audit Committee" will be made.
 - b. During the discussion of the resolution, Addison Barnhart agreed to continue serving on the audit committee for a term concurrent with his service on the Commission.
 - c. Craig Lefanowicz is willing to be re-appointed to serve on the committee as an individual deeply-skilled in accounting. His term (if he continues to be re-appointed) could run through December 31, 2023.
 - d. Don Long is currently appointed as a representative of the Board. He may continue to serve on the Audit Committee through December 31, 2020, or until he is no longer a member of the Board, whichever occurs first. His appointment will be discussed at the Board meeting.
 4. Amendment of FY18 Operating and Capital Budget
 - a. A recommendation will be made for the Board to approve the FY18 Operating Budget amendment #1 as proposed and the revised 6 Year Airport Capital Improvement Plan (ACIP) as presented.
 - b. The amendment of the Operating Budget as identified within the agenda item was discussed.
 - c. The revisions of the 6 Year ACIP were discussed and funding for the projects was explained.

Other matters from the Commission: Mr. Walden is concerned with runway end lights being out of service. Mrs. Crawford explained the Airport is working with the FAA to get the lights back on.

Mr. Post made a motion for staff to bring the "urgent safety issue associated with the reactivation of the approach lighting systems" to the Board's attention, Mr. Walden seconded the motion, and the motion was unanimously accepted.

New Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: Grant Davis has been hired to fill the vacant Maintenance position.
 - b. Strategic Plan Update: CHO's 2018-2013 Strategic Plan update was presented and discussed.
 - c. Parking Update: A forecast of parking space requirements was presented and explained.
 - d. Rental Car Update: Discussion on the status of the rental car agreement was provided.
 - e. Rules and Regulations Update: An overview of the upcoming changes to the Rules and Regulations was provided.
 - f. Construction Update:
 - i. Runway/Taxiway Rehab Project- Staff is working with our engineers about overlay options.
 - ii. Air Carrier Ramp Expansion Design Project- This project will provide for 4-5 additional aircraft parking spots and will also update the lightening on the ramp.

- iii. Land Acquisition Project-The purchased of approximately 8 acres of land has been completed. This land will be used for terminal area development.
- iv. Entry Pavilion Project- The conceptual designs should be available at the next meeting
- v. Surface Parking Expansion Project- Currently in the design phase.
- g. Marketing & Air Service Update: An upcoming change to the airlines' flight schedule was discussed.

Next Scheduled Meeting: Monday, March 19th, 2017, 4:00 p.m., Airport Lower Level Conference Room.

NOTE: This time was later revised to Monday March 12, 2017 due to the Board changing their meeting schedule.

Adjournment: 5:33 p.m.