

Charlottesville Albemarle Airport Board Meeting Minutes
Wednesday, January 17, 2018 at 10:30 a.m. at the Office of Lenhart Pettit, 530 N. Main Street, Charlottesville,
VA 22902

MINUTES

Members Present: Donald Long, Maurice Jones, Jeff Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Penny Shifflett: Director of Finance and Administration

Others Present: Lisa Robertson: Deputy Interim City Attorney

Call to Order at 10:36 a.m. by Donald Long.

Consent Agenda:

1. Minutes – October 6, 2017: Mr. Jones motioned to approve the Minutes, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –November 30, 2017 (Unaudited)
3. Airport Statistics: October and November 2017

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

Matters from the Public: None

Recognition of: A Resolution from the Audit Committee was read into the records as follows:

***CHARLOTTESVILLE-ALBEMARLE AIRPORT AUDIT COMMITTEE RESOLUTION
ACKNOWLEDGING THE SERVICE AND CONTRIBUTIONS OF:***

BETTY BURRELL, Director of Finance, Albemarle County

WHEREAS, the Audit Committee of the Charlottesville-Albemarle Airport wishes to honor and acknowledge Betty Burrell's years of service to the Committee, the Charlottesville-Albemarle Airport Authority, Albemarle County, and the greater Charlottesville community; and,

WHEREAS, she has given freely her professional experience and knowledge to oversee and strengthen the financial operations of the Airport in advancing its objective to "GO CHO" and serve as a gateway to and from our community; and,

WHEREAS, she has graced the Audit Committee with her friendship and commitment to public service;

THEREFORE LET IT BE RESOLVED, that the Audit Committee of the Charlottesville-Albemarle Airport gratefully acknowledge her service and contributions, and in commending her for service, do wish her every success and happiness in all her future endeavors.

APPROVED, this day, December 14, 2017, Charlottesville, Virginia.

Action Items:

1. Annual Election of Chairman, Vice-Chairman, and Secretary/Treasurer:
 - a. **Recommendation:** To select a Chairman, a Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority's enabling legislation.
 - b. Mr. Jones moved to appoint Mr. Long as Chairman of the Board.
 - c. Motion seconded by Mr. Richardson and it was unanimously approved.
 - d. Mr. Long moved to appoint Mr. Jones as the Vice-Chairman of the Board and Ms. Crawford as the Secretary/Treasurer, the motion was seconded by Mr. Richardson, and it was unanimously approved.
2. FY-2017 Comprehensive Annual Financial Report (CAFR):
 - a. **Recommendation:** For the Board to Accept the FY-2017 CAFR 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 CAFR was conveyed.

- c. The hiring of a full-time accounting assistant in lieu of a part-time position was discussed. The Board agreed to let staff determine the most beneficial course of staffing for this position.
 - d. 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 and agreed upon by the Board.
 - e. Mr. Jones moved to accept the FY-2017 Comprehensive Annual Financial Report as presented, the motion was seconded by Mr. Richardson, and it was unanimously approved.
3. 2018 Audit Committee Membership
- 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"
 - b. The proposed appointees to the Audit Committee were discussed, and Mr. Long agreed to continue his term on the Audit Committee.
 - c. Mr. Jones moved to approve Resolution No: 2018-1 "Appointment of the 2018 Membership of the Audit Committee", the motion was seconded by Mr. Richardson, and it was unanimously approved.
4. Amendment of FY18 Operating and Capital Budget
- a. **Recommendation:** 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.
 - d. Mr. Richardson moved to approve Amendment #1 of the FY18 Operating Budget and the revised 6 Year ACIP as presented, the motion was seconded by Mr. Jones, and it was unanimously approved.

Informational Items:

1. **Executive Director's Update:** The following items were presented by Ms. Crawford:
- a. **Personnel Update** – Mr. Grant Davis has been hired to fill the vacant maintenance position.
 - b. **Strategic Plan Update** – The Strategic Plan Update was postponed to the March meeting.
 - c. **Parking Update** – A forecast of parking space requirements was discussed.
 - d. **Rental Car Update** – The agreements have been sent to the rental car companies for execution.
 - e. **Rules and Regulations Update** – The upcoming revision of the Authority's Rules and Regulations was discussed.
 - f. **Construction Update** – A brief update of following construction projects was provided.
 - i. Runway/Taxiway Rehab Project- Staff is checking with our engineers about overlay options.
 - ii. Air Carrier Ramp Expansion Design Project- This project will provide 4-5 additional aircraft parking spots and will also update the on lightening on the ramp.
 - iii. Land Acquisition Project-The purchased of approximately 8 acres of land has been completed. This land will be 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.
 - h. **Commission's Recommendation:** The Commission had voted for the Board to be notified of the "urgent safety issue associated with the reactivation of the airport's approach lighting systems", and the Commission also asked that the Board act on this issue. The Commission's recommendations were presented, and the Board agreed that the Executive Director should emphasize to the FAA that the Board felt that the deactivation of the approach lights was a serious issue that should be resolved as soon as possible.

Next Scheduled Meeting: Tuesday, March 13, 2018, 8:30 a.m. Airport Terminal's lower-level conference room

Adjourn: 11:56 a.m.


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 Donald Long