



Charlottesville Albemarle Airport Authority Meeting
Friday, June 16th, 2017 at 10:00 a.m. at the County of Albemarle Office Building

MINUTES

Members Present: Maurice Jones, Donald Long, Lee Catlin

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Jason Burch: Director of Marketing and Air Service; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant; Samantha Varner: Administrative Assistant;

Others Present: Allison Wrabel: Daily Progress Staff Writer, Lisa Robertson, Chief Deputy City Attorney

Call to Order at 10:04 by Don Long

Consent Agenda:

1. Minutes – May 2017

Mr. Jones moved accept the minutes of the May 2017 meeting with the stipulation to remove closed session section that did not take place.

Motion seconded by Ms. Catlin. Unanimous approval by the Board.

Matters from the Public: None

Action Items:

1. Approve FY 2018 Operating Budget and 6-Year Airport Capital Improvement Plan
 - a. Discussion ensued.

Mr. Jones moved to approve the FY 2018 Operating Budget and the 6-Year ACIP.

Ms. Catlin seconded.

Unanimous approval by the Board

2. Amend FY 2017 Capital Budget
 - a. Discussion ensued.

Ms. Catlin moved to approve the amended FY2017 Capital Budget.

Mr. Jones seconded.

Unanimous approval by the Board

3. Approve Parking Rate Adjustment
 - a. **Staff Recommendation:** That the Authority approve a parking rate adjustment

- b. Discussion ensued and the Executive Director provided her recommendation to increase parking rates in the Long Term and Short Term lots to \$13.00 per day and Economy and Overflow lots to \$9.00 per day.

Ms. Catlin moved to approve the Executive Director's recommendation.

Mr. Jones seconded.

Unanimous approval by the Board

4. Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering Work Order for 2017 Parking Expansion Project".

- a. Discussion Ensued.

Mr. Jones moved to approve the resolution.

Motion seconded by Ms. Catlin.

Unanimous approval by the Board

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purposes:

For discussion and consideration of the performance and salary of the Executive Director, Director of Marketing and Air Service Development, Director of Finance and Administration, and Director of Landside Operations pursuant to VA Code 2.2-3711 (A) (1).

For discussion and consideration of the acquisition of real property for a public purpose pursuant to VA Code 2.2-3711 (A) (3).

For discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business or industry's interest in locating or expanding its facilities in the community pursuant to VA Code 2.2-3711 (A) (5).

Motion by: Mr. Jones

Second by: Ms. Catlin

Ayes: Mr. Long Noes: None

Ms. Catlin

Mr. Jones

Unanimous approval by Board

Board entered closed session at 10:40 a.m.

Certification of Closed Meeting:

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 closes session were heard, discussed or considered in the closed session.

Motion by: Mr. Jones
Second by: Ms. Catlin

Ayes: Mr. Long
Ms. Catlin
Mr. Jones

Noes: None

Back in session at 11:35

Mr. Jones reported the Executive Director's base salary will be increased to \$157,000 for FY18 with the intent that it will increase to \$166,000 for FY19. The car allowance of \$500 a month and the \$3,000 contribution a year into Mrs. Crawford's 457 retirement will remain the same.

Next Scheduled Meeting: Monday, July 24th, 2017, 9:00 a.m., Lower Level Conference Room, Charlottesville -Albemarle Airport.

Adjournment: 11:40 a.m.

Approved Minutes- 7/24/2017


Chairman