



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, March 12, 2019 at 8:30 a.m. at City Hall basement conference room

**MINUTES**

**Members Present:** Donald Long, Mike Murphy, Jeff Richardson

**Members Absent:** none

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jessica Conley: Administrative Assistant

**Others Present:** Lisa Robertson: Chief Deputy City Attorney; Jorge Gonzalez: RS&H Inc.; Rob Smedley: RS&H Inc.; Alison Wrael: Daily Progress

**Call to Order at 8:29 a.m. by Donald Long.**

**Consent Agenda:**

1. Minutes – December 12, 2018: Mr. Richardson motioned to approve the Minutes, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –January 31, 2019 (Unaudited)
3. Airport Statistics: November 2018, December 2018, and January 2019

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

**Matters from the Public:** None

**Awards and Recognition:** During the Joint Airport Commission Meeting on March 11, 2019, John Post was presented with an award for his service on the Airport Joint Commission (2012-2018).

**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. A motion was made by Mr. Murphy to keep the Chairman, Vice-Chairman, and the Secretary/Treasury the same as what we have currently. The motion was seconded by Mr. Richardson and unanimously approved.
  - c. As such Donald Long will serve as Chairman, Jeff Richardson will serve as Vice-Chairman and Melinda Crawford as the Secretary/Treasurer.
2. FY-2018 Comprehensive Annual Financial Report (CAFR):
  - a. **Recommendation:** For the Board to Accept the FY-2018 CAFR as presented.
  - b. The CAFR was discussed, the four 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-2018 CAFR 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, 2020 was discussed and agreed upon by the Board.

- d. Mr. Murphy moved to accept the FY-2018 Comprehensive Annual Financial Report as presented. The motion was seconded by Mr. Richardson, and it was unanimously approved.
3. 2019 Audit Committee Membership
  - a. **Recommendation:** For the Board to appoint the 2019 Audit Committee by approving Resolution No: 2019-1 "Appointment of the 2019 Membership of the Audit Committee"
  - b. The proposed appointees to the Audit Committee were discussed.
  - c. Mr. Murphy moved to approve Resolution No: 2019-1 "Appointment of the 2019 Membership of the Audit Committee", the motion was seconded by Mr. Richardson, and it was unanimously approved.
4. Purchasing Policy Revision
  - a. This action item was tabled until the April meeting.
5. Design-Build for Parking Deck Project
  - a. This action item was tabled until the April meeting.
6. Resolution Making Certain Declarations and Providing Certain Approvals in Connection with a Proposed Bond Issue
  - a. This action item was tabled until the April meeting.
7. Transportation Network Company Agreement
  - a. **Recommendation:** Ratification of Board's approval for a \$2.00 TNC Pick-Up and Drop-Off Fee
  - b. Mr. Richardson moved to accept the ratification of the Board's approval for \$2.00 TNC Pick-Up and Drop-Off Fee. Mr. Murphy seconded the motion and it was unanimously approved.

**Informational Items:**

1. **Executive Director's Update:** The following items were presented by Ms. Crawford:
  - a. **Personnel Update** – The Public Safety will be fully staffed by end of March.
  - b. **FY2020-6 Year Airport Capital Improvement Plan** –
  - c. **Construction Update** – A brief update of following construction projects was provided.
    - i. Parking Improvements Design
    - ii. Runway/Taxiway Rehab Construction
    - iii. Air Carrier Ramp Expansion Design
    - iv. Entry Pavilion Design
    - v. Terminal Energy Modification
    - vi. MALS Update
    - vii. Charging Stations Installation
  - d. **Marketing & Air Service Update:** The executive director provided an update of recent air service efforts and upcoming changes to CHO's air service.

**Next Scheduled Meeting:** Wednesday, April 10, 2019, 9:00 a.m., City Hall basement conference room

**Adjourn:** 10:23 a.m.

X

Donald Long