



Charlottesville Albemarle Airport Authority Meeting
Wednesday, March 15th, 2017 at 10:30 a.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Maurice Jones and Donald Long

Members Absent: Lee Catlin

Staff Present: Melinda Crawford: Executive Director, Jason Burch: Director of Marketing; Penny Shifflett: Director of Finance; Stirling Williams: Director of Landside Operations; Connie Cook: Human Resources; Samantha Varner: Administrative Assistant; Ross Holtzman: Public Safety; Travis Ratcliff: Public Safety; Jeff Henry: Community Service Officer; Ronnie Shifflett: Maintenance Supervisor Troy Buttner: Maintenance; Harold Shifflett: Maintenance

Others Present: None

Call to Order at 10:31 by Don Long

Consent Agenda:

1. Minutes – January 2017
2. Financial Statements –January 31, 2017 (Unaudited) discussed.

Mr. Jones moved accept the consent agenda
Motion seconded by Mr. Long

Matters from the Public: None

Recognition of Employees: Jason Burch, Travis Ratcliff, Nancy Kidd, and Jeff Henry were recognized for 15 years of service; Troy Buttner and Harold Shifflett were recognized for 5 years of service.

Action Items:

1. 2017 Audit Committee Membership and Professional Audit Services Contract
 - a. Resolution No. 2017-3 “Re-appointment of the 2017 Membership of the Audit Committee”
 - i. Cognizant of the two vacant positions on the Commission, the Board would like to wait until the May meeting to see if new members would like to fill the role on the Audit Committee.
 - b. Resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
 - i. **RECOMMENDATION:** The Board adopts resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
 - ii. The resolution will authorize the Executive Director to move forward with the Audit Committee’s recommendation to hire a firm for the FY 17 audit process.

Mr. Jones moved to approve the resolution.
Mr. Long Seconded.

Informational Items:

1. Executive Director’s Update

- a. Deputy Executive Director Bill Pahuta is retiring. A nationwide search will be instated for a replacement with the new title of Director of Operations/Maintenance.
- b. The parking expansion project is awaiting estimates on the cost of a garage vs. expanding surface parking only; discussion ensued. Options will be presented once the figures are received.
- c. The 6-year capital plan was provided for review. The city and county planners will be reviewing the budget as well for any projects that possibly involve blasting.
- d. There are a few construction projects currently underway.
 - i. The Ingress/Egress step project was discussed.
 - ii. The Ramp Expansion project was discussed.
 - iii. A potential land acquisition which was discussed at the January 2017 board meeting is currently in Phase I of an environmental review process.
 - iv. The HVAC cooling tower was replaced last week.
 - v. The Runway Rehab project is scheduled to begin with night work starting June 13, 2017 through the end of July. There will be some off ramp pre-cursor work during the day and night beginning in the next couple weeks.
- e. United will begin its Chicago service June 8th. On May 1st Delta will be adding its 5th Atlanta trip.
- f. Funding changes associated with the VDOA were discussed.
- g. Recognition of the hard work put in by the staff during the snow event earlier in the week.

Next Scheduled Meeting: Joint Meeting with the Commission, Wednesday, May 17th 10:30 a.m.,
Basement Conference Room, Charlottesville City Hall

Adjournment: 11:31 a.m.

Approved Minutes- 5/17/2017
