



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, September 27, 2018 at 8:00 a.m. at the Albemarle Executive Conference Room#228-B

MINUTES

Members Present: Donald Long, Jeff Richardson, Mike Murphy

Members Absent: None

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Burch: Deputy Executive Director; Jason Devillier: Director of Maintenance & Construction; Jessica Conley: Administrative Assistant

Others Present: Lisa Robertson, City of Charlottesville Attorney

Call to Order at 8:05 a.m. by Donald Long

Consent Agenda:

1. Minutes – July 10, 2018: Mr. Richardson motioned to approve the Minutes, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –June 30, 2018 (Unaudited) discussed.
3. Airport Statistics: June 2018 and July 2018 discussed.

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

Matters from the Public: None

Action Items:

1. Amendment #1 to the FY19 6-Year Airport Capital Improvement Plan. Item was discussed. Mr. Richardson moved to approve Amendment#1 to the FY19 6-Year Airport Capital Improvement Plan. Mr. Murphy seconded and it was unanimously approved.
2. Ratify a Work Order for Delta Airport Consultants for an Airport Layout Plan Update/Narrative. Item was discussed. Mr. Richardson moved to approve the work order. Mr. Murphy seconded and it was unanimously approved.
3. Authorization for the Executive Director to Execute and Administer a new TSA Lease Agreement. Item discussed. Mr. Richardson moved to approve the work order to amend the TSA Lease to add 229 square feet. Mr. Murphy seconded and it was unanimously approved.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: Recent reorganization of Airport Personnel to include appointing Jason Burch as the Deputy Executive Director, adding the position of Shop Supervisor, and adding the position of Terminal Supervisor. We will be announcing a new Public Safety Chief by next week. Several other personnel-related items were noted.
 - b. MALSR Update: The Authority has executed the reimbursable agreement with FAA. Delta Airport Consultants has surveyed the MALSR, and has provided a report containing repair recommendations to the FAA. We are waiting on the FAA's response to this report.

- c. ADK Proposal: We will be working with ADK Executive Search to establish guidelines for the annual performance review of the executive director.
- d. Construction Update:
 - i. Masterplan Update: A Request for Proposals for professional services to perform the Masterplan Update to be issued soon.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing. It may be more cost effective to build a parking deck instead of the original 200 surface parking spaces in the long-term lot.
 - iii. Runway/Taxiway Rehab: The project has not closed out yet.
 - iv. Charging Stations Installation: Installation of charging stations at the Gate 5 area is complete, and we have ordered the charging stations for Gates 1-4.
 - v. Modifications to Gate 1 Area: Tailwinds has placed seating in the area, and it is being well received.

Ms. Crawford also discussed the upcoming energy modification project that will place film on all windows throughout the concourse and will help with energy conservation as well as safety.

- e. Marketing & Air Service Update: Mr. Burch provided the following updates:
 - i. Air Service: He discussed recent air service efforts and some upcoming changes to CHO's air service. He also discussed the busy Thanksgiving holiday week.
 - i. The Lounge: The Lounge opened on August 1st with little advertising. Approximately 200 customers used the Lounge during the first month of operations.
 - ii. CHO Airport's Commercial Advertising Program: Program is being coordinated by the Marketing Specialist with much success the first year.

Presentation: "Amendment #1- FY19 6-Year Airport Capital Improvement Plan"

Next Scheduled Meeting: Tuesday, November 13th, 2018, 8:00 a.m. at the Charlottesville Albemarle Airport

Adjournment: 9:19 a.m.

X

Donald Long