

Policy Briefing Summary

City Council



Regarding:	Resolution Authorizing Agreement with Charlottesville-Albemarle Airport Authority for Provision of Legal Services by City Attorney's Office
Staff Contact(s):	John Maddux, City Attorney
Presenter:	John Maddux, City Attorney
Date of Proposed Action:	August 3, 2026

Issue

Whether City Council should approve an Agreement for Legal Services between the City of Charlottesville and the Charlottesville-Albemarle Airport Authority.

Background / Rule

The City Attorney's Office has provided legal services to the Airport Authority for many years. Based on the records currently available, however, that arrangement does not appear to have been formalized in a written agreement. In addition, the compensation paid to the City for those services has not been updated in many years, if ever.

The proposed agreement formalizes the existing relationship and establishes the scope of services, compensation, responsibilities of the parties, and procedures for addressing conflicts of interest, outside counsel, amendments, and termination.

Analysis

The agreement provides a clear and current framework for a longstanding relationship between the City Attorney's Office and the Airport Authority. It defines the legal services included within the arrangement and updates the compensation paid to the City to better reflect the scope and value of those services.

Under the agreement, the City Attorney's Office will provide general legal services concerning matters such as governance, public meetings and records, contracts, procurement, leases, real estate, employment, regulatory compliance, negotiations, claims, and routine operational matters.

The agreement does not require the City to assign a particular attorney or provide a dedicated attorney to the Authority. The City Attorney will retain responsibility for assigning personnel and allocating office resources, and Authority matters will not take priority over City matters.

Certain services are excluded from the annual fee, including litigation, bond counsel and public-finance services, specialized federal aviation work, complex labor or employment matters, and other matters requiring specialized outside expertise. The Authority will be responsible for retaining and paying outside counsel when necessary.

The agreement also addresses potential conflicts between the City and the Authority.

The City Attorney's Office will not represent the Authority in a matter adverse to the City and may decline, limit, or withdraw from representation when required by law or applicable professional obligations. This arrangement allows the Authority to continue benefiting from the City Attorney's Office's institutional knowledge while protecting the City's ability to manage staffing, workload, conflicts,

and outside-counsel needs.

Financial Impact

For FY 2027, the Authority will pay the City an annual legal services fee of \$75,000, payable in four equal quarterly installments.

For subsequent fiscal years, the annual fee will be:

- FY 2028: 1.00 percent of the Authority's annual operating budget;
- FY 2029: 1.25 percent of the Authority's annual operating budget; and
- FY 2030 and thereafter: 1.50 percent of the Authority's annual operating budget.

The annual fee may not be less than the amount paid during the preceding fiscal year unless the parties agree otherwise in writing. The Authority will also be responsible for outside-counsel fees and other third-party expenses incurred on its behalf. The agreement does not authorize any new City position or require an additional City appropriation.

Recommendation

Staff recommends that City Council adopt the proposed resolution approving the Agreement for Legal Services between the City of Charlottesville and the Charlottesville-Albemarle Airport Authority and authorizing the Mayor to execute the agreement.

Recommended Motion (if Applicable)

I move to adopt the resolution approving the Agreement for Legal Services between the City of Charlottesville and the Charlottesville-Albemarle Airport Authority and authorizing the Mayor to execute the agreement.

Attachments

1. Resolution Approving Legal Services Agreement
2. CHO Agreement for Legal Services - V1