



Special Joint Meeting of the Charlottesville Albemarle Airport Authority and the
Charlottesville Albemarle Airport Commission

January 10, 2023, 8:30 am.
City Space, 100 5th Street NE
Charlottesville, Virginia 22902

Minutes

Members Present: Donald Long, Jeff Richardson, Michael Rogers, Brian Johnson, Steven Hiss, John Mattern, Matthew Murray,

Members Absent: Eric Walden (attended via ZOOM), Roy Van Doorn

Staff Present: Melinda Crawford: Chief Executive Officer; Jason Burch: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Jessica Conley: Administrative Assistant

Others Present: Katrina Callsen: Deputy City Attorney, City of Charlottesville; Laura Bravo: RS&H; Jorge Gonzalez: RS&H; Jeff Breeden, FAA (Zoom only); Sue Winslow: Parrish & Partners; Jeff Kirby: Parrish & Partners; Bob Anderson: Parrish & Partners; Hillary Crawford: Parrish & Partners; Christian Anderson: Signature Flight Support; Jason Davis: Manager - Signature Flight Support

Mr. Hiss welcomed all to the Joint meeting.

Call to Order for Commission: 8:35 am.

Commission Action Item#1-Approval Meeting Minutes

1. **Minutes:** November 7, 2023, Commission meeting minutes were discussed. Mr. Long motioned to accept the minutes. Mr. Johnson seconded the motion, and the motion was unanimously accepted.

Commission Action Item#2-Election of 2023 Commission Officers

Mr. Johnson made a motion to nominate Mr. Hiss as Chairman of the Commission, and Mr. Long seconded the motion. The motion was unanimously accepted.

Mr. Murray made a motion to nominate Mr. Mattern as Vice-Chairman of the Commission, and Mr. Johnson seconded the motion. The motion was unanimously accepted.

Adjourn Commission Meeting at 8:36 am

Mr. Long welcomed all to the Joint Meeting

Call to Order for Board: 8:37 am

Matters from the Public- None

Authority Action Item#1-Approval of the Consent Agenda

1. **Minutes:** November 8, 2022, meeting minutes were discussed. Mr. Rogers motioned to accept the minutes. Mr. Richardson seconded the motion, and the motion was unanimously accepted.
2. **Financial Statements-**the December 30, 2022 (Unaudited) statements were discussed
3. **Airport Statistics-**October and November 2022 statistics were discussed

Consent Agenda: Mr. Rogers motioned to approve the consent agenda. Mr. Richardson seconded the motion, and the motion was unanimously accepted.

Authority Action Item#2- Election of 2023 Officers

Mr. Rogers made a motion to nominate Mr. Long as Chairman of the Board, and Mr. Richardson seconded the motion. The motion was unanimously accepted

Mr. Rogers made a motion to nominate Mr. Richardson as Vice-Chairman of the Board, and Mr. Richardson seconded the motion. It was noted that Melinda Crawford would remain as the Board's secretary/treasurer.

Authority Action Item#3- Board Approval of FY23 Capital Budget Amendment#2-

Changes to the Capital Budget were discussed, including modifying the funding allocation for the Terminal Area Plan to 100% PFC funded. Three projects associated with the Tower Cab roof replacement, Terminal Area OSHA & Safety Improvements, and an Airport Wide IT Upgrade were added to the Capital Budget.

Mr. Rogers made a motion to approve Amedment#2 to the FY23 Capital Budget, and Mr. Richardson seconded the motion. The motion was unanimously approved.

Presentation of the Terminal Area Master Plan-

Mr. Kirby from Parrish and Partners introduced the staff that has assisted with the development of CHO's Terminal Area Master Plan. A PowerPoint presentation that contained the preferred alternative for the future expansion of the terminal building, ARFF Building relocation, and SRE Building expansion was reviewed.

Mr. Long and Ms. Crawford provided closing remarks and the meeting was adjourned.

Adjourn Authority Meeting at 10:11 am

Next Scheduled Commission Meeting: Monday, March 13, 2023, 4:00 pm,
Location TBD

Next Scheduled Authority Meeting: Tuesday, March 14, 2023, 8:30 am,
Location TBD



X
Donald Long