



Charlottesville Albemarle Airport (name of meeting) Meeting Minutes,  
(Date)-Charlottesville Albemarle Airport, (Location)

**MINUTES**

**Members Present:**

**Members Absent:** None

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

**Others Present:** None

**Call to Order at (time) p.m.**

**Agenda:**

1. Item#1
2. Item#2
3. Item#3

**Items:**

1. Discussion of Item#1
  - a. **Recommendation:**
2. Discussion of Item#2
  - a. **Recommendation:**
3. Discussion of Item#3
  - a. **Recommendation:**

**Informational Items:**

1. :
- 2.

**Next Scheduled Meeting:** (Date, time, location)

**Adjournment at (time)**