



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

October 17, 2019, 9:00 a.m.

Lewis Hall, James Madison's Montpelier, 11350 Constitution Highway,  
Montpelier Station, Virginia 22957

Minutes

**Members Present:** Donald Long, Jeff Richardson, Addison Barnhardt, Chris Engel, Eric Walden, Steven Hiss,

**Members Absent:** Mike Murphy, Michael Prichard

**Staff Present:** Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Stirling Williams: Director of Landside Operations; Jason Devillier: Director of Maintenance & Construction; Connie Cook: HR and Special Project; Troy Buttner: Airfield Maintenance Supervisor; Jonathan Shifflett: Fleet Supervisor; Jonathan Shenk: Chief of Public Safety; Mark Frazier: Public Safety Sargent; Travis Ratcliff: Public Safety Sargent; Arlene Forrest: Marketing and Administrative Assistant

**Others Present:** Sebastian Waisman: Assistant City Attorney, City of Charlottesville

**Call to Order:** At 9:15, Mr. Long welcomed the attendees to the special joint meeting and requested a moment of silence for the passing of Commissioner Brian Campbell.

**Consent Agenda:** None

**Matters from the Public:** None

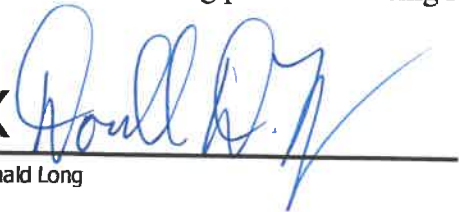
**Items:**

1. Mr. Burch directed the introductions of Staff, Authority members, Commissioners, and Counsel – a brief discussion of the biggest challenges and opportunities facing Staff was provided, and Mr. Walden discussed his concerns regarding the MALSR and the correspondence he intends to send to U.S. Senators.
2. Mr. Waisman provided a review of regulations that apply to Authority Members and Commissioners – “Conflict of Interest Act”, “Guide to VA Public Records”, and “Freedom of Information Act.”
3. Ms. Crawford shared the “CHO FY-19 in Review” presentation and discussed CHO’s growing enplanements, the airport’s economic impact to the region, staff’s accomplishments, and numerous projects to include the steps that have been taken to reactivate the MALSR.
4. Following lunch, Ms. Crawford reviewed “CHO’s Good Neighbor Policy” and zoning issues.
5. Ms. Shifflett discussed the Authority’s Vision and Mission.
6. Ms. Crawford led a discussion of CHO’s upcoming Terminal Area Plan and Strategic Review. Ms. Crawford will begin discussions with local representatives of public transit.
7. Ms. Crawford provided additional discussion about CHO’s Customer Service Initiatives.
8. Ms. Shifflett reviewed the Budget process.
9. Ms. Crawford discussed upcoming projects, policy reviews, and CHO’s efforts to enhance public/tenant outreach and employee communications.

**Next Scheduled Commission Meeting:** Monday, November 11, 2019, 4:00pm,  
Airport Lower Level Conference Room

**Next Scheduled Authority Meeting:** Tuesday, November 12, 2019, 8:30am,  
Airport Lower Level Conference Room

**Adjourn:** Mr. Long provided closing remarks and the meeting was adjourned at 3:00 p.m.

X 

Donald Long