



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, September 19, 2023, at 8:30 a.m. –Conference Room Comfort Inn & Suites: 1615 Timberwood
Blvd, Charlottesville, VA

MINUTES

Members Present: Donald Long, Jeff Richardson, Sam Sanders

Members Absent: none

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

Others Present: Robinson Hubbard: Deputy City Attorney; April Wimberly, Assistant City Attorney

Call to Order at 8:31 a.m. by Mr. Long

Consent Agenda:

1. Minutes – July 25, 2023 meeting was discussed.
2. Financial Statements –June 30, 2023 (Unaudited), July 31, 2023 (Unaudited) discussed. Ms. Shifflett stated that she would start doing a balance sheet along with the other financial information for future meetings.
3. Airport Statistics: June 2023 and July 2023- discussed.

Mr. Sanders made a motion to accept the consent agenda. Mr. Richardson seconded the motion, and the motion was unanimously accepted.

Mr. Richardson questioned what the Airport would do differently concerning Avelo’s terminated services. Mr. Burch responded we learned that we averaged 130 passengers per Avelo flight and other prospective airlines were thrilled with those numbers. In the future we will target Airlines with a 110 passenger plane instead of Avelo’s 200 passenger plane. Florida is still our number 1 underserved region and we hope to get back there.

Mr. Long suggested Mr. Burch give a presentation about the Airport to the County and the City. Mr. Burch is scheduled to go to the City in October. Mr. Richardson will look at scheduling to fit him in at a County meeting.

Matters from the Public: None

Awards and Recognition: Mr. Burch explained when an employee has a milestone anniversary he will be inviting them to the Board and Commission meetings to celebrate them. Courtney Bland one of our Lounge Ambassadors celebrated her 5 year anniversary.

Mr. Long made a suggestion that he would like to see the Airport meetings held at the Airport. Mr. Richardson would like the meetings to be in the same locations to ensure we are consistent for the members of the community as well as the Board members. Mr. Richardson suggested City Space is a good location to use when we cannot use the Airport. Mr. Sanders and Mr. Long agreed with this suggestion.

Action Items:

1. Amendment #2 to the FY24 Capital Budget
 - a. **Recommendation:** Approval of Amendment #2 to the Authority's FY24 Capital Budget as proposed.
 - b. Mr. Burch explained each project listed on Attachment #1 for Amendment#2 to the FY24 Capital Budget. Two projects were added to the Capital Budget and One project the costs were reduced.
 - c. Mr. Sanders motioned to accept Amendment#2 to the FY-24 Capital Budget. Mr. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Long commented he had been meeting with Mr. Burch to discuss the recent requirement by TSA that Airports have to start scanning employees at their own cost. TSA had delayed implementation but Mr. Long wanted the other board members to be aware this could impact the budget for next year.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: Mr. Burch announced 3 new employees were hired for Maintenance, Custodian, and Public Safety. The Chief Operating Officer was filled by Chris White. Chris was the Airport Director for 14 years at Jacksonville, North Carolina. He completely rebuilt a terminal in the last 7 years. We look forward to his vast knowledge and the experience he will be bringing to the airport. His start date will be September 25th but he has been involved since he was offered the position. Melinda's last day was August 31st.
 - b. Construction Update: Jason Burch provided the following update:
 - i. Airfield Lighting Upgrade: LED conversion on the airfield is almost complete. This project is almost complete. Most airports using LED lights show a 48%-50% utility cost reduction.
 - ii. ARFF Building Upgrade: This project is ongoing, and we are reviewing design options from the Architect. We will soon be ready to go out to bid for this project with a 6-9 month completion date.
 - iii. Airline Ticket Counter Upgrades: Current ticket counters are aged and we have been visiting other airports to research counters. Our contractor is at the design phase and working closely with the airlines on this project.
 - iv. Entrance Doors: The contract has been signed and doors will be installed in the next few months.
 - c. Marketing & Air Service Update: Mr. Burch discussed Avelo's terminated service at CHO and how there is still a demand for Florida in our market. The Philadelphia service returned to us in the last few months and airport planners and airport staff are watching this flight. The Philadelphia flight has always been behind in load factor numbers. The airport is unsure of the future of the Philadelphia flight at the beginning of the year. The Chicago flight returned and is doing very well. The flight currently is showing an average load factor of 89%. We will be pushing for a second and a third flight for Chicago when we meet with United at their headquarters soon.

Mr. Long suggested bringing diagrams of different sized planes to future meetings for reference

Mr. Burch would like to do a yearly meeting to focus on Air Service alone.

Mr. Burch discussed the triennial drill that took place last Saturday and how well it went. This drill is required every 3 years by the FAA and our staff is tested with an unknown drill scenario. Roy Van Doorn, Sam Sanders, and Katrina Callsen all joined the event. Evaluators of the event were impressed with the drill results. We will now start getting prepared for the next drill in 3 years. Mr. Burch explained we need to work on better communications with the Fire Chiefs at both the city and county to ensure they are a vital part of our next drill. The board members would like advance notices on all upcoming events at the airport.

Mr. Richardson asked if the leadership staff had a residency requirement. Mr. Burch responded it is unofficially a 60 mile radius for the CEO.

Next Scheduled Meeting: Tuesday, November 14, 2023, 8:30 a.m. at City Space

Adjourn: 9:39 a.m.

X

Donald Long

A large, stylized handwritten signature in blue ink, appearing to read 'Donald Long', is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.