



Charlottesville Albemarle Airport Commission Meeting Minutes,
Monday, November 13, 2023, at 4:00 p.m. – Airport ARFF Training Room

MINUTES

Members Present: Steven Hiss (Chairman), John Mattern (Vice-Chair) Donald Long, Roy Van Doorn, Brian Johnson, Eric Walden

Members Absent: Matthew Murray

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

Others Present: None

Call to Order at 4:01 p.m. by Mr. Hiss

Consent Agenda:

1. Minutes –September 18, 2023-discussed – Mr. Van Doorn motioned to accept the minutes. Mr. Walden seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –September 30, 2023 (Unaudited) - discussed.
3. Airport Statistics: August and September 2023-discussed.

Mr. Van Doorn questioned the regular employee hours vs. overtime hours. Mr. Burch explained he is currently working on a staffing plan for the next 5 years to help address this. He also explained that CHO is thankful for the staff that is willing to wear many different hats and work the extra hours.

Mr. Van Doorn questioned if the 2 different loans on the financials were related to parking and when would they be maturing. Ms. Shifflett confirmed they were both related to parking projects and explained one would mature in 2025 and the other in 2031.

Commission members introduced themselves to Chris White, CHO's Chief Operating Officer.

Matters from the Public: None

Awards and Recognition: Mr. Burch recognized Colonel Jonathan Shenk and Officer Brent Weaver for 5 years of service at CHO. Mr. Burch recognized Eric Walden's tenure on the Commission and presented him with a plaque. This will be his last meeting as his term expires in December and he has served 6 ½ years on the Commission. Steven Hiss was also recognized as a Veteran and presented with a small token of appreciation.

Items:

1. Amendment#1 to the FY24 Operating Budget
 - a. **Recommendation:** For the Board to approve Amendment#1 to the FY24 Operating Budget.
 - b. Ms. Shifflett reviewed all projects in Attachment#1 for Amendment#1 to the FY24 Operating Budget. She noted that we decreased airline rent because when the original budget was completed, Avelo's \$14,000 in rent was included in the figure. She also incorporated the airline incentive into the budget. Electricity expenses went up due to electricity costs that have increased. The new budget, if approved, reflects all of these items.

Informational Items:**1. CEO and Staff's Update:**

- a. Operational Update: The Operational Update will be a new line item that Mr. Burch explained he would like to add to future agendas. He discussed the snow academy that was recently held and how successful this event was.
- a. Personnel Update: Mr. Burch explained that we had two employees complete the fire training in Lexington Kentucky. One employee was from Maintenance and one is from Public Safety. He also discussed that he is hoping to have a contract with Uber and Lyft by January 2024. CAT bus service has agreed to come to the Airport for pickups which will be beneficial for staff and customers.
- b. Construction Update: Mr. White discussed the following:
 - i. Airfield Lighting Update: Project is almost complete but we are still waiting on the poles to come in that had to be shortened per the Tower.
 - ii. ARFF Building Upgrade: Most of the study portion of the project is complete. We are hoping to have it bid out in winter and work started in spring.
 - iii. Airline Ticket Counter: Currently working with airlines and millwork design for the cabinets.
 - iv. Automated Doors Replacement Project: Dealing with supply chain issues. Hoping to have the doors soon.
 - v. Mechanical System Upgrade: This project is our transition to natural gas. This summer the boilers will be replaced. This project will give the airport dual boilers in the terminal as opposed to the one we currently have.
 - vi. IT Projects: We will be adding new virtual servers to replace servers that are currently at the end of their life. This project will also update CHO to the current office standards.
- c. Marketing & Air Service Update- Mr. Burch explained Philadelphia is not on the schedule for January. Since the flight time was changed to a morning flight the load factor has went to 90% and we are hoping it will come back in spring. The Chicago flight is doing excellent and the schedule shows a second flight in April.
- d. Other Recycling Program: If you go to the terminal you will notice the new recycling program. We have dual trash cans that offer recycling and regular trash. The waste management truck doesn't have to enter the runway with this new program as the bins have been relocated.
- e. Calendar of Events: Presented upcoming events at the airport that include the Holiday Luncheon that will be held December 13, 2023 at the Holiday inn in Ruckersville from 12pm-3pm. Mr. Burch explained the luncheon this year is being employee run by the newly formed Holiday committee headed by Stewart Key. He is excited for the different events the holiday committee will be working on this coming year.

Mr. Johnson questioned whether the recycling program was in fact being recycled or if it was all going to the landfill. Mr. White responded that he will be tracking this and getting more information.

Mr. Van Doorn discussed speaking to vendors regarding guest passes for the Airport. He also said this type of program is becoming more popular at airports in the United States.

Next Scheduled Meeting: Monday, January 8, 2024, 4:00 p.m. Location: ARFF Training Room

Adjournment at 4:56p.m.