



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, November 14, 2023, at 8:30 a.m. –Conference Room City Space: 100 5th Street NE,
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; Chris White: Chief Operating Officer; Stirling Williams: Director of Landside Operations; Jonathan Shenk: Chief of Public Safety

Others Present: Katrina Callsen: Deputy City Attorney; Eric Walden: Airport Authority Commissioner

Call to Order at 8:36 a.m. by Mr. Long

Consent Agenda:

1. Minutes – September 19, 2023.
2. Financial Statements –September 30, 2023 (Unaudited) - discussed. Mr. Long mentioned that it would be a good idea to find out from Dominion Energy what our rate structure is. He also recommended condensing the balance sheet as the detailed information can be explained if necessary.
3. Airport Statistics: August 2023 and September 2023. Mr. Burch noted that CHO is moving in the right direction. Numbers are not quite at pre-covid figures, but they are very close. All the destinations are back but not the frequency and plane sizes.

Mr. Richardson commented that out of all the local entities he is involved with, the airport gets more compliments in areas of cleanliness, customer service and ease of use. He commended Mr. Burch directly and expressed his appreciation of how Mr. Burch recognizes his staff as well and all they do for CHO.

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

Matters from the Public: None

Awards and Recognition: Mr. Burch recognized Eric Walden’s tenure on the Commission. He was presented with a plaque at yesterday’s Commission meeting. His term expires in December. Mr. Walden served a total of 6 ½ years on the Airport Commission. Mr. Burch also recognized Colonel Jonathan Shenk and Officer Brent Weaver for 5 years of service.

Action Items:

1. Amendment #1 to the FY24 Operating Budget
 - a. **Recommendation:** Approval of Amendment #1 to the Authority’s FY24 Operating Budget as proposed.

- b. Mrs. Shifflett explained the line items that were being adjusted.
- c. Mr. Sanders motioned to accept Amendment#1 to the FY24 Operating Budget. Mr. Richardson seconded the motion, and the motion was unanimously approved.

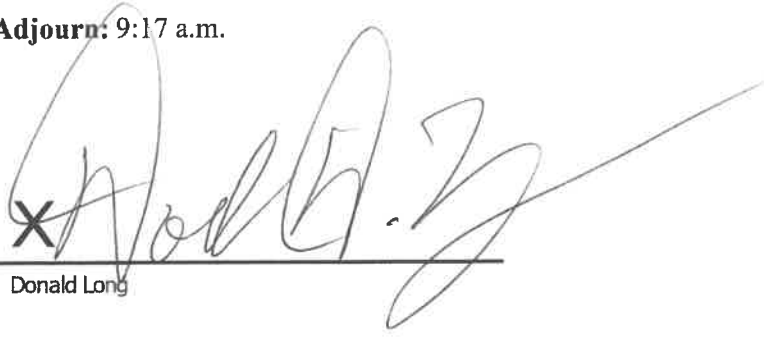
Informational Items:

- 1. CEO and Staff's Update: Mr. Burch noted that going forward he will add a section to the information items for general airport operations.
 - a. Personnel Update: Mr. Burch reported on the completion of the 3-day snow academy and the importance of this event. New employees were trained, and equipment familiarization was conducted for already trained employees. The FAA required meeting was held with tenants as well. Two newer employees, Kai Zhang in the public safety department and Gabriel Webb in the maintenance department just completed their week-long fire training in Lexington KY. Mr. Burch also informed the Board that as part of his career development, he is working on obtaining his Accredited Airport Executive certification. He needs to complete a paper and an interview before a panel to complete the process.
 - b. Construction Update: Chris White provided the following update:
 - i. Airfield Lighting Upgrade: Some poles need to be lowered and a few holes need to be patched before it gets too cold.
 - ii. ARFF Building Upgrade: This project is going into design. It is anticipated to go to bid this winter for spring construction.
 - iii. Airline Ticket Counter Upgrades: Our contractor is in the design phase and working closely with the airlines on this project. It is anticipated to be bid out in the spring.
 - iv. Automated Doors Replacement Project: The contract has been signed. It is anticipated construction will be complete in December although it is not uncommon for this type of project to be impacted by supply chain issues.
 - v. Mechanical Systems Upgrade: CHO will be transitioning to natural gas. The goal is to also have redundancies in the major heating and air conditioning systems. The boiler will be replaced in the spring.
 - vi. IT Projects: This project will upgrade CHO's LAN, replace aged servers, improve network security and the phone system, and transition all computers to Microsoft 365.
 - c. Marketing & Air Service Update: Mr. Burch discussed how our market is generally flat from now until March. The Philadelphia flight changed its departure time from late evening to earlier in the day which improved the load factor from around 50% to around 90%. However, this flight does not appear in the schedule in January. It has been communicated that American Airlines is having pilot issues. We will continue to monitor that situation and hope to see that return in the spring. On a positive note, United is showing an additional Chicago flight in the schedule in April. That flight's load factor is currently averaging around 90%.
 - d. Other Recycling Program: The program started this month. We will be monitoring the tonnage to see how much trash we are diverting.
 - e. Calendar of Events: Discussed the upcoming Holiday Luncheon on December 13, 2023, from 12 pm to 3 pm at the Holiday Inn in Ruckersville, VA. Mr. Burch reported that there is now a Holiday Committee made up of staff members from various departments. He also mentioned that CHO has a table for the Best in Business Awards put on by the Chamber of Commerce on November 30, and we have openings if anyone from the Board wants to attend.

Mr. Sanders and Mr. Richardson discussed trying to schedule dates to have Mr. Burch come and speak to City Council and the Board of Supervisors. They will get back to Mr. Burch on tentative dates.

Next Scheduled Meeting: Tuesday, January 9, 2024, 8:30 a.m. at City Space

Adjourn: 9:17 a.m.

A handwritten signature in black ink, appearing to read "Donald Long", written over a horizontal line. The signature is stylized and cursive.

Donald Long