



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, January 9, 2024, 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; Jason Devillier: Director of Operations, Maintenance & Construction; Stewart Key: Director of Air Service & Marketing; James Rhinehart: Lieutenant Public Safety; Joseph Smith: Lieutenant Public Safety

Others Present: Robinson Hubbard: Deputy City Attorney; Jason Davis: General Manager Signature Flight Support

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

Consent Agenda:

1. Minutes – November 14, 2023 meeting was discussed.
2. Financial Statements –November 30, 2023 (Unaudited) - discussed.
3. Airport Statistics: October 2023 and November 2023- discussed.

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 Officer Larry Andes and Lieutenant James Rhinehart on their 5th Anniversary. Mr. Burch presented Lieutenant Rhinehart with a 5-year plaque.

Action Items:

1. Annual Appointment of Chairman, a Vice-Chairman, and the Secretary/Treasurer
 - a. **Recommendation:** For the Board to select a Chairman, Vice-Chairman, and the Secretary/Treasurer per the Authority's enabling legislation.
 - b. Mr. Sanders made a motion to nominate Mr. Long as Chairman of the Board, and Mr. Richardson seconded the motion. The motion was unanimously accepted.
 - c. Mr. Sanders made a motion to nominate Mr. Richardson as Vice-Chairman of the Board, and Mr. Richardson seconded the motion. Mr. Long made a motion to nominate Penny Shifflett as the Board's secretary/treasurer, and Mr. Richardson seconded the motion. The motion was unanimously accepted.
2. FY-23 Annual Comprehensive Financial Report
 - a. **Recommendation:** For the Board to Accept the FY23 Annual Comprehensive Financial Report as presented.

- b. Mr. Burch reported no findings or management recommendations in the FY23 Financial Report. He praised Ms. Shifflett and her admin team for their work on the audit. Ms. Shifflett explained this is the second year for the current audit team.
 - c. Mr. Richardson motioned to accept the FY-23 Operating Budget and 6-Year Capital Budget. Mr. Sanders seconded the motion, and the motion was unanimously approved.
 - d. Mr. Long made a motion to renew Robinson Farmer Cox for the FY24 Audit. The motion was seconded by Mr. Sanders. It was unanimously approved.
3. 2024 Audit Committee Membership
- a. **Recommendation:** For the Board to appoint the 2023 Audit Committee by approving Resolution No: 2024-1 “Appointment of the 2023 Membership of the Audit Committee”
 - b. The only change for the committee is Craig Lefanowicz’s term expired, and his replacement will be Roger Martin who is deeply skilled in accounting.
 - c. Mr. Long motioned to approve Resolution No. 2024-1, “Appointment of the 2023 Membership of the Audit Committee”. Mr. Sanders seconded the motion. It was unanimously approved.

Informational Items:

- 1. CEO and Staff’s Update:
 - a. Personnel Update: Mr. Burch announced that we had one public safety officer resign. We had one Custodian transfer to the Lounge to be an ambassador. We currently have two openings for Custodian and Public Safety.
 - b. General Airport Operations: We filed a petition with the FAA against their Airport Workers Screening Mandate, and we received an extension of a year. Norfolk Airport has elected to hire a private security firm to address this mandate. We have been regularly meeting with TSA and we will continue to work until a solution is found. The Safety Management system is also another mandate that takes safety review to a different level. We are working through this mandate as well. We are working on reorganizing our capital improvement plan and capital projects. We will be looking at alternate terminal plans.
 - c. Construction and Capital Projects Update: Chris White provided the following update:
 - i. Airfield Lighting Upgrade: We expect this project to be completed in two to three weeks.
 - ii. ARFF Building Upgrade: This project’s design phase is nearly complete and hoping to have it bid out in March and work to start in spring.
 - iii. Airline Ticket Counter Upgrades: Currently reevaluating this project but at the least, we will improve the counters aesthetically as well as provide more space for a possible new airline.
 - iv. Automated Doors Replacement Project: Door arrived damaged and hoping to have replacement doors by the end of the month.
 - v. Mechanical Systems Upgrade: The design portion is 90% complete and hoping to have the bid out in 30 days. This project will be our transition to natural gas. This project will provide dual boilers in the terminal, and we are hoping to have them completed in the summer.
 - vi. IT Projects: This is an ongoing multi-phased project that will update CHO to current office standards. We are replacing servers and upgrading telephones, which should make us more efficient.
 - vii. Replacement of parking systems: An RFP will be going out in the next few months for a new parking system. We have had our parking system, Amano, for over 20 years.
 - d. Marketing & Air Service Update: Mr. Burch discussed the newly formed holiday committee run by Stewart Key our Marketing and Air Service Director. He praised the recent Holiday luncheon and how successful it was. We anticipate another event in the spring. Philadelphia’s last flight was Sunday, and we are hoping it will return. The Chicago flight is going great, and we anticipate an additional flight in May.
 - e. Other Recycling Program: A recycling information sheet was distributed and discussed.
 - f. Calendar of Events: Mr. Burch would like to move the March meeting to a joint April meeting with the Commission. He would like to discuss capital projects as well as new

ideas for terminal expansion. Dates were discussed for the joint meeting. April 16th at 9:00 am will be the joint meeting. Mr. Richardson made a note that Wednesdays do not work for his schedule.

Next Scheduled Meeting: Tuesday, March 12, 2024, 8:30 a.m. at City Space

Adjourn: 9:14 a.m.

X 

Donald Long