



Special Joint Meeting of the Charlottesville Albemarle Airport Authority and the  
Charlottesville Albemarle Airport Commission  
April 16, 2024, 9:00 a.m.  
Old Metropolitan Hall, 101 E Main Street  
Charlottesville, Virginia 22902

### Minutes

**Members Present:** Donald Long, Jeff Richardson, Sam Sanders, Steven Hiss, Matthew Murray, Roy Van Doorn, John Post, Brian Johnson

**Members Absent:** John Mattern

**Staff Present:** Jason Burch: Chief Executive Officer; Chris White: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Stirling Williams: Director of Landside Operations; Jason Devillier: Director of Maintenance & Construction; Jonathan Shenk: Chief of Public Safety; Stewart Key: Director of Air Service & Marketing; Jessica Conley: Administrative Assistant

**Others Present:** Robinson Hubbard: Deputy City Attorney, City of Charlottesville; Chad Ackley: RS&H; Candace Spence: Central Virginia Partnership for Economic Development; Dave Dague: Arthur D Little Management Firm; Frank Newton: Newton & Associates; Jamie Howard: Blue Ridge Consulting; Susan Payne: Blue Ridge Consulting; Doug Gaspar: Manager of FAA Control Tower at CHO

**Call to Order:** At 9:04, Mr. Long called the Airport Authority meeting to order and Mr. Hiss called the Commission to order.

**Consent Agenda:** None

**Matters from the Public:** None

#### **Items:**

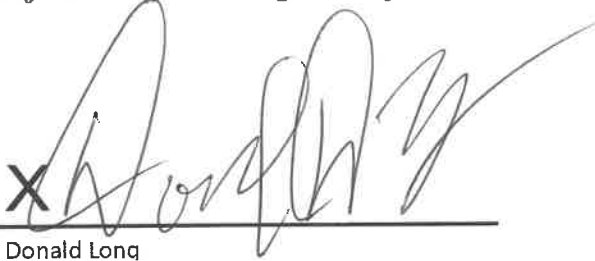
1. Mr. Burch directed the introductions of Staff as well as keynote speakers.
2. Members of the public were allowed to introduce themselves. He thanked Soul Food Catering for the breakfast as well as Travis Wilburn for donating the space for the meeting. Mr. Burch presented a slide show for the Terminal Area Redevelopment Program.
3. Ms. Spence from Central Virginia Partnership for Economic Development discussed community growth and what the airport's role is. She detailed the growth from 2019-2024 which detailed 3,412 new job positions and \$18.5 billion invested in the Central Virginia Partnership Region. She also showed a projected industry growth chart for the next 10 years in the CHO service area and explained that all of the industries in the growth chart rely on Air Service.
4. Mr. Dague from the Arthur D Little Firm discussed how Air Service affected the Terminal Area Redevelopment Program. He explained how the Airlines have rebounded \$12.8 billion from the Pandemic in 2023. He also detailed that small RJ's (50 seats) will be phased out over the next few years and CHO currently uses 53% of those planes for flights. Mr. Dague explained that CHO enjoys nonstop service to 3 out of the top 5 connecting hubs in the United States. He also detailed that United's two daily flights in the Chicago Market are estimated to produce 20.8 million in annual economic impacts to the CHO region.
5. Mr. Ackley from RS&H presented current and future facilities. He explained several reasons for expanding the vision including Apron lacks aircraft pushback space, Apron drainage issues, line of sight issues, TSA security screening expansion issues, Baggage Claim expansion issues, and Current Building Systems at the end of their lifespans. He also spoke about the benefits of a new facility vs expanding the current facility.

6. Ms. Shifflett and Mr. Newton discussed the program finances. Mr. Newton discussed the different funding sources available as well as repayment sources. He also discussed PFC, CFC, and parking costs.
7. Mr. Burch discussed the next steps with the Terminal Area Redevelopment Program. Mr. Burch discussed the importance of community engagement in this process.
8. Mr. Burch presented an opportunity for Questions and Comments. Mr. Burch questioned if it would be beneficial to establish a committee or process where everyone stays informed. Mr. Long stated he would think about this and get back to Mr. Burch. Mr. Johnson agreed that it was a good idea to form some type of committee that meets monthly.
9. Mr. Long questioned the cost comparison with a new terminal vs. the expansion of the old terminal.
10. Mr. Hiss commented that a new terminal would be the solution that is needed instead of having the same issues CHO is experiencing in the future.
11. Mr. Burch delivered a wrap-up and thanked everyone for attending.

**Next Scheduled Commission Meeting:** Monday, May 13, 2024, 4:00 pm,  
Location: Airport ARFF Training Room

**Next Scheduled Authority Meeting:** Tuesday, May 14, 2024, 8:30 am,  
Location: City Space

**Adjourn:** The meeting was adjourned at 11:38 p.m.

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

Donald Long