



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, June 4, 2024, at 8:30 a.m. –Conference Room 241 County of Albemarle Office Building: 401
McIntire Road 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; Jason Devillier (arrived at 8:45 am): Director of Operations, Maintenance & Construction; Stewart Key: Director of Air Service & Marketing; Jessica Conley: Administrative Assistant

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 – January 9, 2024, and April 16, 2024, minutes were discussed.
2. Financial Statements –April 30, 2024 (Unaudited) - discussed. Mr. Long questioned what accounts are restricted in the cash balance sheet. Ms. Shifflett explained that the Renewal & Replacement funds and the Operation and Maintenance Reserve funds can be used as the Airport deems necessary.
3. Airport Statistics: February-April 2024 - 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 Donna Harris for 10 years of service and Lieutenant Joe Smith for 5 years of service. He also announced that one of our commissioners, Matthew Murray, has resigned from his position due to moving out of state. Matthew held a city seat and we have informed the city of his resignation, and they will post his position.

Action Items:

1. Amend the FY24 and FY23 Capital Budgets
 - a. **Recommendation:** Approval of Amendment#3 to the Authority's FY24 Capital Budget and Amendment#5 to the FY23 Capital Budget as proposed.
 - b. Ms. Shifflett explained each project listed in Attachment#1 and explained that some projects were changing fiscal years and others were being changed due to funding amounts. She used different color highlights to differentiate projects. She also explained they had already had individual meetings with each board member.

- c. Mr. Sanders made a motion to approve Amendment#3 to the Authority's FY 24 Capital Budget and Amendment#5 to the FY23 Capital Budget as proposed. Mr. Richardson seconded the motion, and the motion was unanimously approved.
- 2. Approve the FY25 Operating Budget and the 6-year Airport Capital Improvement Plan (ACIP)
 - a. **Recommendation:** For the Board to Approve the FY25 Operating Budget and the 6-year Capital Improvement Plan
 - b. Ms. Shifflett reported the overall budget increased by 6%. This includes a 4% COLA for staff, rising utility costs, Air Service Development increases, and added costs for the Aviation Worker Screening Mandate. Ms. Shifflett explained that airline costs increased 5.4%. She also shared the Capital Improvement Plan and detailed the FY25 Capital projects.
 - c. Mr. Sanders motioned to approve the FY-25 Operating Budget and the 6-year Airport Capital Improvement Plan. Mr. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Richardson questioned how the General Aviation side of the Airport was performing. Mr. Burch explained the close relationship we have with Signature. We are working with Signature to improve the fuel farm and add additional hanger space. We look forward to future improvements at Signature Flight Support.

- 3. Approve the Airline Incentive Plan
 - a. **Recommendation:** The Authority adopts Resolution No. 2024-2 "Approving CHO's Air Service Incentive Program"
 - b. Cho's Air Service Incentive Program as presented was approved in July 2021 for a 3-year term which expires on June 30, 2024. Some of the incentives include a waiver of landing fees for 24 months, a waiver of ticket counter/office space rent for 24 months, start-up cost reimbursement not to exceed \$25,000, and advertising and promotion matching funds up to \$150,000. The FAA is looking at these plans and we may have to adjust depending on their findings. Mr. Sanders questioned what changes the FAA could make to these plans. Mr. White responded that there would probably be only procedural changes. Mr. Long questioned the Avelo process and how the plan affected them. Mr. Burch explained that Avelo could owe us money and we will investigate this further.
 - c. Mr. Sanders motioned to approve the Airline Incentive Plan as proposed. Mr. Richardson seconded the motion. It was unanimously approved.

Informational Items:

- 1. CEO and Staff's Update:
 - a. **Personnel Update:** Mr. Burch announced that we hired Ryan Deola as our new public safety officer. We have positions open in public safety as well as Custodial.
 - b. **General Airport Operations:** Mr. Burch explained that we filed a petition with the FAA against their Airport Workers Screening Mandate and received a year's extension which expires in September. Norfolk Airport has elected to hire a private security firm to address this mandate. We have regularly met with TSA and will continue to work until a solution is found. We added \$200,000 to the budget to address this mandate. Mr. Burch discussed how we should go about the planning process for the Terminal Improvement Plan. Mr. Richardson suggested a work session to understand the options and costs associated with those options. Mr. Long and Mr. Sanders agreed that was the best course of action.
 - c. **Construction and Capital Projects Update:** Chris White provided the following update:
 - i. **Terminal Area Plan (TAP) & ALP Update-** This project started 2 years ago, and we are waiting for FAA approval.
 - ii. **TAP Implementation and Validation-**This project is underway and still waiting to see if the plan will change.
 - iii. **Airfield Lighting Upgrade:** This project is complete.
 - iv. **ARFF Building Upgrade:** This project will be out for bidding soon and should take 6 months to complete.

- v. Airline Ticket Counter Upgrades: Currently this project is on hold while waiting for terminal expansion plans.
 - vi. Automated Doors Replacement Project- This project has been completed.
 - vii. Mechanical Systems Upgrade: The project is in the bidding phase. This project is our transition to natural gas.
 - viii. IT Projects: This ongoing multi-phased project will update CHO to current office standards.
 - ix. Baggage Belt Replacement: Bidding is complete, and the project will be awarded soon.
 - x. Stormwater Basin C Repairs-Project is currently in the design phase.
 - xi. Pavement Repairs- This is for normal pavement maintenance projects that are currently in the design phase.
 - xii. SMS Plan and Implementation-Project has been initiated. We are working with a consulting firm on this project.
 - xiii. ATCT Sitting Study- Project has been initiated and will take up to a year to complete as well as a year for the environmental studies.
 - xiv. ALP Revisions-Project has been initiated. This project could change depending on plans for the terminal expansion.
- d. Marketing & Air Service Update: Mr. Burch discussed recent airline meetings he attended with Chris White and Stewart Key. Ms. Key explained that Chicago increased their flights to two flights a day in the last month. Charlotte will increase to 8 flights in July and Dulles will increase to 4 flights a day in August. She also discussed CHO's participation in the Freedom 5K walk on Saturday. She also stated we will continue our partnership with the Tom Sox.
- e. Calendar of Events: No calendar of events.

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

Adjourn: 9:37 a.m.

X

Donald Long