



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, July 9, 2024, at 8:30 a.m. – Conference Room City Space: 100 5<sup>th</sup> 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; Jason Devillier: Director of Operations, Maintenance & Construction; Stewart Key: Director of Air Service & Marketing; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant

**Others Present:** Robinson Hubbard: Deputy City Attorney; Roy Van Doorn: Commission Member

**Call to Order at 8:41 a.m. by Mr. Long**

**Matters from the Public:** None

### **Action Items:**

1. Approve Easement for Dominion Energy for installation of charging stations at Signature Aviation
  - a. **Recommendation:** For Board 1) authorize an underground easement to Virginia Electric and Power Company (doing business in the Commonwealth of Virginia as Dominion Energy Virginia) to allow underground power to be installed for an electronic aircraft charging unit, and 2) approve Resolution No. 2024-3 “Chief Executive Officer Authorization to Administer the Conveyance of an Underground Easement to Dominion Energy.”
  - b. Mr. White explained that Beta Technologies has proposed to install an electric aircraft charging station at the general aviation area of CHO. Signature Aviation is sponsoring the plan, and the FAA has approved it.
  - c. Mr. Sanders made a motion to authorize an underground easement to Virginia Electric and Power Company to allow underground power to be installed for an electronic aircraft charging unit and approve Resolution No. 2024-3 “Chief Executive Officer Authorization to Administer the Conveyance of an Underground Easement to Dominion Energy. Mr. Richardson seconded the motion, and the motion was unanimously approved.

**Board Workshop:** Mr. Burch introduced his leadership team and thanked everyone for attending. He explained his hopes for having a plan for moving forward with the Terminal Area Redevelopment Plan after this meeting. Mr. Burch first discussed CHO’s record year of 2019 and discussed how CHO has handled the pandemic and our recovery. He discussed the evolution of the airport industry, specifically the type of aircraft being used. We are currently seeing larger aircraft at CHO like the ERJ175 and Boeing 717 aircraft. He also explained that there are several things to consider when thinking about the Terminal Area Redevelopment Program which includes: Functionality/Safety, Peak Hour Throughput, User Expectations, Projected Demand, Aircraft Growth, Site, Budget, and Aesthetics.

Mr. Sanders questioned when airlines would be switching to the larger aircraft. Mr. Burch responded that airlines would be decommissioning the smaller jets by the end of the decade.

Mr. White discussed passenger growth and showed a graph showing where our growth is expected to be according to an FAA forecast before the pandemic. He explained we would be a couple of years behind this growth chart, but we have always exceeded expectations.

Mr. Burch reviewed the Terminal Area Plan alternate options. These plans were focused on aircraft parking. These plans showed the growth to the North of the terminal. The Alternate 7 plan showed the movement of the building but allowed for safety and larger aircraft parking. This alternative was not considered before due to the budget. We decided to bring in RS&H who reviewed the plan. Mr. White explained that RS&H reviewed several factors including airlines, peak days, gates needed, passenger counts, aircraft size, and came up with operational scenarios that included space requirements. If we continue to grow, RS&H determined we need to build an additional 112,000 square feet to accommodate passenger growth.

Mr. Burch reviewed family concepts that RS&H provided for solutions to our Terminal Area Redevelopment Plan. He discussed the pros and cons of each concept RS&H provided. He explained that Family Concept #4 is the concept that he and the leadership team felt would meet CHO's needs. Mr. Richardson recommended speaking to Lou at Asheville Airport regarding the challenges with parking and growth they are currently experiencing. Mr. White explained that he has a relationship with Lou and a lot of our decisions are based on Asheville's experience with growth.

Mr. White discussed Roadway and Parking Concepts and how we need to weigh our options for this. Parking is the primary source of revenue for CHO. He explained the pros and cons of each of the concepts.

Mr. Burch went over the FY25 Capital Plans. The two major items planned for FY25 are the environmental assessment for the Air Traffic Control Tower and the final design of the Terminal Expansion. He also discussed the FY28 plans which include the design of a new Firehouse and construction for the Terminal Expansion.

Mr. Burch discussed estimated costs for the proposed concept.  
Ms. Shifflett discussed different funding options for this project.

Mr. Burch provided key takeaways for the Terminal Area Redevelopment Plan. He thanked everyone for their time and opened the meeting for questions and/or comments. Discussion ensued with Board members.

Mr. Long suggested that the Board members think about the options until the next board meeting in September and then make a final decision. Mr. Richardson and Mr. Sanders agreed with this plan. They would like a timeline and funding options.

**Next Scheduled Meeting:** To Be Determined

**Adjourn:** 10:04 a.m.

X

Donald Long