

Charlottesville Albemarle Airport Commission Meeting Minutes,

Monday, June 3, 2024, at 4:00 p.m. – Airport ARFF Training Room

**MINUTES**

**Members Present:**  Steven Hiss (Chairman), Brian Johnson, John Post, Matthew Murray

**Members Absent:** Roy Van Doorn, John Mattern, Donald Long

**Staff Present:** Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Chris White: Chief Operating Officer; Jessica Conley: Administrative Assistant

**Others Present:** None

**Call to Order at 4:05 p.m. by Mr. Hiss**

**Consent Agenda:**

1. Minutes –January 8, 2024, and April 16, 2024-discussed – Mr. Johnson motioned to accept the minutes. Mr. Post seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –April 30, 2024 (Unaudited) - discussed.
3. Airport Statistics: February-April 2024-discussed.

**Matters from the Public:** None

**Awards and Recognition:** Mr. Burch Donna Harris for 10 years of service and Lieutenant Joe Smith for 5 years of service. Mr. Burch also announced that today was Matthew Murray’s last meeting as he is moving to Tennessee. Mr. Burch thanked him for his service and announced that he would have a gift mailed to him.

**Items:**

1. Amend the FY24 and FY23 Capital Budgets:
   1. **Recommendation:** Approval of Amendment#3 to the Authority’s FY24 Capital Budget and Amendment#5 to the FY23 Capital Budget as proposed.
   2. Ms. Shifflett discussed each project that was changing in the Capital Budget and Ms. Shifflett explained some of the changes were due to fiscal year changes, amount changes, and 2 projects were added.
2. Approve the FY25 Operating Budget and the 6-year Airport Capital Improvement Plan (ACIP)
   1. **Recommendation:** For the Board to Approve the FY25 Operating Budget and the 6-year Airport Capital Improvement Plan.
   2. Ms. Shifflett discussed some of the FY25 Operating Budget Highlights including a 4% cola increase for employees, increased utility costs, and funds to pay for the Aviation working screening mandate. This was an overall increase of $665,000 to the budget from FY24. She also presented the Airport Capital Improvement Plan.
3. Approve the Airline Incentive Plan
   1. **Recommendation**: The Authority adopts Resolution No. 2024-2 “Approving CHO’s Airport Incentive Program”
   2. This plan was approved for 3 years initially and expires on June 30, 2024. Discussed some of the plan's highlights, including Rent and Landing Fees waived for 24 months, Matching funds up to $150,000 for Advertising and Promotion, and Start-up costs reimbursement of up to $25,000. Ms. Shifflett explained that Avelo may owe us a refund for pulling out early. She will be looking into this.

**Informational Items:**

1. CEO and Staff’s Update:
   1. Personnel Update: Mr. Burch explained we have a new public officer named Ryan Deola. He is currently in-field training. We have 2 open positions for a Public Safety Officer and a Custodian.
   2. General Airport Operations: Mr. Burch explained we added $200,000 for the Airport Aviation Working Mandate to the budget. Currently working with TSA on this mandate and will have a solution by the September deadline.
   3. Construction and Capital Projects Update: Mr. White discussed the following:
      1. Terminal Area Plan (TAP) & ALP Update-Waiting for FAA approval. This project was started 2 years ago.
      2. TAP Implementation and Validation -The project is underway and waiting to see if the plan needs to change.
      3. Airfield Lighting Upgrade: The Project is complete, and we have almost all LEDs now.
      4. ARFF Building Upgrade: Bidding will begin soon. This project will take 6 months to complete.
      5. Airline Ticket Counter: The project is currently on hold depending on the Terminal Area Plan.
      6. Automated Doors Replacement Project-This project is completed.
      7. Mechanical System Upgrade: This project is our transition to natural gas. This summer the boilers will be replaced. This project is in the bidding process currently.
      8. IT Upgrade Projects: We will be adding new virtual servers to replace servers that are currently at the end of their life. This project is a multi-phase project.
      9. Baggage Belt Replacement- Bidding is complete on this project and the winning bid will be announced soon.
      10. Stormwater Basin C Repairs-This project is in the design phase.
      11. Pavement Repairs- This project is in the design phase, and this is normal maintenance for the runway.
      12. SMS Plan and Implementation-The project has been initiated and we are working with a consulting firm for this safety management system.
      13. ATCT Sitting Study-The project has been initiated and it is a year-long process.
      14. ALP Revisions-The project has been initiated. We may need to update this if we go a different route with the terminal expansion.
   4. Marketing & Air Service Update- Mr. Burch explained he and Chris White met with 7 airlines at their most recent conference. We are getting interest from other airlines as well as our current airlines, and they are looking to us for future growth. We now have 2 Chicago flights, but we lost one American LaGuardia flight. Delta has 3 LaGuardia flights that are doing well. Charlotte will increase to 8 flights in July and Dulles will increase to 4 flights a day in August. Marketing is going through a shift, and we will see more community outreach. Mr. Burch explained that Chris participated in the Freedom 5K with a few other CHO employees this past weekend.
   5. Calendar of Events: No events discussed.

**Next Scheduled Meeting:**  Monday, July 8, 2024, 4:00 p.m. Location: TBD

**Adjournment at** 4:53p.m.