



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, August 13, 2024, at 8:30 a.m. –City Space 100 5th Street NE Charlottesville, VA 22902

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 Operation; Jessica Conley: Administrative Assistant

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

Call to Order at 8:32 a.m. by Mr. Long

Consent Agenda:

1. Minutes – June 4, 2024, and July 7, 2024, meetings were discussed.
2. Financial Statements –June 30, 2024 (Unaudited)-discussed
3. Airport Statistics: May 2024 and June 2024-discussed

Mr. Sanders motioned to approve the consent agenda. Mr. Richardson seconded the motion. It was unanimously accepted.

Matters from the Public: None

Awards & Recognition: Karen Breeden the Accounting Technician is celebrating her 15 years of service at CHO.

Action Items:

1. Approval to Invest Additional Funds into the Virginia Investment Pool (VIP) Liquidity Pool
 - a. **Recommendation:** For the Board to approve the investment of additional funds into the Virginia Investment Pool liquidity pool.
 - b. Ms. Shifflett explained that since the Authority passed the resolution to amend the Authority's investment policy CHO has earned \$422,403 in interest. Currently, the Authority has over 9 million dollars in State Entitlement Funds to use for capital projects. Since the timeline for these projects varies, the fund could gain significant interest if we invest it with the Virginia Investment Pool Liquidity Pool. Last year's interest rate stayed around 5% throughout the whole year.
 - c. Mr. Sanders made a motion to approve the investment of additional funds into the Virginia Investment Pool Liquidity Pool. Mr. Richardson seconded the motion, and the motion was unanimously approved.

2. Approval of Amendment #1 to the FY25 Capital Budget
 - a. **Recommendation:** For the Board to approve Amendment#1 for the FY25 Capital Budget.
 - b. Ms. Shifflett explained that the Security System Construction project has some costs associated with this project that are administrative and are not covered by FAA or State Funds. She also explained that state entitlement funds only pay for maintenance equipment and vehicles. This amendment will allow for the additional costs associated with these projects.
 - c. Mr. Sanders made a motion to Approve Amendment#1 to the FY25 Capital Budget. Mr. Richardson seconded the motion, and the motion was unanimously approved.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: Mr. Burch announced we recently had an emergency that occurred with a passenger at CHO. Two officers responded quickly and saved the passenger's life. We will be presenting awards to both officers.
 - b. Construction and Capital Projects Update: Chris White provided the following update:
 - i. Terminal Area Redevelopment- We recently had productive meetings with the airlines and FAA with positive feedback. We will be providing a layout of the project at the next meeting.
 - ii. Mechanical Systems Upgrade- The project is in the bidding phase. This project is our transition to natural gas. The attorneys are negotiating the contract, and the project will begin soon but construction may not start until the spring.
 - iii. Baggage Belt Replacement: Bidding is complete, and the project will be awarded soon.
 - iv. ARFF Building Rehab Project- This is the final design phase and should be bidding soon
 - v. Basin C Project- This project is about to be awarded.
 - vi. Pavement Rehabilitation Design- Survey and study work has been completed for this project. They are processing the data that they acquired to see what the best course of action will be.
 - vii. Air Traffic Control Tower Sitting Study- The Project has been initiated and will take up to a year to complete as well as a year for environmental studies. We will be hosting a site visit next month.
 - viii. Security System Upgrade-Mr. White discussed this project that wasn't listed on the agenda. It is in the design phase
 - ix. Airport Layout Plan-This project has been approved by the FAA
 - c. FAA meeting/VAOC Conference: Discussed this meeting during the Terminal Area Redevelopment project update.
 - d. Airport Worker Screening Update: We have submitted a plan to TSA and we have a couple of different options for this plan. We are planning on locking the doors to certain areas to help meet this mandate.
 - e. Marketing & Air Service Update: Mr. Burch explained that we lost a La Guardia flight in June, gained a Dulles in April, and will gain another one at the end of the month.
 - f. Board Chairman- Don Long's term will expire December 1st and his last meeting will be in November.

Closed Session:

In accordance with VA Code 2.2-3712, the Airport Authority will convene in closed session for the following purposes:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or

resignation of specific public officers, appointees, or employees of any public body pursuant to VA Code 2.2-3711 (A) (1).

Mr. Long made the motion. Mr. Sanders seconded the motion, and it was unanimously approved.

Board entered a closed session at 8:57 a.m.

Certification of Closed Meeting:

At 9:31 a.m., Mr. Long made the following motion: I move that this Board certify by a recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion convening the closes session were heard, discussed or considered in the closed session.

Mr. Sanders seconded the motion, and the motion was unanimously approved.

Mr. Long - Aye

Mr. Richardson - Aye

Mr. Rogers – Aye

Mr. Long announced Mr. Burch will receive the cola adjustment, a 5% retirement contribution, and a \$6000 car allowance. He will return his vehicle to the fleet. These changes will take effect on September 1st, 2024.

Next Scheduled Meeting: Tuesday, November 19, 2024, 8:30 a.m. at City Space

Adjourn: 9:34 a.m.

A handwritten signature in black ink, appearing to read 'Donald Long', is written over a horizontal line. To the left of the signature, there is a small 'X' mark.

Donald Long