

Charlottesville Albemarle Airport Commission Meeting Minutes,

Monday, September 9, 2024, at 4:00 p.m. – Airport ARFF Training Room

**MINUTES**

**Members Present:**  Steven Hiss (Chairman), Brian Johnson, John Post, John Mattern, Ben Chambers

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

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

**Others Present:** None

**Call to Order at 4:00 p.m. by Mr. Hiss**

**Consent Agenda:**

1. Minutes –June 3, 2024– Mr. Post motioned to accept the minutes. Mr. Mattern seconded the motion, and the motion was unanimously accepted.

Mr. Hiss announced that we have a new Commission member, Mr. Ben Chambers. Mr. Chambers introduced himself and expressed his excitement about joining the committee. Introductions were made by the rest of the Commission members.

1. Financial Statements –June 30, 2024 (Unaudited) - discussed.
2. Airport Statistics: May 2024 and June 2024-discussed.

Mr. Post questioned how many flights we currently have per day in comparison to 2019. Mr. Burch explained that in 2019 we had 27 flights per day and we currently have 22 flights per day. He also questioned if we knew when the smaller planes would be discontinued. Mr. Burch explained that airlines are purchasing more 100-seater planes than other types.

**Matters from the Public:** None

**Awards and Recognition:** Mr. Burch recognized Karen Breeden, our Accounting Technician for 15 years of service. Ms. Shifflett explained what a great asset Karen is to her department.

Mr. Post questioned what Mr. Breeden receives for her 15 years of service. Ms. Shifflett explained she received an award, a gift out of the rewards book, and a retention bonus.

**Board Items:**

1. Approval to Invest Additional Funds into the Virginia Investment Pool (VIP) Liquidity Pool
   1. **Recommendation:** For the Board to approve the investment of additional funds into the Virginia Investment Pool liquidity pool
   2. 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. She explained the Board approved this action at their August meeting.
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 the Security System Construction project and that some of the costs associated with this project are administrative and not covered by FAA or State Funds. She also explained that state entitlement funds only pay for maintenance equipment and vehicles. She explained this adds local funds to the capital budget. The Board approved this item at the August meeting.

**Action Item:**

1. 2025 Audit Committee Membership
   1. **Recommendation:** For the Board to appoint the 2025 Audit Committee by approving Resolution No: 2025-1 “Appointment of the 2025 Membership of the Audit Committee”
   2. Ms. Shifflett explained that since Mr. Hiss is finishing his final term with the Commission in November we will be looking for a replacement for his vacancy. Mr. Hiss explained that the current Audit Committee comprises 4 positions and meets twice a year. Mr. Mattern volunteered for the position.
   3. Mr. Johnson motioned for Mr. Mattern to fill the audit committee Commission member vacancy. Mr. Post seconded it. It was unanimously approved.

**Informational Items:**

1. CEO and Staff’s Update:
   1. Personnel Update: Mr. Burch announced that his contract was renewed, and the Commission congratulated him. He also explained that we hired 2 new public safety officers and 1 custodian, bringing our staff to 51. He also explained that Officer Brent Weaver and Officer Ryan Deola received an award for their lifesaving actions for a passenger who was found unresponsive in front of the terminal.
   2. Construction and Capital Projects Update: Chris White provided the following update:
      1. Terminal Area Redevelopment- We had a joint meeting in July with the Board and Commission. We are working with the Board and having planning sessions for this project. We will have more of those meetings in the future. We are looking at one of the alternate methods which is the construction of a new terminal.
      2. Mechanical Systems Upgrade: The project is in the contracting phase. This project is our transition to natural gas.
      3. Baggage Belt Replacement: Bidding is complete, and the project will be awarded soon.
      4. ARFF Building Rehab Project: We are close to being ready to put out a bid on this project.
      5. Basin C Project-Project has been awarded.
      6. Pavement Rehabilitation Design- This is for normal pavement maintenance projects that are currently in the design phase. The runway was last paved around 10 years ago.
      7. Air Traffic Control Tower Sitting Study- The Project is in the beginning stages and is just one of many steps to get the Tower moved. It has been initiated and will take up to a year to complete as well as a year for environmental studies.
      8. Airport Layout Plan- The latest version of the Airport Layout Plan has been approved. This goes along with the Terminal Area Redevelopment Plan. We will be updating this again soon.
      9. Security Upgrade: This is a terminal-wide project. This type of project needs to be done every 5-8 years. Our equipment is old and outdated.
   3. FAA meeting/VAOC Conference: Mr. Burch explained that they recently met with the FAA face to face, and they received positive feedback about the Terminal Area Redevelopment plan.
   4. Airport Worker Screening Update: About 18 months ago Congress passed an Airport Worker Screening Update. TSA has pushed this onto the Airport to provide this screening. We have a plan in place, and we will enact the plan a week from today.
   5. Marketing & Air Service Update: Mr. Burch discussed that Chicago increased their flights to two flights a day in the last month. United is up to 4 Chicago flights and 2 Dulles flights. American has 9 flights which included 5 LaGuardia flights.
   6. Board Chairman- Don Long’s term will expire on December 1st, and his last meeting will be in November. Ms. Shifflett explained that if you are in your second term you cannot apply for the joint position.

Ms. Shifflett explained that there is a training opportunity for Board and Commissioner members. She explained if anyone is interested, please let her know.

**Next Scheduled Meeting:**  Joint Meeting: Thursday, November 21st, 2024, at Timberwood Grill

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