



Special Joint Meeting of the Charlottesville Albemarle Airport Authority and the  
Charlottesville Albemarle Airport Commission  
November 21, 2024, 12:00 p.m.  
Timberwood Grill 3311 Worth Crossing  
Charlottesville, Virginia 22911

**Minutes**

**Members Present:** Donald Long, Jeff Richardson, Sam Sanders, Brian Johnson, John Post, Steven Hiss, John Mattern, Roy Van Doorn, Ben Chambers

**Members Absent:** none

**Staff Present:** Jason Burch: Chief Executive Officer; Chris White: Chief Operating Officer; Penny Shifflett: Chief Financial Officer; Jason Devillier: Director of Maintenance & Construction; Stewart Key: Director of Air Service & Marketing; Jonathan Shifflett: Fleet Supervisor; Travis Ratcliff: Public Safety Sargent; Jessica Conley: Administrative Assistant; Connie Cook: H.R Manager

**Others Present:** Robinson Hubbard: Assistant City Attorney, City of Charlottesville; Valerie Long: Wife of Donald Long; Courtney Cacatian: Executive Director of Charlottesville Albemarle Business Bureau; Jason Davis: General Manager, Signature Flight Support; Justin McGregor: Assistant Manager, Signature Flight Support

**Agenda:**

Mr. Burch provided a welcome statement and lunch orders were placed.

Mr. Hiss (Chairman) welcomes all to the Joint meeting.

**Call to Order for Commission:** 12:10 p.m.

**Commission Action Item#1-**Approval of Commission minutes-September 9, 2024

Mr. Post motioned to accept the minutes. Mr. Chambers seconded the motion, and the motion was unanimously accepted.

**Adjourn Commission Meeting** at 12:12 pm

Mr. Long (Chairman) welcomes all to the Joint Meeting

**Call to Order for Board:** 12:12 pm

**Public Comments:** None

**Authority Action Item#1** Approval of Consent Agenda: Mr. Sanders motioned to approve the consent agenda. Mr. Richardson seconded the motion, and the motion was unanimously accepted.

**Financial Statements-**September 30, 2024 (Unaudited)-discussed

Mr. Long inquired about the status of the Audit committee. Ms. Shifflett explained there will be an audit committee meeting in December.

Mr. Van Doorn inquired about the ARPA funds and Ms. Shifflett responded that those monies have already been spent and reimbursed.

Mr. Post inquired about the demand for Chicago through American Airlines. Mr. Burch explained that American Airlines has not shown interest in picking back up the Chicago Flight. However United is interested in increasing their Chicago Flights.

**Airport Statistics-**July, August, and September 2024-discussed

Mr. Burch explained that he and Mr. White had just returned from a successful airline meeting. Our current Airlines are vested at CHO, and we are seeing increased Chicago Flights. We are around 90% recovered from COVID and we anticipate growth in 2025.

**Authority Action Item#2- Approval of FY25 Capital Budget Amendment#1**

1. Ms. Shifflett explained this amendment is being added to the Budget to implement the Safety Management System at CHO as required by the Federal Aviation Administration. Mr. White explained we recently submitted an implementation plan to the FAA for this mandate.
2. Mr. Richardson made a motion to approve Amendment#1 to the FY25 Capital Budget and Mr. Sanders seconded the motion. The motion was unanimously accepted.

**Informational Items:**

Mr. White explained that the Uber Agreement has been executed are they are officially operating at CHO. We are waiting to execute their agreement and will begin working with Turo on an agreement.

He also explained that parking is expected to be above average at CHO. He explained we always have room for our passengers to park even if that means parking in the grass.

- a. **Construction and Capital Projects Update:** Chris White provided the following update:
  - i. Terminal Area Redevelopment- Mr. White shared a Preliminary Timeline for this project and highlighted what Board actions will be needed. Mr. Long explained he had been meeting with the CHO Team to create this timeline to ensure the Board knows what milestones are coming for this project. Mr. Burch explained he wanted to make sure communication between the Board and the CHO team was fluid.
  - ii. Mechanical Systems Upgrade- The project has been awarded. This project is our transition to natural gas. Construction is anticipated to start in the spring.
  - iii. Baggage Belt Replacement: Bidding is complete, and the project will be awarded soon. Construction starts in late spring.
  - iv. ARFF Building Rehab Project- Bids are due by December 11<sup>th</sup>. Construction is set to begin at the beginning of the year.
  - v. Basin C Project- This project is nearing completion with only a few weeks left.
  - vi. Pavement Rehabilitation Design- Survey and study work has been completed for this project.
  - 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- It is in the design phase
  - ix. Elevator Tower Modification-This project is working on the drainage systems of the elevator towers. This work is warranty work and is being funded by the Design Firm.
  - x. Telephone System Update- This project is part of the larger IT network refresh. We are currently working on a Telephone System Upgrade, and we will transition to a new Teams system. Staff will also have individual direct dial numbers.

Mr. Van Doorn questioned the status of the T Hanger project. Mr. Burch responded that they were engaging in talks with Signature Flight Support about this project.

Mr. Post shared a picture of his recent trip to Hawaii and an Avi-ramp that their airport uses.

**Recognition:** Mr. Burch recognized and presented a plaque to Jonathan Shifflett, Fleet Supervisor, for his 20 years of service at CHO. He talked about Jonathan's early career as a maintenance employee and his growth at CHO over his 20 years. Mr. Burch then presented an award to Steven Hiss for his two terms as a Commissioner for CHO. Mr. Burch explained Mr. Hiss served as a B1 Bomber in the Air Force. He also served as Chairman of the Commission for the last 2 years and was part of the audit committee. Mr. Burch then presented a special gift (Engraved Airplane Prop Propeller and Framed Photo) to Don Long for his service to the Airport. Mr. Long has been with us since 2012 when he started as a Commissioner. Mr. Burch explained how dependable Don is and how much he appreciated his leadership. He is passionate and vested in CHO. Mr. Long thanked everyone for coming and stated he enjoyed his time at CHO. He also thanked his wife, Valerie, for her support.

**Adjourn Board Meeting: 12:55 p.m.**

**Next Scheduled Commission Meeting:**

Monday, January 13, 2025, 4:00 pm,  
TBD

**Next Scheduled Authority Meeting:**

Tuesday, January 14, 2025, 8:30 am,  
TBD

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Jeff Richardson