



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, January 14, 2025, at 8:30 a.m. –Conference Room City Space: 100 5<sup>th</sup> Street NE,  
Charlottesville, VA

### MINUTES

**Members Present:** Jeff Richardson, Sam Sanders, Pace Lochte

**Members Absent:** none

**Staff Present:** Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Chris White: Chief Operating Officer; Stirling Williams: Director of Landside Operations; Stewart Key: Director of Air Service & Marketing; Jessica Conley: Administrative Assistant

**Others Present:** Robinson Hubbard: Deputy City Attorney; Joseph Celentano: V.M.D.O Architects; Kerr Chase: Avcon Engineering; Chad Ackley: RSH; Craig Sucich: RSH;

#### **Call to Order at 8:40 a.m. by Mr. Burch**

Mr. Richardson welcomed Pace Lochte to the Board and explained how vital the Airport is to economic development.

#### **Consent Agenda:**

1. Minutes – November 21, 2024, meeting was discussed.
2. Financial Statements –November 30, 2024 (Unaudited) - discussed.
3. Airport Statistics: October 2024 and November 2024- discussed.

Ms. Lochte questioned if leisure travel is doing better than business. Mr. Burch explained that the COVID pandemic had decreased business traveling. Ms. Lochte then asked if this has changed the way we do marketing. Mr. Burch responded that yes, we are trying to find ways to appeal to families and especially children for leisure travel.

Mr. Sanders made a motion to accept the consent agenda. Mr. Richardson seconded the motion, and the motion was unanimously approved. Ms. Lochte abstained from voting for the previous minutes since she did not attend that meeting.

**Matters from the Public:** Mr. Burch introduced our engineers from RS&H.

**Awards and Recognition:** Mr. Burch recognized Lorraine Brock for her 5 years of service as a Custodian for CHO.

#### **Action Items:**

1. Annual Appointment of Chairman, a Vice-Chairman, and the Secretary/Treasurer
  - a. **Recommendation:** For the Board to select a Chairman, Vice-Chairman, and the Secretary/Treasurer per the Authority's enabling legislation.
  - b. Mr. Sanders made a motion to nominate Mr. Richardson as Chairman of the Board, and Ms. Lochte seconded the motion. The motion was unanimously approved.

- c. Ms. Lochte made a motion to nominate Mr. Sanders as Vice-Chairman of the Board, and Mr. Richardson seconded the motion. The motion was unanimously approved.
  - d. Mr. Sanders made a motion to nominate Penny Shifflett as the Board's secretary/treasurer, and Ms. Lochte seconded the motion. The motion was unanimously approved.
2. FY24 Annual Comprehensive Financial Report
- a. **Recommendation:** For the Board to Accept the FY24 Annual Comprehensive Financial Report as presented.
  - b. Ms. Shifflett reported no findings or management recommendations in the FY24 Financial Report. Mr. Burch praised Ms. Shifflett and her admin team for their work on the audit. Ms. Shifflett explained this is the third year for the current audit team. The audit committee recommended exercising the 3<sup>rd</sup> of 4 options to renew with Robinson Farmer Cox for the FY25 audit. Mr. Richardson also thanked Ms. Shifflett for her work on the audit.
  - c. Mr. Sanders motioned to accept the FY24 Annual Comprehensive Financial report as presented. Ms. Lochte seconded the motion, and the motion was unanimously approved.
  - d. Mr. Sanders made a motion to renew Robinson Farmer Cox for the FY25 Audit. The motion was seconded by Ms. Lochte. It was unanimously approved.
3. 2025 Audit Committee Membership
- a. **Recommendation:** For the Board to appoint the 2025 Audit Committee by approving Resolution No: 2025-1 "Establishing 2025 Membership of the Audit Committee"
  - b. The only changes for the committee are John Mattern will replace Steve Hiss from our Commission. David Dallas, Jr. is retiring, and his replacement will be Ken Chevlin. Mr. Dallas recommended Mr. Chevlin who is also deeply skilled in business and/or law.
  - c. Mr. Sanders motioned to approve Resolution No. 2025-1, "Establishing the 2025 Audit Committee". Ms. Lochte seconded the motion. It was unanimously approved.
4. Capital Budget Amendment-ARFF Building Rehab
- a. **Recommendation:** Approval of a Capital Budget Amendment to increase the ARFF Building Rehabilitation Budget
  - b. Ms. Shifflett explained this was a previously approved project that came in higher than anticipated. The original budget was \$600,000 but bid amounts ranged from \$1,180,000 to \$1,677,000. This project is being value-engineered to reduce costs. Mr. White explained that the ARFF building is from the 1960s and serves many purposes including the firehouse. Mr. Richardson questioned if there was a redundancy in power backup and Mr. White explained that currently, there is not, but this project would address that. Ms. Lochte questioned the need for a commercial kitchen. Mr. Burch explained it is nice to have warm fresh food for our employee morale especially during snow events. In the past microwavable food was normal for these events and Mr. White explained that the new kitchen would accommodate all the employees for meals.
  - c. Ms. Lochte motioned to approve the Capital Budget Amendment to increase the ARFF Building Rehabilitation Budget. Mr. Sanders seconded the motion. It was unanimously approved.

**Informational Items:**

- 1. CEO and Staff's Update:
  - a. Personnel Update: Mr. Burch reported CHO had its first large snow event so far this winter. He praised the staff for keeping the airport operational and safe. CHO has one open position in public safety and one position in our janitorial department. The Go Cho Connection committee organized a successful Holiday party in December. They will continue to work on finding ways to improve employee morale.
  - b. General Airport Operations: Mr. Burch explained that during Thanksgiving there was a miscommunication that occurred between Signature and the airlines that caused a fuel outage. CHO had some flight delays due to this issue. Staff opened the Lounge and provided water and snacks to all affected passengers. We are working with Signature to try and prevent this from happening again.
  - c. Construction and Capital Projects Update: Chris White and Jason Burch provided the following update:

- i. Terminal Area Redevelopment- Mr. Burch explained there will be a workshop in early spring to review some alternate designs for this project.
  - ii. ARFF Building Rehab Project- Bids were more than expected and the project has gone through value-engineering to lower costs. The project will be awarded soon and is anticipated to start in early 2025
  - iii. Mechanical Systems Upgrade- The project has been awarded to Johnson Controls. This project also transitions CHO to natural gas. Construction is anticipated to start in the spring.
  - iv. Baggage Belt Replacement: The project has been awarded to Oshkosh Aerotech. Construction will start late spring.
  - v. Pavement Rehabilitation Design- The preliminary design has been completed for this project. A number of areas were identified and will be corrected.
  - vi. IT Projects- This project is part of the larger IT network refresh. We are currently working on a telephone system upgrade, and CHO will transition to a new Teams system. Staff will also have individual direct dial numbers and an updated phone list will be provided. We will also be transitioning to SharePoint very soon.
- d. Marketing & Air Service Update: Mr. Burch reported that United will be adding a third flight in the spring to Chicago. Mr. Burch handed out a spec sheet for the CRJ 550 and explained CHO would be getting this new plane in the spring. He explained how spacious and convenient this plane is and how he thinks the passengers will receive it well. He explained the Marketing department would be promoting the New York flight soon.

Mr. Richardson confirmed Mr. Burch will be going to the City and County to give an Airport update to the elected boards next week. Mr. Richardson asked if he was prepared to talk to the community about potential destinations. Mr. Burch responded that CHO will be prepared with a presentation to show the desirable destinations and what the leadership team is doing to try and obtain these destinations.

Ms. Lochte questioned when looking at destinations, do we look at train travel? Mr. Burch responded that we do look at that information when considering destinations.

Mr. Celentano, an engineer from VDMO reported that there is a free bus that takes passengers from LaGuardia to a subway station in New York City that is more convenient and less expensive than taxi services.

- e. Calendar of Events: Mr. Burch explained there is a calendar on the last page of the Board packet with the upcoming Board meeting dates.

**Next Scheduled Meeting:** Tuesday, March 11, 2025, 8:30 a.m. at City Space

**Adjourn:** 9:14 a.m.

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Jeff Richardson