



Charlottesville Albemarle Airport Board Meeting Minutes  
Wednesday, March 19, 2025, at 8:30 a.m. –County of Albemarle Office Building- Room 228,  
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; James Rhinehart: Lieutenant Public Safety; Jason Devillier: Director of Operations, Maintenance & Construction; Stirling Williams: Director of Landside Operations; Stewart Key: Director of Air Service & Marketing; Jessica Conley: Administrative Assistant

**Others Present:** Vaden Hunt: City of Charlottesville Deputy City Attorney; Joseph Celentano: V.M.D.O Architects; Jerry Brienza: Avcon Engineering

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

**Consent Agenda:**

1. Minutes – January 14, 2025, meeting-discussed.
2. Financial Statements –January 31, 2025 (Unaudited) discussed.
3. Airport Statistics: December 2024 and January 2025- discussed.

Mr. Richardson questioned Mr. Burch if he had any concerns when he looked at the statistics. Mr. Burch responded he doesn't see any immediate concerns, but he keeps an eye on the load factor numbers. Mr. Burch also explained that we are almost fully recovered from pre-Covid numbers.

Ms. Lochte questioned a recent news article that stated that this upcoming year travel would be declining. Mr. Burch responded that we are lucky to have the 3 legacy carriers and that during times when travel declines it usually is leisure travel. He will continue to monitor this.

Mr. Sanders made a motion to accept the consent agenda. Ms. Lochte seconded the motion, and the motion was unanimously accepted.

Ms. Lochte expressed a desire to understand CHO's IT infrastructure. Mr. Burch responded that Mr. White would love to discuss the IT infrastructure in the near future.

**Matters from the Public:** Jerry Brienza from Avcon Engineering introduced himself to the Board.

**Awards and Recognition:** Mr. Burch introduced his staff and praised them for their hard work. Mr. Richardson introduced the airport's new attorney, Mr. Vaden Hunt who gave a brief introduction of his background.

**Informational Items:**

1. CEO and Staff's Update:

- a. Preliminary 6-Year Airport Capital Improvement Plan: Ms. Shifflett provided the 6-Year Capital Improvement Plan for review and explained CHO will seek approval for the plan at the May meeting. She further explained CHO provides this plan in March each year to ensure there is no blasting associated with the projects. Mr. Burch discussed several projects listed and explained we have plans to purchase two properties for the runway protection zone. Ms. Pace explained she could see one of the property acquisitions in the capital improvement plan, but she didn't see the other one. Ms. Shifflett explained the other property acquisition has already been approved in FY25.

Mr. Richardson questioned how delayed flights at night affect CHO staffing. Mr. White explained it does cause our staff to have to stay later past their shifts. It typically affects the parking staff the most.

- b. Personnel Update: CHO is fully staffed with 51 employees. Mr. Burch explained CHO just hired a new custodian and a public safety officer. Mr. Burch explained that a new IT position would be added soon.
- c. General Airport Operations: Mr. White explained that operations are at a peak level, but airlines are struggling with staff shortages.
- d. Construction Update: Mr. Burch provided the following update:
  - i. Terminal Area Redevelopment: Mr. Burch explained we will establish a workshop in the summer to review the progression of the plan. We will set this up after the budget process is completed.
  - ii. ARFF Building Rehabilitation: This project is waiting for permits from the county to proceed with the project to begin demolition.
  - iii. Mechanical Systems Upgrade: The gas lines have been brought to the building, and we are waiting for warmer temperatures to install the boilers. Work expected to begin in April.
  - iv. Baggage Belt Upgrade: The project should begin in spring, and it should take up to 290 days to complete. The inbound and outbound belts will be down for about 2 weeks. The contractor will provide porters during the shutdown to transport baggage.
  - v. Pavement Rehabilitation: The design phase is almost complete. The project will go out to bid soon. CHO has the equivalent of 40 miles of pavement that requires maintenance.
  - vi. IT Projects: This is a group of IT projects that includes new servers, firewalls, software updates, telephone systems, etc. The next step will be transitioning our systems to SharePoint. The last step is updating our aging security systems.

Mr. Burch praised Jason Devillier and his crew for the pavement repairs they completed in-house instead of having to go to an outside firm.

Mr. Richardson questioned whether we had reached out to the County to inquire about the timing of the permits for the ARFF Building Rehabilitation and if our contractors had provided all the required information to the county. Mr. Devillier responded that his contractors have been in contact with the county, and we have target dates for permits.

- e. Marketing & Air Service Update: Mr. Burch explained the new CRJ-550 has arrived at CHO. It is a more spacious 50-seater plane that he thinks will be successful at CHO. Mr. Burch stated that we now have 3 Chicago flights, 4 Dulles Flights, and 8 Charlotte flights. The only flight we are missing from pre-covid is the Philadelphia flight.

Mr. Richardson questioned are the Board members comfortable with going paperless. Ms. Lochte responded that it would be fine for everything except the larger documents as they are hard to see with a tablet. The board members agreed to view the packets electronically except for the larger documents which would be provided at the meeting.

**Next Scheduled Meeting:** Tuesday, May 22, 2025, 8:30 a.m. Location: Room 228 County Space

**Adjourn:** 9:13 a.m.

X 

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Jeff Richardson