

Charlottesville Albemarle Airport Board Meeting Minutes

Thursday, May 22, 2025, at 8:30 a.m. –Conference Room 228 County of Albemarle Office Building: 401 McIntire Road Charlottesville, VA

**MINUTES**

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

**Members Absent:** none

**Staff Present:** Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Chris White: Chief Operating Officer; Stirling Williams: Director of Parking; Stewart Key: Director of Community Relations and Passenger Experience

**Others Present**: Vaden Hunt: Deputy City Attorney; Jason Davis: General Manager Signature Flight Support; Joseph Celentano: VMDO Architects; Kerr Chase: Avcon; Justin McGregor: Signature Flight Support

**Call to Order at 8:31 a.m. by Mr. Richardson**

**Consent Agenda:**

1. Minutes: March 19, 2025-minutes were discussed.
2. Financial Statements: April 30, 2025 (Unaudited) - discussed.
3. Airport Statistics: February 2025 and March 2025- discussed.

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

**Matters from the Public:** None

**Awards and Recognition:** Mr. Burch recognized Chad Shifflett for his 10-year anniversary with Parking

**Action Items:**

1. Designation of VA Freedom of Information Act
	1. **Recommendation**: For the Board to approve Resolution No. 2025-2 Designating Penny D Shifflett as the Airport Authority’s official VA FOIA Officer.
	2. Since the retirement of Melinda Crawford, the Authority needs to officially designate an individual to serve as its VA FOIA Officer. Mr. Hunt recommended Penny Shifflett be the Airport Authority designee for the Airport VA FIOA Officer.
	3. Mr. Sanders motioned to approve Penny Shifflett as the Airport’s VA FOIA Officer. Ms. Lochte seconded the motion. It was unanimously approved.
2. Approval of FY26 Operating Budget and the 6-year Airport Capital Improvement Plan (ACIP)
	1. **Recommendation:** For the Board to approve the FY26 Operating Budget and 6-Year Airport Capital Improvement Plan as presented.
	2. Ms. Shifflett reported that the overall budget increased by 6%. This includes a 3% average COLA for staff, rising utility costs, Air Service Development increases, and added costs for the construction to come. Ms. Shifflett mentioned the final design of the new terminal expansion project and the air traffic control tower. Ms. Shifflett noted that the budget increased since TNC and rental car agreements were signed, with $3 million coming from the airlines and a 4.8% increase in enplaned passenger rates. Ms. Shifflett mentioned that all the entitlement money from the FAA will be used in FY26 or FY27 to go towards the new terminal expansion. Ms. Lochte questioned the 5-year timeline and whether it was planned out. Mr. Burch said he would like to start regular board workshops to keep them up to date on where we are on the project. We are working with the FAA, which is short-staffed, for an environmental study needed for the next steps. Ms. Shifflett mentioned the environmental study would be paid for with State and Federal funding. Mr. Burch proposed a summer workshop following the next board meeting in July and another in the fall. Ms. Shifflett said part one of the new terminal
	3. Mr. Sanders motioned to approve the FY-26 Operating Budget and the 6-year Airport Capital Improvement Plan. Ms. Lochte seconded the motion, and the motion was unanimously approved.
3. Approval of Amendment #2 to FY25 Capital Budget
	1. **Recommendation**: Approval of Amendment#2 to the Authority’s FY25 Capital Budget as proposed.
	2. Ms. Shifflett explained each project. Mr. Burch described how CHO is working on increasing the reserve for the new terminal project and working down some of the parking and air service revenue debt. Mr. Richardson asked if the reserve account was an operating or capital account and if it mattered. Ms. Shifflett said it was operating, and it did not, but that they could move it to a completely separate account if they wanted to. Mr. Richardson asked if our relationship with the FAA and the changes they have within their system would affect our budget? Mr. Burch responded is was possible down the road on the capital side of the budget, that it could adjust the planning and timeline.
	3. Mr. Sanders motioned to approve Amendment#2 to FY25 Capital Budget. Ms. Lochte seconded the motion. It was unanimously approved.

**Informational Items:**

1. CEO and Staff’s Update:
	1. Personnel Update: Mr. Burch expressed how imr4essed he and the team was with Vaden Hunt, the airports new attorney.
	2. General Airport Operations: Mr. Burch recognized Jason Davis from Signature Aviation who is upgrading the fuel farmand the prihect should be completed by the end of the year. He also noted that Chris White, Stirling Williams, and their teams had a successful Snow Season.
	3. Construction and Capital Projects Update: Chris White provided the following update:
		1. Terminal Area Redevelopment: working on the airport layout plan
		2. ARFF Building Upgrade: is underway and should be completed in about 3 months
		3. Mechanical Systems Upgrade: The hot water system is complete, and the boiler system should be completed in about 3 weeks
		4. Baggage Belt Replacement: Should begin in early June and last 6-10 weeks
		5. Pavement Rehabilitation: several projects underway, including a taxiway project that is out to bid and a land acquisition around the airport
		6. IT Projects: on the final phase of phase one
	4. Marketing & Air Service Update: Mr. White discussed a roundtable he just returned from and mentioned that he and Mr. Burch would be visiting with seven airlines in June at another conference.
	5. Calendar of Events: Mr. Burch mentioned the 70th Anniversary of CHO coming in August and would be getting invitations out to them soon.

**Next Scheduled Meeting:** Tuesday, July 15, 2025, 8:30 a.m. at City Space

**Adjourn:** 9:37 a.m.