



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 Landside Operations.

Action Items:

1. Designation of VA Freedom of Information Act
 - a. **Recommendation:** For the Board to approve Resolution No. 2025-2 Designating Penny D Shifflett as the Airport Authority's official VA FOIA Officer.
 - b. 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.
 - c. 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)
 - a. **Recommendation:** For the Board to approve the FY26 Operating Budget and 6-Year Airport Capital Improvement Plan as presented.
 - b. Ms. Shifflett reported that the overall budget increased by 4%. This includes a 3% COLA for staff, as well as a possible merit increase of 0-4% for staff that will occur in January 2026. There are also some added budgeting funds for our planning efforts for our terminal area redevelopment plan. There is a 9% increase in overall budgeted revenues as

we are seeing some areas performing very well in FY25 and the FY26 budget reflects increases in those areas. The terminal rate and airfield rate have increased a flat 6%. The cost for enplaned passenger went up 4.8% but is still well below the \$10.00 mark. This is the first year we have budgeted for reserves for our upcoming debt service payments as we prepare for the costs of the Terminal Area Redevelopment project. Ms. Shifflett reviewed all departments and highlighted items from each. Mr. Richardson asked if the reserve account was an operating or capital account and if it mattered. Ms. Shifflett said it did not matter however those funds could be put into a separate account if desired. Mr. Richardson asked if our relationship with the FAA and the changes they have within their system would affect our budget. Ms. Shifflett responded it was possible down the road on the capital side of the budget, that phases of the Terminal Area Redevelopment plan might need to be moved out to later dates. We are working with the FAA, which is short-staffed, for an environmental assessment needed for the next steps. Ms. Shifflett mentioned the environmental assessment would be paid for with State and Federal funding. Mr. Burch proposed a summer workshop following the next board meeting in July and another one in the fall. 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.

- c. 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
 - a. **Recommendation:** Approval of Amendment#2 to the Authority's FY25 Capital Budget as proposed.
 - b. Ms. Shifflett explained each project that was changing. Some of these changes are due to fiscal year changes, increase/decrease in funding amounts, and funding source changes.
 - c. 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:
 - a. Personnel Update: Mr. Burch expressed how impressed he and the team were with Vaden Hunt, the airport's new attorney. Mr. Burch recognized Jason Davis from Signature Aviation, who is upgrading the fuel farm, and the project should be completed by the end of the year. Mr. Burch noted that Chris White, Stirling Williams, and their teams had a successful Snow Season. He also thanked Stewart Key for filling in for Jessi as she was not available for today's meeting. We are currently advertising for a custodian, and we will be moving forward with an IT position this fiscal year.
 - b. General Airport Operations: The FAA staff cuts are affecting what we do and that is one of the reasons the funding for airport projects might get pushed into a later year.
 - c. Construction and Capital Projects Update: Chris White provided the following update:
 - i. Terminal Area Redevelopment: Project is underway and currently working on the airport layout plan update with the FAA.
 - ii. ARFF Building Upgrade: Project is underway and should be completed in about 3 months.
 - iii. Mechanical Systems Upgrade: The hot water system is complete, and the boiler system should be completed in about 3 weeks.
 - iv. Baggage Belt Replacement: Project should begin in early June and last 6-10 weeks.
 - v. Pavement Rehabilitation: Several projects underway, including a taxiway project that is out to bid.
 - vi. IT Projects: Phone system is complete, and a new network infrastructure is in place. The final phase of this will be SharePoint implementation.
 - d. Marketing & Air Service Update: Mr. White discussed an air service event he had just returned from and mentioned that he and Mr. Burch would be visiting with seven airlines in June at another conference.

- e. Calendar of Events: Mr. Burch mentioned the 70th Anniversary of CHO coming in August and staff will send out invitations soon.

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

Adjourn: 9:37 a.m.

X

Jeff Richardson