



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, July 15, 2025, at 8:30 a.m. –City Space 100 5th Street NE Charlottesville, VA 22902

MINUTES

Members Present: Pace Lochte (arrived at 8:39am), Jeff Richardson, Sam Sanders

Members Absent: none

Staff Present: Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Chris White: Chief Operating Officer; Stewart Key: Director of Community Relations & Passenger Experience; Jessica Conley: Administrative Assistant; Joseph Smith: Interim Chief of Public Safety

Others Present: Vaden Hunt: Deputy City Attorney; Jason Davis: General Manager Signature Aviation; Kerr Chase: Avcon, Inc; Roy Van Doorn: Commission member; Francis Caruccio: Commission member

Call to Order: 8:34 am

Mr. Burch introduced Lieutenant Joseph Smith who will be the acting Chief. Chief Shenk will be retiring in August.

Matters from the Public: None

Mr. Sanders motioned to switch the agenda to allow for the workshop session to be completed first and then follow with the closed session. Ms. Lochte seconded the motion, and it was unanimously approved.

Airport Workshop:

Mr. Burch explained that the workshop goal is to create space for open dialogue, strengthen shared understanding, and explore strategic priorities together. This is workshop #2, and we foresee many more in the future with this project.

Mr. White reviewed a Strategic Roadmap from when the project started in 2018 through 2050. The next step will be completing an environmental assessment, and then we will need to hire a designer. He then reviewed key goals and dates associated with each step. He explained this is just an estimated timeline and different factors could change the dates.

Ms. Lochte questioned during the first phase whether we would hire a designer for the entire project or just parts of it. Mr. White responded that this first phase is only for runways, parking garage, and the environmental assessment.

Ms. Lochte also questioned what the process was for estimating the timeline. Mr. Burch responded that he spoke with our engineers at RS&H, met with airlines as well as the FAA and the Virginia Department of Aviation.

Program Vision:

Mr. Burch shared eight example program vision statements. He asked the board for their input and identifying what elements we want to carry forward in a shared recognizable direction.

Mr. Sanders noted that out of the examples what stood out to him was Example #3 (Passenger -First & Community-Centered), example #5 (Regional Impact & Economic Engine), and example #8 (More Bold & Aspirational).

Ms. Lochte noted that example #4 (Ambitious and Visionary) stood out to her but noted they were closely connected to Mr. Sander's visions.

Mr. Richardson stated that example #4 (Ambitious and Visionary) is what stood out to him and that example #3(Passenger-First & Community-Centered) and example #5 (Regional Impact & Economic Engine) are components of example#4.

Mr. Burch responded that he agreed with the Board with the three examples they agreed on.

Funding Planning Review:

Ms. Shifflett explained that the four main funding sources for capital projects are Federal Funds, State Funds, Local Funds, and Private Funds. Ms. Shifflett explained that Federal Funds be as much as \$30 million for funding of new terminals. Mr. Richardson questioned whether the \$30 million was a cap and whether that was for airports in comparison to our sizes. Ms. Shifflett explained that yes, the \$30 million was a cap and she is confident that we will get the max cap. Ms. Shifflett went over several scenarios for debt capacity using an amortization calculator.

Mr. Sanders questioned the possibility of raising the CPE to \$16.30 and how that compared to other airports. Ms. Shifflett responded that there are other airports that are paying more CPE than the \$16.30. Mr. Sanders stated that they would like to see the comparison of other airports and what they are paying for CPE.

CHO 2035 Wishlist:

Mr. Burch explained that staff with CHO have created a top 20 Airports list that have made improvements and completed terminal projects. Staff will be making trips to those airports as well as some local places in our area to visit as well. Mr. Burch would like to see more jet bridges and a better baggage delivery system.

Mr. Sanders noted that he would like to not be cold or wet while traveling out of the airport. He also agreed that there would be a need for more jet bridges and more space for larger aircraft.

Ms. Lochte explained that she would like to see clean bathrooms for families and more direct flights to avoid missing connecting flights.

Mr. Richardson would like to see the strategy for obtaining more direct flights and where we might go with the building of this new terminal.

Framing The Next CHO Workshop:

The next workshop will begin by shaping key elements of our long-term direction. Mr. Burch explained he would like to have these workshops every 3-4 months. Mr. Richardson suggested asking the stakeholders from the public if they would like to see anything.

Mr. Van Doorn commented that he would like to ensure that the rental car experience is also dry and warm. Ms. Shifflett explained that rental cars would have space in the covered garage.

Mr. Davis had no comments on the workshop but did note that the fuel farm project was going full steam ahead with a completion date of February 2026.

Mr. Chase said that the reason he likes flying out of CHO is the easiness of use. He hopes with the expansion that the local appeal does not get lost.

Closed Session:

In accordance with VA Code 2.2-3712, the Airport Authority will convene in closed session for the following purposes:

Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline, or resignation of specific public officers, appointees, or employees of any public body pursuant to VA Code 2.2-3711 (A) (1).

Mr. Sanders made the motion. Ms. Lochte seconded the motion, and it was unanimously approved.

Board entered a closed session at 10:04 a.m.

Certification of Closed Meeting:

At 11:19 a.m., Mr. Sanders made the following motion: I move that this Board certify by a recorded vote that to the best of each Board member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion convening the closes session were heard, discussed or considered in the closed session.

Ms. Lochte seconded the motion, and the motion was unanimously approved.

Ms. Lochte- Aye
Mr. Richardson - Aye
Mr. Rogers – Aye

Next Scheduled Meeting: Tuesday, September 9, 2025, 8:30 a.m. at City Space

Adjourn: 9:34 a.m.

X 

Jeff Richardson