

Charlottesville Albemarle Airport Commission Meeting Minutes,

Monday, May 19, 2025, at 4:00 p.m. – Staybridge Suites, 3060 Laurel Park Ln, Charlottesville, VA 22911

**MINUTES**

**Members Present:**  John Mattern (Chairman), Brian Johnson (Vice-Chairman), John Post, Roy Van Doorn, Pace Lochte, Benjamin Chambers, Francis Caruccio

**Members Absent:** none

**Staff Present:** Jason Burch: Chief Executive Officer; Penny Shifflett: Chief Financial Officer; Chris White: Chief Operating Officer; Jessica Conley: Administrative Assistant.

**Others Present:** Joseph Celentano: VMDO Architects

**Call to Order at 4:04 p.m. by Mr. Mattern**

**Consent Agenda:**

1. Minutes –March 17, 2025-discussed – Mr. Post motioned to accept the minutes. Mr. Van Doorn seconded the motion, and the motion was unanimously accepted.
2. Financial Statements –March 31, 2025 (Unaudited) - discussed.
3. Airport Statistics: February 2025 & March 2025-discussed.

Mr. Mattern questioned if CHO would start charging limousine services a fee for drop-offs and pickups at the airport. Ms. Shifflett explained that the airport leadership staff is considering charging limousine services and shuttle services a permit fee. Mr. Van Doorn commented that many hotels are discontinuing shuttle services.

Mr. Post questioned if American currently had any fights to Chicago. Mr. Burch explained that at this time the only flight to Chicago is through United Airlines. Mr. Post questioned whether Chicago was still the number one market for CHO. Mr. Burch explained it was a top market for a few years but now New York is the number one service at CHO.

Mr. Van Doorn questioned if CHO was up 24% in seating in March and whether this was due to different aircraft being utilized. Mr. Burch responded that the Airlines were using larger aircraft, and that seating is up 24%.

**Matters from the Public:** None

**Awards and Recognition:** Mr. Burch recognized Chad Shifflett for his 10 years of service to the Landside operation team.

**Items:**

1. Designation of VA Freedom of Information Act Officer
   1. **Recommendation:** For the Board to Approve Resolution#2025-2 designating Penny D. Shifflett as the Airport Authority’s official VA FOIA Officer.
   2. Ms. Shifflett explained that since the retirement of Melinda Crawford, the Authority needs to officially designate an individual to serve as its VA FOIA Officer. Ms. Shifflett explained she would be the designated staff, and she would be required to complete ongoing training for this role. Mr. Caruccio questioned whether CHO received many FOIA requests and Ms. Shifflett explained that the airport did not receive many requests.
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 the 6-year Airport Capital Improvement Plan as presented.
   2. Ms. Shifflett explained she and the leadership team had met individually with each of the board members to review the operating budget and the capital plan. She discussed some of the FY26 Operating Budget Highlights including a 3% cola increase for employees with a 3% merit increase based on performance, a 9% overall increase in budgeted revenues over FY25, and a 6% increase in airline terminal and airfield fees. This budget also includes an increased airline cost per enplaned passenger from $8.50 to $8.90. This was an overall increase of $392,705 to the budget from FY25. She also presented the Airport Capital Improvement Plan. Mr. Van Doorn questioned what information regarding budgets the airlines get to see. Mr. Burch responded that we show them everything and that we will be meeting with the airlines next month. Mr. Caruccio questioned whether the airlines would meet all together or if there were separate meetings. Mr. White responded that the meetings were with all the airlines together. Mr. Van Doorn questioned if parking rates were going to increase anytime soon. Mr. Burch responded that CHO wants to make improvements before we increase the costs of parking. Ms. Lochte asked if we have someone that specializes in accounting who serves on the Commission to review the budget process. Ms. Shifflett explained that we have someone that is highly skilled in accounting on our Audit Committee. Ms. Shifflett explained that we do have an on-call financial consultant, Newton and Associates, that assists with the budget and meets with the airlines with the CHO leadership team. Mr. Johnson questioned what discretionary funds were available in case something catastrophic happened in FY26. Ms. Shifflett explained the different funds that could be used for discretionary funds. Mr. Van Doorn questioned if any of the current FAA system upgrades would affect CHO. Mr. Burch explained that we would monitor any changes that were upcoming with the FAA. The immediate issue we are having with FAA is a staffing shortage. Mr. Chambers questioned if the operating budget would pick up the maintenance costs for the capital projects for FY28-FY30, for which FY26 and FY27 show state entitlements as the major funding source. Ms. Shifflett agreed with this assessment stating that most of the state entitlements during FY28-FY30 would be used for the terminal redevelopment plan.
3. Approval of Amendment#2 to FY25 Capital Budgets:
   1. **Recommendation:** Approval of an Amendment to the Authority’s previously approved Capital Budget as proposed.
   2. Ms. Shifflett discussed each project that was changing in the Capital Budget and Ms. Shifflett explained some of the changes were due to fiscal year changes, increase/decrease in project amounts, and funding source changes. Ms. Lochte questioned the 2-million-dollar line item for the terminal expansion. Ms. Shifflett explained that the original FY25 capital budget included a $6.5 million dollar line item titled, “Terminal Expansion Final Design Phase 1” and that needed to be changed to, “Terminal Expansion Environmental Assessment + 15% design” to reflect the status of the project. The final design phase was moved to FY26. FAA has a fiscal year that ends in October whereas CHO’s fiscal year ends in June. This project may be moving to FY26 if delayed by the FAA. Mr. Van Doorn questioned the land acquisition project. Mr. Burch explained that the airport is interested in several properties to protect the runway safety zone as well for future development.

**Informational Items:**

1. CEO and Staff’s Update:
   1. Personnel Update: Mr. Burch explained our new officer Chandler Lee has graduated from the fire academy in Lexington Kentucky.
   2. General Airport Operations: Mr. Burch explained recently the airport has had 2 fuel issues with Signature Flight Support. Signature will be installing a new fuel system and will have a redundant mobile system in place to prevent fuel issues from occurring again.
   3. Construction and Capital Projects Update: Mr. White discussed the following:
      1. Terminal Area Redevelopment Update-Mr. White explained this project is in the planning phases and the ALP update is in process. Staff are hopeful this process will move along smoothly given the upcoming retirement of our FAA planner and the other vacant positions in the FAA office.
      2. ARFF Building Rehabilitation: This project is underway, and the contractors took care of some asbestos last week. Demolition dumpsters will arrive tomorrow. This is an approximately 3-month project.
      3. Mechanical System Upgrade: Hot water heater was installed today. The heat is underway, but it will take another 3 weeks before it is complete.
      4. Baggage Belt Replacement- Physical construction set to begin in early June. This will take between 6 and 10 weeks to complete. The contractor will provide porters for baggage handling during that time frame.
      5. Pavement Repairs- The RFP for the runway and taxiway pavement repairs went out today. The apron portion of the project should be going out to bid soon.
      6. IT Upgrade Projects: Phone update has been completed. The updated phone tree has provided better customer experience.
      7. Fuel Farm-Mr. White added this project to the update. Signature is installing a new 50-gallon tank and installing new pumps. This will double the airport’s fuel storage.
   4. Marketing & Air Service Update- Mr. White explained CHO has sponsored several marketing events including the Fox field races. The marketing department has a new ad campaign beginning soon and a survey will be conducted over 30 days to help determine why people are flying out of other airports. Mr. White explained that he had just returned from an air service event last month where he received briefings from 6 different airlines. Mr. White explained that he and Jason would be meeting with a few new airlines next month to promote opportunities for CHO.
   5. Calendar of Events: No events discussed.

Mr. Van Doorn praised Chris White for his presentation at the Charlottesville Albemarle Convention and Visitors Bureau meeting.

**Next Scheduled Meeting:** Monday, July 14, 2025, 4:00 p.m. Location: Staybridge Suites-3060 Laurel Park Lane Charlottesville, VA 22911

**Adjournment at** 5:10 p.m.