



Charlottesville Albemarle Airport Board Meeting Minutes
Monday, November 24, 2025, at 8:30 a.m. –County of Albemarle Office Building, Room#228: 401
McIntire Road Charlottesville, VA 22902

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; Jason Devillier: Director of Construction & Operations; Joseph Smith: Interim Chief of Public Safety; Stirling Williams: Director of Landside Operations

Others Present: Shelia Weimer: Deputy City Attorney; Joseph Celentano: VMDO Architects; Chase Kerr: Aycon, Inc; Brian Crystal: SHE, Inc.

Call to Order: 8:34 am

Any Additions/Revisions to Agenda: None

Approval of Agenda: Mr. Sanders motioned to approve the agenda. Ms. Lochte seconded the motion, and it was unanimously approved.

Matters from the Public: None

Consent Agenda:

1. Minutes: September 9, 2025-minutes were discussed.
2. Financial Statements: September 30, 2025 (Unaudited) - discussed.
3. Airport Statistics: August and September 2025- discussed.

Ms. Lochte mentioned the Network-to-Work program at Piedmont Virginia Community College. Mr. Burch stated that staff would reach out to them to get information and Mr. Richardson asked for a follow-up on that.

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

Awards and Recognition: Mr. Burch recognized Janice Burns, custodian, for her 5 years of service.

Informational Items:

1. CEO and Staff's Update:
 - a. Personnel Update: Mr. Burch announced that we currently have 52 budgeted positions and 46 are staffed. We are having, like most, challenges filling some of our open positions.
 - b. General Airport Operations: Mr. Burch discussed the end of the Federal shutdown and how CHO did not lose any TSA agents because of that. He praised and reported on the success of the CHO Help Hub and the appreciation expressed by the TSA staff. He commended Stewart Key and Penny Shifflett for their coordination efforts related to that. Mr. Burch reported on the successful Maintenance Workshop hosted by CHO this year. Maintenance workers from airports across the state attended this workshop. There were

33 attendees and 16 airports represented. The workshop lasted 2 full days and contained 10 different sessions. Jason Devillier was recognized for his efforts related to this endeavor.

- c. Construction and Capital Projects Update:
 - i. Terminal Area Redevelopment: Mr. Burch explained we are still anticipating an environmental review and we are still within the year and half-time frame for that. He is planning for a spring workshop for the Board to continue discussions.
 - ii. ARFF Building Upgrade: This project is in its final stages. We anticipate having this open in December or January for functions.

Mr. White reported on the following projects:

- iii. Pavement Rehabilitation: The runway and taxiway portion have been delayed until spring due to the cold weather. The project includes pavement repair and marking.
- iv. Terminal Roof Assessment: The current terminal roof is original to the building (34 years old), and we currently have architects assessing the roof and recommending improvements.
- v. Terminal HVAC Replacement: Like the roof, the HVAC is also original to the terminal and needs to be replaced. Engineers are designing the replacement of the terminal's HVAC system and to build redundancies.
- vi. IT/Security Projects: The network modernization portion of this project is complete. The physical improvements are underway. This will take a few months to complete.
- d. Marketing & Air Service Update: Mr. Burch reported that he and Mr. White attended some airline meetings in Florida and CHO was strong. He reported that Delta is favoring putting a 717 back in service. We anticipate growth as we go into 2026.
- e. Calendar of Events: CHO Holiday Luncheon-December 10, 2025

Matters from Authority:

Closed Session -Ms. Weimer read the following:

"I move that the Airport Authority close this Open Meeting and convene a Closed Meeting for the following:

1. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

- **Legal Authority:** Virginia Code § 2.2-3711(A)(3)
- **Subject Matter:** Potential Real Property Acquisition
- **Purpose:** Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

2. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

- **Legal Authority:** Virginia Code § 2.2-3711(A)(1)
- **Subject Matter:** CHO Employee

- **Purpose:** Discussion of Termination, Disciplining, and/or Grievance of Same

Mr. Sanders motioned to move to close session. Ms. Lochte seconded the motion. It was unanimously approved.

Board entered the closed session at 9:03 a.m.

Certification of Closed Meeting:

At 9:40 a.m., Ms. Weimer made the following motion:

BE IT RESOLVED that at the Charlottesville Albemarle Airport Authority's ("Authority") Meeting on Monday, November 24, 2025, the Authority hereby certifies by a recorded vote that to the best of each Authority Member's knowledge, only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act ("Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Authority Member believes there was a departure from the requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Authority's Minutes.

Roll Call: Pace Lochte-Yes

Jeff Richardson-Yes

Sam Sanders-Yes

Coming out of closed session, Mr. Sanders made a motion to approve Resolution 2025-3 authorizing the purchase of real property to promote compatible land use and provide additional space for the expansion of operational support facilities for the Charlottesville Albemarle Airport. This property is located at 4062 Dickerson Road, Charlottesville VA, 22911. Ms. Lochte seconded the motion. It was unanimously approved.

Ms. Lochte made a motion to adjourn the meeting. Mr. Sanders seconded the motion. It was unanimously approved.

Adjourned: 9:41 am

Next Scheduled Meeting: Tuesday January 14, 2026, 8:30 a.m. at a location to be determined.



A handwritten signature in black ink, appearing to read "Jeff Richardson". The signature is fluid and cursive, with a large, stylized 'J' at the beginning. It is positioned above a solid horizontal line. Below the line, the name "Jeff Richardson" is printed in a smaller, standard font.