



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, January 13, 2026, at 8:30 a.m. –County of Albemarle Office Building, Room#241: 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; Stewart Key: Director of Community Relations & Passenger Experience; Jason Devillier: Director of Construction & Operations; Stirling Williams: Director of Landside Operations

**Others Present:** Vaden Hunt: Chief Deputy City Attorney; Jason Davis: General Manager Signature Aviation; Justin McGregor: Signature Aviation; Kerr Chase: Avcon, Inc; Shelia Weimer: Deputy City Attorney; Chris Ridder: Charlottesville Albemarle Convention & Visitor's Bureau

**Call to Order:** 8:31 am

**Any Additions/Revisions to Agenda:** Mr. Richardson made a recommendation to move Action Item#1 to the beginning of the agenda before Matters from the Public. Ms. Lochte and Mr. Sanders agreed with the amended Agenda.

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

### **Action Item:**

1. Annual Appointment of Chairman, a Vice-Chairman, and the Secretary/Treasurer
  - a. **Recommendation:** For the Board to select a Chairman, Vice-Chairman, and the Secretary/Treasurer per the Authority's enabling legislation.
  - b. Ms. Lochte made a motion to nominate Mr. Richardson as Chairman of the Board, and Mr. Sanders seconded the motion. The motion was unanimously approved.
  - c. Ms. Lochte made a motion to nominate Mr. Sanders as Vice-Chairman of the Board, and Penny Shifflett as the Board's secretary/treasurer. Mr. Sanders seconded the motion. The motion was unanimously approved.

**Matters from the Public:** Mr. Davis updated the Board on the Fuel Farm project which should be completed by February. He also explained that he has received approval to demolish the T-Hangers.

### **Consent Agenda:**

1. Minutes: November 24, 2025-minutes were discussed.
2. Financial Statements: November 30, 2025 (Unaudited) - discussed.
3. Airport Statistics: October and November 2025- discussed.

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

### **Action Item:**

2. FY25 Annual Comprehensive Financial Report
  - a. **Recommendation:** For the Board to Accept the FY25 Annual Comprehensive Financial Report as presented.
  - b. Ms. Shifflett reported no findings or management recommendations in the FY25 Financial Report. Ms. Shifflett explained this is the final year for the current audit team. Ms. Shifflett noted that an RFP will be issued next year for an audit team for FY27. The audit committee recommended exercising the last renewal with Robinson Farmer Cox for the FY26 audit. Mr. Richardson also thanked Ms. Shifflett for her work on the audit.
  - c. Mr. Sanders motioned to accept the FY25 Annual Comprehensive Financial report as presented. Ms. Lochte seconded the motion, and the motion was unanimously approved.
  - d. Mr. Sanders made a motion to renew Robinson Farmer Cox for the FY26 Audit. The motion was seconded by Ms. Lochte. It was unanimously approved.
3. 2026 Audit Committee Membership
  - a. **Recommendation:** For the Board to appoint the 2026 Audit Committee by approving Resolution No: 2026-1 “Establishing 2025 Membership of the Audit Committee”
  - b. Ms. Shifflett explained that the current Audit Committee will remain the same. The committee is made up of the City of Charlottesville Director of Finance, Chris Cullinan, and the Albemarle County Director of Finance, Jacob Sumner. Mr. John Mattern will serve on the audit concurrent with his Commission term. Roger Martin, who is deeply skilled in accounting, will begin his second year of his first term on the committee. Ken Chevlin who is deeply skilled in business, took over Mr. Dallas term last year and will have his initial appointment this year.
  - c. Mr. Sanders motioned to approve Resolution No. 2026-1, “Establishing the 2025 Audit Committee”. Ms. Lochte seconded the motion. It was unanimously approved.

#### **Informational Items:**

1. CEO and Staff's Update:
  - a. Milestones/Heroes: Mr. Burch explained that he will start recognizing staff who go above and beyond at CHO without being asked to. They will be rewarded with a certificate of appreciation and a possible day off. During the recent water main break, the maintenance staff went above and beyond to make sure operations still ran smoothly.
  - b. Personnel Update: Mr. Burch announced Chris White, former C.O.O. left CHO for a new CEO position in Columbia, South Carolina. Mr. Burch noted that we still have several positions opened and that Human Resources at CHO did contact network to work and have a meeting with them soon.
  - c. General Airport Operations: There was an aircraft incident recently where strong wind gusts caused a United flight aircraft to nosedive and hit the runway. There were no injuries reported to passengers or the runway.
  - d. Construction and Capital Projects Update: Mr. Burch provided the following update:
    - i. Terminal Area Redevelopment: Mr. Burch explained everything is in the review phase right now. The FAA is expected to approve the revised ALP soon. The FAA visited the airport recently and a successful meeting to discuss capital projects occurred.
    - ii. ARFF Building Rehabilitation: Mr. Burch explained this project is almost completed with only a few items left to complete. This was a 1.2-million-dollar project. The anticipation for completing the project should be March 31, 2026.
    - iii. Pavement Rehabilitation: The runway and taxiway portion have been delayed until spring due to the cold weather.
    - iv. Terminal Roof Assessment: Architects are assessing the roof and recommending improvements.
    - v. Terminal HVAC Replacement: Engineers are designing the replacement of the terminal's HVAC system.
    - vi. IT/Security Projects: The first phase of the security project is set to begin soon. An IT position will be opening in the next few months.

- vii. Weldon Cooper Study: Mr. Burch added this project for discussion. Weldon Cooper has been completing an impact study on the terminal area redevelopment plan and if our plans align with the future growth of CHO.
- e. Marketing & Air Service Update: Mr. Burch explained that an RFP for Marketing and Air Service Development will go out within the next month. He also explained that we would be putting out an RFP for on-call engineering as well.
- f. Calendar of Events: - None

**Matters from Authority:** Mr. Richardson requested that the Heroes Program have something in writing that goes back to the CHO personnel policy. If it is currently not in the policy, then it needs to be brought back to the Board for a consent item for approval. Mr. Richardson inquired about the number of vacancies that the airport currently has. Mr. Burch explained that 46 positions are filled out of 52. Ms. Lochte inquired about the specific positions that were open. Mr. Burch responded that the Janitorial department and Public Safety had the current vacancies. Mr. Williams explained that he just filled his last open position and the Parking department is fully staffed.

**Closed Session -Mr. Hunt read the following:**

1. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

- **Legal Authority:** Virginia Code § 2.2-3711(A)(8)
- **Subject Matter:** *RMA Worldwide Chauffeured Transportation v. Signature Flight Support, LLC*
- **Purpose:** Consultation with Legal Counsel

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

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

**Certification of Closed Meeting:**

At 9:30 a.m., Mr. Hunt made the following motion:

**BE IT RESOLVED** that at the Charlottesville Albemarle Airport Authority’s (“Authority”) Meeting on Tuesday, January 13, 2026, 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

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

Mr. Sanders praised Mr. Burch for his recent presentation with the city and commented on how it motivated him with his first meeting of the year.

**Adjourned:** 9:33 am

**Next Scheduled Meeting:** Tuesday March 10, 2026, 8:30 a.m. at Albemarle County Office Building, Room 241

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Jeff Richardson