

**LYNCHBURG REGIONAL AIRPORT COMMISSION**  
**Monday, August 23, 2021**  
**4:00 p.m.**

**AGENDA FOR THE COMMISSION**

1. Call to Order

**CONSENT AGENDA**

2. June 21, 2021 Commission Meeting Minutes
3. Lynchburg Regional Airport August 2021 Air Service Update
4. July 2021 Passenger Traffic Report

**Consent Agenda Recommended Action:** Receive and File

**REGULAR AGENDA**

5. Report of the Airport Director
  - A. A presentation on airline passenger traffic and comparison of other performance metrics during the pandemic
  - B. A report with regards to initial negotiations with Freedom Aviation on a proposed facility expansion to include a new combined franchise/lease agreement
6. Miscellaneous business
  - A. Inquiries and/or comments by Commission Members
7. Reports of airport businesses
8. Hearings of citizens upon Commission matters
9. Next Commission meeting: November 15, 2021
10. Adjournment

# LYNCHBURG REGIONAL AIRPORT

## COMMISSION MEMBER UPDATE

Wednesday, August 18, 2021

### REPORT

#### LYH SUMMER PASSENGER TRAFFIC DROPS BUT WITH NEAR-RECORD LOAD FACTORS

Although passenger traffic decreased by 14.4% in June compared to May, seat capacity declined even more at 19.8%. While disappointing, flights were notably more packed as a result with passenger load factors reaching an impressive 87.9%. That's actually the highest monthly load factor since October 2017, and the second-highest on record! This performance clearly underscores how much LYH is currently underserved and to what extent local market demand could easily support more flights and seats. For the month, total passenger traffic reached 12,162, which represented just 10.8% fewer passengers compared to June 2019 before the pandemic.

#### FALL AMERICAN AIRLINES' SCHEDULE REMAINS SUPPRESSED

With a continuing shortage of flight crews and airport workers, the airline industry continues to face reduced flight schedules due to the unexpected surge in leisure travel demand this summer. As a result, LYH's fall schedule through October remains at reduced levels. For LYH, that means we will continue to rely exclusively on 50-seat Embraer regional jets, with American offering five roundtrips most days to Charlotte. The resulting 250-seat daily capacity (most days) represents a more than 40% reduction in LYH seats compared to pre-pandemic levels, and some 23% fewer seats than our Spring 2021 peak. We will continue to remind American planning officials of our region's strong air travel demand and high passenger load factors in order to encourage additional flights and seat capacity. I'll have more details on our traffic and performance trends as part of my report to the Commission on Monday.

#### CARES FUNDING UPDATE

With Congress now providing a total of three separate versions of CARES funding for the nation's airports, there's no doubt the program has represented considerable financial resources to replace lost revenues as a result of the pandemic. At the same time, the amount of funding from all three of these programs has created numerous opportunities for future facility and aeronautical development at airports like LYH. Here's a brief summary of the status of each program:

- **Original CARES Act** – Of the initial award of \$6.6 million, LYH continues to draw from the first CARES grant on a monthly basis, with about 55% of the funds collected to date; the remaining funds will be drawn down over a period of 33 months to meet federal deadline requirements.
- **CRRSA (\$1.2M)** – This "CARES II" grant has been awarded and executed and is now available for LYH to draw upon. This funding can be drawn either at the end of the original CARES draw or utilized for a stand-alone use during the grant period.
- **ARPA (\$1.7M)** – This "CARES III" funding has been awarded to LYH with a grant application due by November 30, 2021. The application will be intentionally submitted close to the deadline in order to allow additional leeway to continue drawing down the first two grants before starting the clock on this next grant.

#### SPORTS CHARTERS SET TO START UP AGAIN IN FALL

Freedom Aviation has notified airport officials that it will once again be coordinating operators and providing ground handling for multiple flight operations in support of various Liberty University sports programs. For the larger airline charters, Allegiant Air will once again be operating the Airbus A-320

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aircraft with seating available for 183 passengers each to accommodate the Liberty University football team's six away games, including their big game against Ole Miss in Oxford. This equates to 12 sets of arrivals and departures at LYH. The travel schedule for teams traveling into Lynchburg to play against the Flames have not been finalized yet, we are expecting three or four of those charter operations to operate with either B-737 or A320 aircraft which adds an additional 6-8 sets of arrivals and departures. In addition to the NCAA football charters, Freedom is currently estimating forty-six flight operations on Embraer 145's with seating available for 50 passengers each to support the travel needs of other sports programs.

### **TERMINAL RESTROOM RENOVATION DESIGN PROGRESSES**

The remodeling of six of the restroom facilities in the main terminal has reached 60% design completion, with full design expected to be finished by the end of September. As you will recall, this project includes a full remodeling of the original terminal restrooms with new touchless, high-efficiency fixtures, sinks and hand dryers, and incorporating motif features with a distinctive local flare. Once the final design is completed, we anticipate going out for bid in mid-October with final contractor selection by mid-November. Construction is expected to begin sometime in December.

### **MILITARY TRAINING EXERCISE SLATED FOR THIS FALL**

As part of a military training exercise, the U.S. Marine Corps has selected LYH to be part of a multiple day, full-scale drill to take place in late September or early October. The exercise will be conducted in two phases, with one taking place at an off-airport location and the other at Lynchburg Regional Airport. LYH will host various military aircraft operations to simulate a response into a host country, and will include helicopter insertion and fueling operations. LYH was selected by the Marine Corps due to our wide-range of facilities and available land to accommodate this effort.

### **NEW AIRPORT MARKETING INITIATIVES**

In addition to our ongoing billboard advertising campaign, airport staff have recently began augmenting our marketing with various social media platforms to include 15-second and 30-second television commercial spots. In addition, we have also collaborated with the City on advertising at the recent Virginia Commonwealth Games. Other new initiatives include LYH participating as an advertiser at the upcoming Virginia 10-miler event in September. This is a major community event that occurs each year and is attended by thousands of participants from not only Virginia, but surrounding states as well along with some international participants. LYH will be sponsoring the runner's tote bags that will hold the runners' bibs and race materials. We will also be sponsoring the kids' events that will take place the evening before the race.

### **AGENDA FOR THE COMMISSION MEETING**

Monday's regular agenda will include an update on LYH passenger trends and operational performance metrics during the ongoing pandemic. In addition, I will brief the Commission on the status of negotiations with Freedom Aviation on a proposed facility expansion project to include the basic structure of a new combined franchise/lease agreement. In the meantime, if you have any questions, or would like to discuss anything prior to the meeting, please feel free to call me at 455-6089.

Respectfully yours,  
Andrew LaGala, A.A.E.  
Airport Director

**MINUTES OF THE  
LYNCHBURG REGIONAL AIRPORT COMMISSION MEETING  
Monday June 21, 2021  
4:00 p.m.**

**PRESENT:**

Massie Ware  
Janice Crawford  
John Marciniak  
Reid Wodicka  
Robert Day  
Jones Stanley  
Debra Allen  
Mark Elliott

**STAFF PRESENT:**

Andrew La Gala, Airport Director  
Cedric Simon, Assistant Airport Director Ops and Maint  
Cathy Vance, Assistant Airport Director Finance and Admin  
Carmen Singh, Marketing and Admin Coordinator  
Wes Campbell, Finance Manager

**(1) CALL TO ORDER:**

The meeting was called to order at 4:00 p.m. by Mr. Massie Ware.

**(2) APPROVAL OF April 12, 2021 CONSENT AGENDA**

Mr. Massie Ware confirmed that everyone had received the items from the Consent Agenda; the Apr. 12, 2021 Commission Meeting Minutes and asked if there were any questions, comments or changes regarding the consent agenda items. There were no comments.

**(3) REPORT OF THE AIRPORT DIRECTOR**

I. Meeting with AA (Yield Management / Pricing)

A. Met via zoom on May 13

1. Timothy Lyon – Manager Director, Domestic Pricing
2. Leisure travel is strong over 100% of pre-pandemic levels
3. Business is at 25-30% of 2019 levels – signals from corporations are slowly progressing
  - a. Slow increases being observed month by month – forecasting close to 50% by the end of the year
4. Fare yields are depressed 20-30% into the Fall
5. Close-in reservations 40-50% down
6. LYH is performing well – one of the stronger small spokes nearest to CLT
7. Domestic revenue is flat with 2019 – AA is pleased with LYH market – “really good sign”
8. Most routes are 20% or more below 2019
  - a. LYH yields in June are 8% up with ROA at 17% down

II. Meeting with AA (Network Planning)

A. Met via zoom on May 24

1. Margaret Muir – Manager, Domestic Planning CLT
2. Michael Eng – Sr. Analyst Domestic Planning CLT

B. LYH is performing well – pleased with our load factors

C. Summer schedule is finalized through mid Aug.

1. LYH will remain with 5 EMB-145 – due to strong leisure travel

2. Dual cabin aircraft are being directed to NYC / DC region
- D. Fall schedule is in draft
  1. LYH is hopeful we will begin to see the return of CR-7 and CR-9's over the next year or so as they add the new A-220's into the system, phase out the EMB-145's and business travel resumes to 2019 levels
    - a. AA flight cancellations due to struggle with recurrent pilots

III. FAA ACIP Grant Application

- A. Apron/Taxi lane construction documents out for bid
- B. Proposals were received and reviewed
- C. Contractor has been selected
- D. FAA Grant application for Entitlement funds were submitted to FAA and are awaiting award (late June / July time frame)– CRRSA grants are the priority.
- E. State amended (EUP) approved at the June VAB Meeting
- F. Construction to commence Fall 2021
- G. Notice to Proceed is expected early August
- H. Four months to complete

IV. Andrew LaGala concludes report with Commission Meeting

- A. Mentions at next meeting we'll have designs ready to show family restrooms and nursing rooms. We will make sure passengers do not have a negative impact during restroom renovations.

**(4) REPORTS OF AIRPORT BUSINESSES**

Mr. Ware asked if there were any questions or comments from the citizens present. There were a few comments:

- Jones Stanley spoke to commission members to see who would support a 2024 Air show
  - Robert Young- member of public who served on VA Aviation board described Air show event, and past success.
- Bob Day opened a motion for unanimous support of a 2024 Air show
  - The motion was seconded
- Massie Ware put in a vote for all in favor of unanimously supporting a 2024 Air Show
  - All commission members voted in favor

**(5) HEARINGS OF CITIZENS UPON COMMISSION MATTERS**

There were none.

**(6) Next Commission Meeting: Aug 23, 2021**

**(7) ADJOURNMENT**

There being no further business, the meeting was adjourned.

# Lynchburg Regional Airport Commission

Effective September 2021

AIR SERVICE UPDATE

**Summary** For the month of September we have 5 daily departures on most days, and 3-4 departures on other days. We have all ER4 aircraft.

<b>Carrier Profile</b>	<u>Airline</u>	<u>Destination</u>	<u>Departures</u>	<u>Seats</u>	<u>Equipment</u>
	American Airlines	Charlotte	5	250	ER4

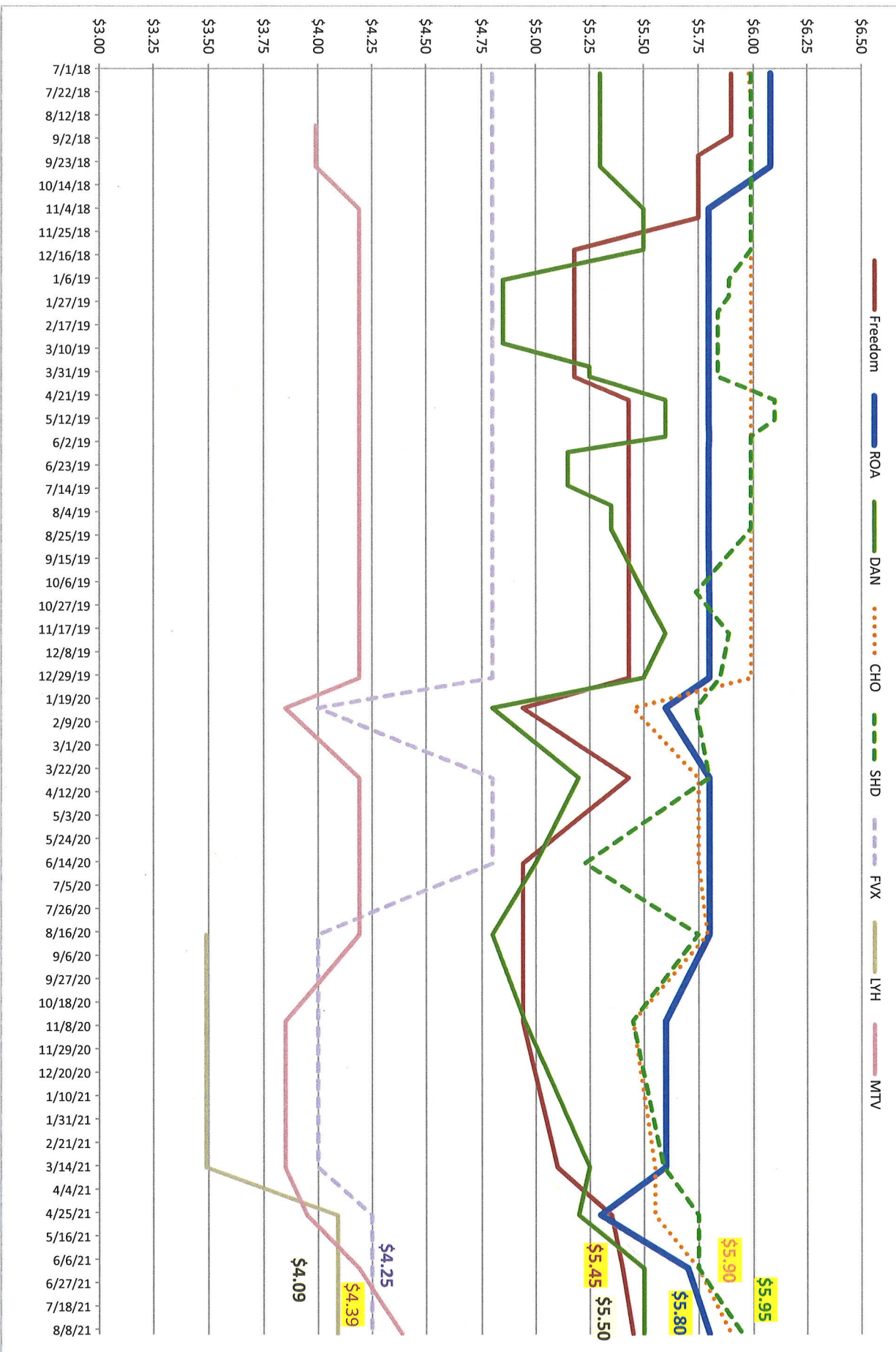
**AIRPORT TOTAL: Monthly Seats: 6,150 Scheduled Flights: 123**

**American Airlines** In September we have 5 daily departures most days.

<b>Destinations Served</b>	<u>Non-Stop</u>	<u>Departures</u>	<u>Total</u>
	Charlotte	5 per day	145

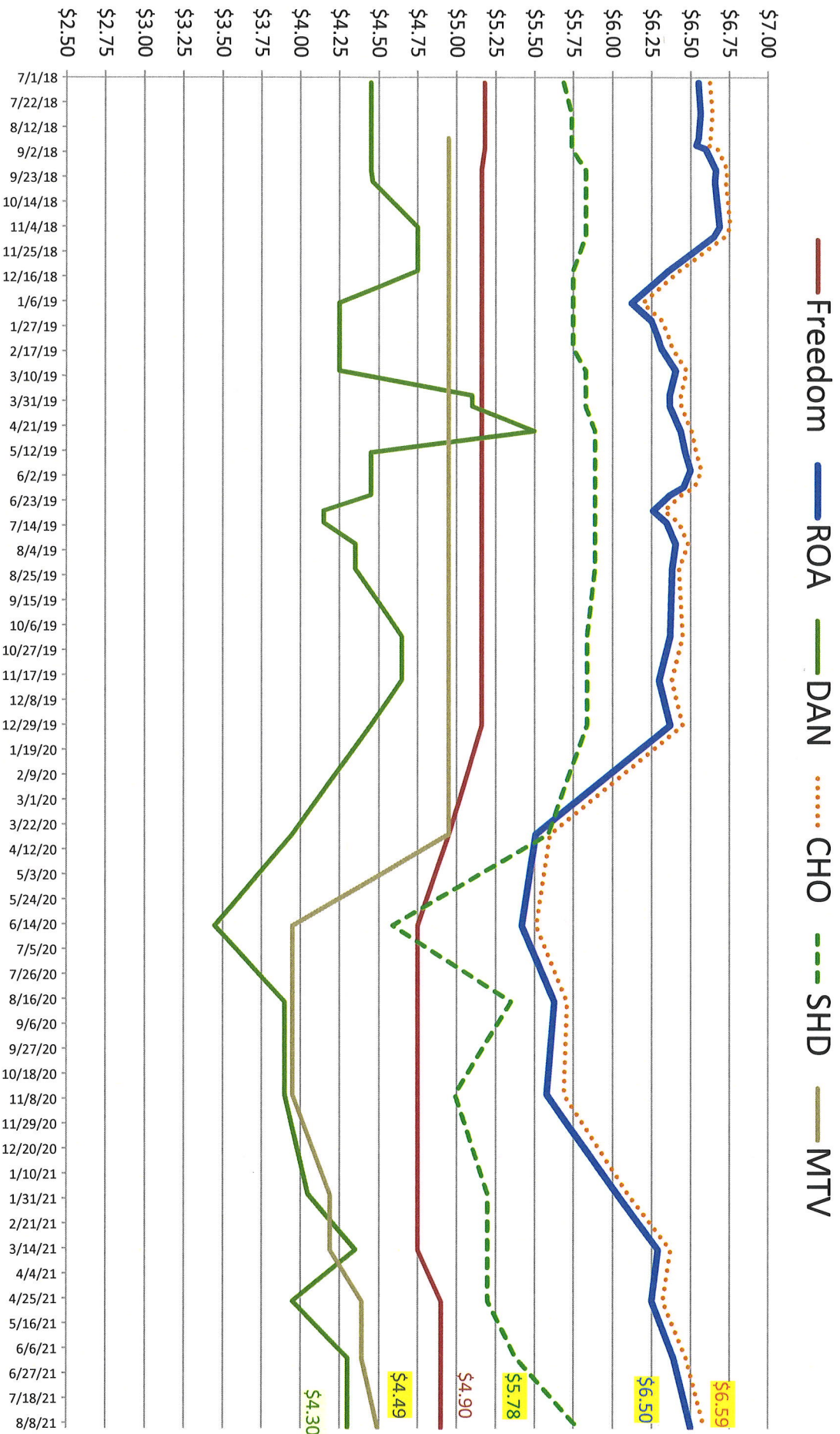
<b>Aircraft Types</b>	<u>Aircraft</u>	<u>No. of Departures/Day</u>
	CR9 CRJ-900	0
	ER4 Embraer 145	5
	CR7 CRJ-700	0

# 100LL Fuel (Jul 1, 2018– Aug 12, 2021)



← Indicates change from last report

# Jet A Fuel (Jul 1, 2018– Aug 12, 2021)



← Indicates change from last report



**LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR JULY 2021**

	AIRLINE PASSENGERS (REVENUE ONLY)			YTD TOTALS		PERCENTAGE CHANGES			PERCENT OF AIRPORT TOTAL		
	Jul-21	Jun-21	Jul-20	2021	2020	Jul-21	Jul-21	21 YTD	Jul-21	Jun-21	Jul-20
<b>ENPLANED</b>											
US Airways - Piedmont	6,506	6,238	676	38,166	10,649	4.3%	862.4%	258.4%	100.0%	100.0%	19.2%
US Airways - PSA	-	-	2,843	-	14,699	#DIV/0!	-100.0%	-100.0%	0.0%	0.0%	80.8%
Envoy	-	-	-	-	-	NA	NA	NA	0.0%	0.0%	0.0%
Charter	-	-	-	-	-	NA	#DIV/0!	#DIV/0!	0.0%	0.0%	0.0%
<b>TOTAL ENPLANED</b>	<b>6,506</b>	<b>6,238</b>	<b>3,519</b>	<b>38,166</b>	<b>25,348</b>	<b>4.3%</b>	<b>84.9%</b>	<b>50.6%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>DEPLANED</b>											
US Airways - Piedmont	6,349	5,924	341	38,258	7,159	7.2%	1761.9%	434.4%	100.0%	100.0%	10.0%
US Airways - PSA	-	-	3,064	-	13,612	#DIV/0!	-100.0%	-100.0%	0.0%	0.0%	90.0%
Envoy	-	-	-	-	-	NA	NA	NA	0.0%	0.0%	0.0%
Charter	-	-	-	-	169	NA	#DIV/0!	-100.0%	0.0%	0.0%	0.0%
<b>TOTAL DEPLANED</b>	<b>6,349</b>	<b>5,924</b>	<b>3,405</b>	<b>38,258</b>	<b>20,940</b>	<b>7.2%</b>	<b>86.5%</b>	<b>82.7%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>TOTAL AIRLINE PASSENGERS</b>	<b>12,855</b>	<b>12,162</b>	<b>6,924</b>	<b>76,424</b>	<b>46,288</b>	<b>5.7%</b>	<b>85.7%</b>	<b>65.1%</b>			
<b>YTD TOTALS</b>											
<b>AIRLINE FLIGHTS</b>											
<b>NUMBER OF DAILY SCHEDULED DEPARTURES</b>											
US Airways - Piedmont	5	5	1	2021	2020	Jul-21	Jul-21	21 YTD	Jul-21	Jun-21	Jul-20
US Airways - PSA	0	0	1	-	48	NA	NA	NA	0.0%	0.0%	0.0%
Envoy	0	0	0	-	52	NA	NA	NA	0.0%	0.0%	0.0%
Total Daily Scheduled Departures	<b>5</b>	<b>5</b>	<b>2</b>	<b>14</b>	<b>100</b>						
<b>NUMBER OF CANCELLED DEPARTURES</b>											
US Airways - Piedmont	1	2	-	-	14	1.4%	747.1%	205.8%			
US Airways - PSA	0	0	1	2	394	#DIV/0!	-96.8%	-99.5%			
Envoy	0	0	0	24	-	NA	NA	NA			
Total Cancelled Departures	<b>1</b>	<b>2</b>	<b>1</b>	<b>14</b>	<b>100</b>	<b>2.8%</b>	<b>82.5%</b>	<b>46.7%</b>			
<b>NUMBER OF ACTUAL DEPARTURES</b>											
US Airways - Piedmont	144	142	17	1,061	347	1.4%	747.1%	205.8%			
US Airways - PSA	2	0	63	2	394	#DIV/0!	-96.8%	-99.5%			
Envoy	0	0	0	24	-	NA	NA	NA			
<b>TOTAL ACTUAL DEPARTURES</b>	<b>146</b>	<b>142</b>	<b>80</b>	<b>1,087</b>	<b>741</b>	<b>2.8%</b>	<b>82.5%</b>	<b>46.7%</b>			
<b>AIRCRAFT OPERATIONS</b>											
<b>(Landings and Takeoffs)</b>											
Commercial Airline	382	323	257	2,633	2,077	18.3%	48.6%	26.8%	4.9%	3.5%	3.0%
General Aviation	7,440	8,665	8,160	52,761	41,059	-14.1%	-8.8%	28.5%	94.5%	94.5%	95.4%
Military	48	181	132	944	667	-73.5%	-63.6%	41.5%	0.6%	2.0%	1.5%
<b>TOTAL AIRCRAFT OPERATIONS</b>	<b>7,870</b>	<b>9,169</b>	<b>8,549</b>	<b>56,338</b>	<b>43,803</b>	<b>-14.2%</b>	<b>-7.9%</b>	<b>28.6%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



## LYNCHBURG REGIONAL AIRPORT TRAFFIC STATISTICS FOR JULY 2021

July	PIEDMONT						ENVOY						PSA						TOTALS					
	Aircraft Type	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor			
ERJ 140					0.0%				0.0%				0.0%				0.0%	-	-	-	0.0%			
ER4 - 50	144	7,200	6,506	90.4%				0.0%				0.0%		144	7,200	6,506	90.4%							
CR7 - 65				0.0%				0.0%		1	65	57	87.7%	1	65	57	87.7%							
CR9 - 76				0.0%				0.0%		1	76	74	97.4%	1	76	74	97.4%							
<b>Total</b>	<b>144</b>	<b>7,200</b>	<b>6,506</b>	<b>90.4%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2</b>	<b>141</b>	<b>131</b>	<b>92.9%</b>	<b>146</b>	<b>7,341</b>	<b>6,637</b>	<b>90.4%</b>							

Year-to-Date	PIEDMONT						ENVOY						PSA						TOTALS					
	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor				
ERJ 140				0.0%	-	-	-	0.0%				0.0%				0.0%	-	-	-	0.0%				
ER4 - 50	1,096	54,550	39,252	72.0%				0.0%				0.0%		1,096	54,550	39,252	72.0%							
CR7 - 65				0.0%				0.0%		1	65	57	87.7%	1	65	57	87.7%							
CR9 - 76				0.0%				0.0%		1	76	74	97.4%	1	76	74	97.4%							
<b>Total</b>	<b>1,096</b>	<b>54,550</b>	<b>39,252</b>	<b>72.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2</b>	<b>141</b>	<b>131</b>	<b>92.9%</b>	<b>1,098</b>	<b>54,691</b>	<b>39,383</b>	<b>72.0%</b>							