

LYNCHBURG REGIONAL AIRPORT COMMISSION
Monday, June 3, 2024
4:00 p.m.

AGENDA FOR THE COMMISSION

1. Call to Order

CONSENT AGENDA

2. March 25, 2024 Commission Meeting Minutes
3. Lynchburg Regional Airport June 2024 Air Service Update
4. April 2024 Passenger Traffic Report

Consent Agenda Recommended Action: Receive and File

REGULAR AGENDA

5. Report of the Airport Director
 - A. A presentation regarding the 2024 year-end passenger traffic results and update on American Airline's 2024 upcoming flight schedules
 - B. A report regarding the outcome of recent meetings at the 2024 Jumpstart Air Service Development airline planners' conference
 - C. A report with regards to the status of the Virginia State Police facilities 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: August 26, 2024
10. Adjournment

LYNCHBURG REGIONAL AIRPORT

COMMISSION MEMBER UPDATE

Wednesday, May 29, 2024

REPORT

APRIL 2024 PASSENGER TRAFFIC ON AN SLIGHT UPTICK

With April airline flights and available seats near last year's levels, total passenger traffic for the month finished up nearly 9% compared to the same month last year resulting in passenger loads remaining strong as American's flights departed LYH 86.5% full. This outstanding performance continues to underscore the extent to which our region remains significantly underserved in the face of American's depressed regional network schedules.

AIRLINE NETWORK PLANNERS MEETING IN DC YIELDS POSITIVE RESULTS

Following our recent meeting with American officials at last week's ACI-NA Jumpstart airline planners meeting in Washington DC, I was told that LYH will see significant boost in seat capacity this summer, culminating in a 42% increase in seat capacity for the month of August. That reflects a return to seven daily departures most days for the months of August through October, and marks pre-pandemic levels of daily flights at LYH.

Overall, American officials indicated LYH continues to perform well but can expect to return to six daily departures most days in the winter due to seasonal demand trends. Nonetheless, we do expect spring and summer schedules to return to more consistent pre-pandemic service levels. This addition of a seventh daily roundtrip with the EMB-145 to Charlotte essentially translates into a nearly 11% increase in scheduled flights for each month during the period. I'll have more on this at Monday's meeting.

2024 RUNWAY 4/22 RUNWAY REHABILITATION

As you recall, Federal funding in the form of an FAA AIP grant (both entitlement and discretionary) will be used this year to rehabilitate Runway 4/22 and to replace/upgrade the existing main runway lighting to all LED fixtures. The project involves milling and overlaying the entire length of the runway. In addition to our annual FAA entitlement funds, we were able to secure discretionary dollars to provide the balance of the funds needed for the project. The FAA is earmarking a total of \$10,293,684 in AIP funds for the project which will require no local dollars to complete. State entitlements will provide 10% matching funds for the 90% FAA grants. Currently, the project is at 100% design and will go out for bid next month, with tentative construction to begin in the fall.

PASSENGER TERMINAL PROJECTS UPDATE

The remodeling of six of the restroom facilities in the main terminal is in the final stages, with the pre-checkpoint restrooms now completed and open for the public's use. The remaining four restrooms located in the post-checkpoint, sterile area, are almost done and will be opening in the coming months. As you will recall, this project involves a complete remodeling of the original terminal restrooms with a new motif that incorporates features with a distinctive local flare and includes new touchless, high-efficiency plumbing fixtures, sinks and hand dryers.

COMMISSION MEMBER UPDATE

May 29, 2024

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LYH HOSTS FOURTH ANNUAL UNITED WAY 5K AIRPORT RUNWAY RUN

Lynchburg Regional Airport once again partnered with United Way to sponsor an annual “5K on the Runway” community event. The event was held on Saturday, April 27th. In an effort to maximize airport operations and the community’s experience, we decided to adjust the timing of the event to 5:00 p.m. in the afternoon. The event’s plan and safety/security protocols were reviewed and approved by the FAA and TSA. Coordination meetings with all parties, including tenants, were held up to the time of the race. This event was a great way to involve the community and raise awareness of LYH and the aviation services the airport provides, and typically attracts considerable local/regional media coverage.

AGENDA FOR THE COMMISSION MEETING

Monday’s regular agenda will include a presentation regarding the 2024 year-end passenger traffic results, an update on American Airline’s 2024 upcoming flight schedules, the outcome of our recent meetings with UA, AA, and Allegiant network planning officials, along with a report on the Virginia State Police facility lease renewal. 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
March 25, 2024
4:00 p.m.**

PRESENT:

Janice Crawford
Massie Ware
Kent White
Dan Deter
Jones Stanley
Mark Elliott

ABSENT:

Frank Rogers

STAFF PRESENT:

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

(1) CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Mr. Massie Ware. It was noted that Frank Rogers was not in attendance.

(2) APPROVAL OF MARCH 25, 2024 CONSENT AGENDA

Mr. Massie Ware confirmed that everyone had received the items from the Consent Agenda; the November 13, 2023 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

A. FY 2024 2nd Qtr. Financial Report

- (1) Airport Enterprise Fund is healthy and balanced
- (2) 2nd qtr. revenues are up slightly compared to last year
- (3) Projecting \$112,000 more than budget
- (4) Expenses are in line with budget
- (5) Remaining \$1.5M CARES funds have been drawn
- (6) Bottom line – estimating ending FY 2024 operating budget with a \$277,457 surplus (without COVID grant funds)

B. FY 2025 Proposed Operating Budget

- (1) Total Airport Projected Operating Budget: \$3,373,073
- (2) YE operating budget retained earnings: \$163,820
- (3) 2025 Budget presented to and reviewed by CMO in January
- (4) CMO will present to Council (PH) in late March/April
- (5) Council scheduled to vote in late April or early May

C. LYH Air Service Trends

- (1) AA's spring schedules reflect seasonal variations...
 - (a) Monthly passenger load factor peaked in February at 90.7%
 - (b) Scheduled seats are increasing as spring travel demand returns
 - (c) May adds 5th flight... five days/week for the entire month – 7,800 scheduled seats
- (2) Domestic leisure demand up as advance bookings are strengthening through mid-2024
- (3) Local domestic business system-wide demand stabilized with a slight increase for 2024
- (4) International passenger demand continues to grow system wide
- (5) May seat capacity still 25.5% lower than pre-pandemic 2019 level

D. Air Service Development Update

- (1) Mead & Hunt sponsored Airline Network Planners' conference Feb. 28-29
- (2) Met with five airlines who showed vested interest during air service discussions
- (3) USDOT SCASD Office
 - (a) Possibility of amending the grant if AA pivots to PHL
 - (b) Should DL (ATL) or UA (IAD) show an interest in new service, amending grant questionable

E. American Airlines Lease Agreement Highlights

- (1) AA Properties management approached airport in late Fall 2023 to renew lease
- (2) Initial negotiations between AA and Airport Agreement completed (in draft) Dec. 2023
- (3) Draft agreement completed in January 2024
 - (a) Business terms were updated
 - (b) Rates and charges brought up to fair market value
 - (c) Updated Federal standard language as required
- (4) COL Legal reviewed in February
- (5) Draft agreement was sent to AA Properties for review and awaiting return
- (6) Anticipate BIB to Council in late May and PH after June Commission meeting

(4) REPORTS OF AIRPORT BUSINESSES

Andrew Wallace came into agreement with Cirrus for full service maintenance provision for their jets. Once the agreement's completed, we estimate it to be in effect by later this year.

(5) HEARINGS OF CITIZENS UPON COMMISSION MATTERS

There were none.

(6) Next Commission Meeting: June 3, 2024

(7) ADJOURNMENT

There being no further business, the meeting was adjourned.

Lynchburg Regional Airport Commission

Effective June 2024

AIR SERVICE UPDATE

Summary For the month of June we have 6 daily departures on most days. We have six ER4 aircraft.

| Carrier Profile | <u>Airline</u> | <u>Destination</u> | <u>Departures</u> | <u>Seats</u> | <u>Equipment</u> |
|------------------------|-------------------|--------------------|-------------------|--------------|------------------|
| | American Airlines | Charlotte | 6 | 300 | ER4 |

AIRPORT TOTAL: Monthly Seats: 8,750 Scheduled Flights: 175

American Airlines In June we have 6 daily departures on most days, all are ER4 aircraft.

| Destinations Served | <u>Non-Stop</u> | <u>Departures</u> | <u>Total</u> |
|----------------------------|-----------------|-------------------|--------------|
| | Charlotte | 6 per day | 175 |

| Aircraft Types | <u>Aircraft</u> | <u>No. of Departures/Day</u> |
|-----------------------|-----------------|------------------------------|
| | CR9 CRJ-900 | 0 |
| | ER4 Embraer 145 | 6 |
| | CR7 CRJ-700 | 0 |

LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR APRIL 2024

| | APRIL 2024 | | | YTD TOTALS | | PERCENTAGE CHANGES | | | PERCENT OF AIRPORT TOTAL | | |
|---|---------------|---------------|---------------|---------------|---------------|--------------------|------------------|------------------|--------------------------|---------------|---------------|
| | Apr-24 | Mar-24 | Apr-23 | 2024 | 2023 | Apr-24 Mar-24 | Apr-24 Apr-23 | 24 YTD 23 YTD | Apr-24 | Mar-24 | Apr-23 |
| AIRLINE PASSENGERS (REVENUE ONLY) | | | | | | | | | | | |
| ENPLANED | | | | | | | | | | | |
| US Airways - Piedmont | 6,143 | 5,499 | 5,684 | 21,604 | 21,067 | 11.7% | 8.1% | 2.5% | 100.0% | 100.0% | 100.0% |
| US Airways - PSA | - | - | - | - | - | - | - | - | - | - | - |
| Envoy | - | - | - | - | - | - | - | - | - | - | - |
| Charter | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL ENPLANED | 6,143 | 5,499 | 5,684 | 21,604 | 21,067 | 11.7% | 8.1% | 2.5% | 100.0% | 100.0% | 100.0% |
| DEPLANED | | | | | | | | | | | |
| US Airways - Piedmont | 6,225 | 5,363 | 5,675 | 21,568 | 21,057 | 16.1% | 9.7% | 2.4% | 100.0% | 100.0% | 100.0% |
| US Airways - PSA | - | - | - | - | - | - | - | - | - | - | - |
| Envoy | - | - | - | - | - | - | - | - | - | - | - |
| Charter | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL DEPLANED | 6,225 | 5,363 | 5,675 | 21,568 | 21,057 | 16.1% | 9.7% | 2.4% | 100.0% | 100.0% | 100.0% |
| TOTAL AIRLINE PASSENGERS | 12,368 | 10,862 | 11,359 | 43,172 | 42,124 | 13.9% | 8.9% | 2.5% | | | |
| AIRLINE FLIGHTS | | | | | | | | | | | |
| NUMBER OF DAILY SCHEDULED DEPARTURES | | | | | | | | | | | |
| US Airways - Piedmont | 5 | 4 | 5 | 2024 | 2023 | Apr-24 Mar-24 | Apr-24 Apr-23 | 24 YTD 23 YTD | | | |
| US Airways - PSA | 0 | 0 | 0 | - | - | - | - | - | | | |
| Envoy | 0 | 0 | 0 | - | - | - | - | - | | | |
| Total Daily Scheduled Departures | 5 | 4 | 5 | 5 | 3 | 15.4% | -1.4% | -3.1% | | | |
| NUMBER OF CANCELLED DEPARTURES | | | | | | | | | | | |
| US Airways - Piedmont | 0 | 0 | 0 | 5 | 3 | - | - | - | | | |
| US Airways - PSA | 0 | 0 | 0 | - | - | - | - | - | | | |
| Envoy | 0 | 0 | 0 | - | - | - | - | - | | | |
| Total Cancelled Departures | 0 | 0 | 0 | 5 | 3 | 15.4% | -1.4% | -3.1% | | | |
| NUMBER OF ACTUAL DEPARTURES | | | | | | | | | | | |
| US Airways - Piedmont | 142 | 123 | 144 | 495 | 511 | 15.4% | -1.4% | -3.1% | | | |
| US Airways - PSA | 0 | 0 | - | - | - | - | - | - | | | |
| Envoy | 0 | 0 | 0 | - | - | - | - | - | | | |
| TOTAL ACTUAL DEPARTURES | 142 | 123 | 144 | 495 | 511 | 15.4% | -1.4% | -3.1% | | | |
| AIRCRAFT OPERATIONS | | | | | | | | | | | |
| (Landings and Takeoffs) | | | | | | | | | | | |
| Commercial Airline | 407 | 359 | 437 | 1,447 | 1,620 | 13.4% | -6.9% | -10.7% | 4.1% | 3.7% | 4.5% |
| General Aviation | 9,535 | 9,251 | 9,108 | 37,377 | 32,871 | 3.1% | 4.7% | 13.7% | 95.3% | 95.3% | 94.5% |
| Military | 67 | 95 | 97 | 287 | 444 | -29.5% | -30.9% | -35.4% | 0.7% | 1.0% | 1.0% |
| TOTAL AIRCRAFT OPERATIONS | 10,009 | 9,705 | 9,642 | 39,111 | 34,935 | 3.1% | 3.8% | 12.0% | 100.0% | 100.0% | 100.0% |

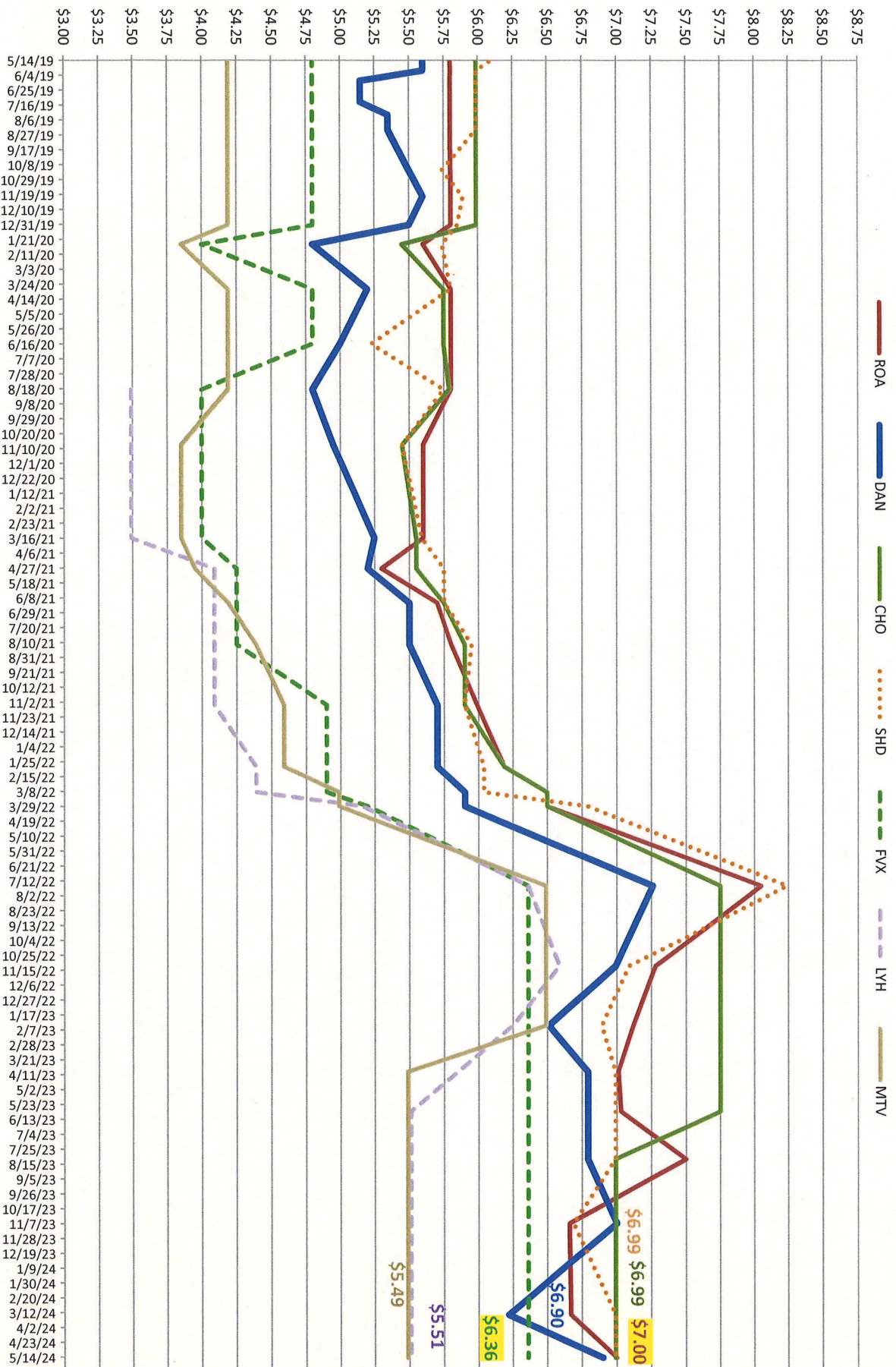


LYNCHBURG REGIONAL AIRPORT TRAFFIC STATISTICS FOR APRIL 2024

| April | 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 |
| ERJ 140 | | | | | 0.0% | | | | 0.0% | | | | 0.0% | - | - | - | 0.0% |
| ER4 - 50 | 142 | 7,100 | 6,143 | 86.5% | 0.0% | | | | 0.0% | 142 | 7,100 | 6,143 | 86.5% | - | - | - | 0.0% |
| CR7 - 65 | | | | 0.0% | 0.0% | | | | 0.0% | - | - | - | 0.0% | - | - | - | 0.0% |
| CR9 - 76 | | | | 0.0% | 0.0% | | | | 0.0% | - | - | - | 0.0% | - | - | - | 0.0% |
| Total | 142 | 7,100 | 6,143 | 86.5% | 0.0% | - | - | - | 0.0% | 142 | 7,100 | 6,143 | 86.5% | | | | |

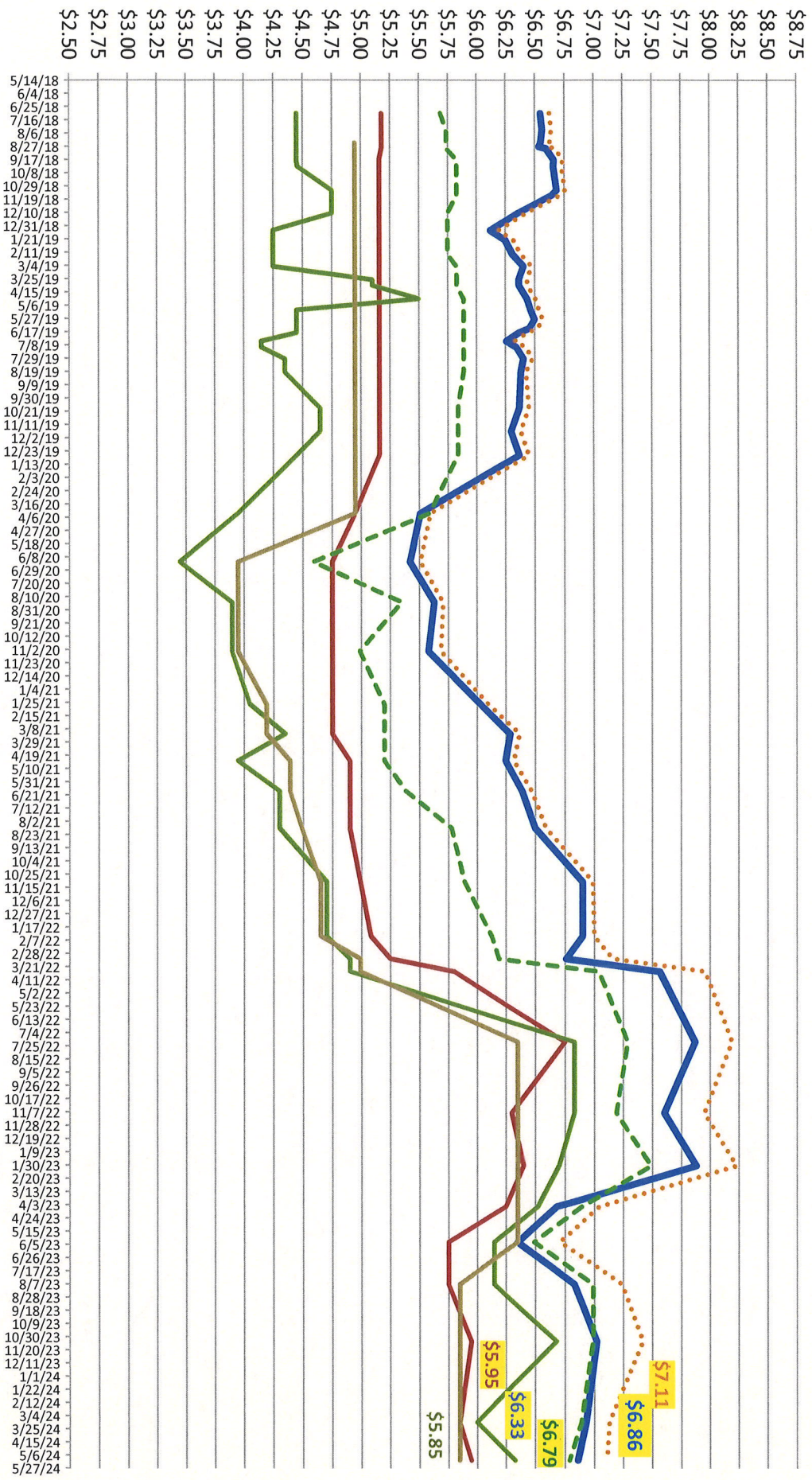
| Year-to-Date | PIEDMONT | | | | ENVOY | | | | PSA | | | | TOTALS | | | |
|--------------|------------|-----------------|---------------------|--------------|------------|-----------------|---------------------|-------------|------------|-----------------|---------------------|--------------|------------|-----------------|---------------------|-------------|
| | 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 |
| ERJ 140 | | | | 0.0% | | | | 0.0% | | | | 0.0% | - | - | - | 0.0% |
| ER4 - 50 | 495 | 24,650 | 21,604 | 87.6% | 0.0% | | | 0.0% | 495 | 24,650 | 21,604 | 87.6% | - | - | - | 0.0% |
| CR7 - 65 | | | | 0.0% | 0.0% | | | 0.0% | - | - | - | 0.0% | - | - | - | 0.0% |
| CR9 - 76 | | | | 0.0% | 0.0% | | | 0.0% | - | - | - | 0.0% | - | - | - | 0.0% |
| Total | 495 | 24,650 | 21,604 | 87.6% | - | - | - | 0.0% | 495 | 24,650 | 21,604 | 87.6% | | | | |

100LL Fuel (May 14, 2019 – May 14, 2024)



Jet A Fuel (May 14, 2019 – May 14, 2024)

— Freedom — ROA — DAN — CHO — SHD — MTV



← Indicates change from last report