

LYNCHBURG REGIONAL AIRPORT COMMISSION

Monday, August 25, 2025

4:00 p.m.

AGENDA FOR THE COMMISSION

1. Call to Order

CONSENT AGENDA

2. May 5th, 2025 Commission Meeting Minutes

REGULAR AGENDA

3. Report of the Airport Director

- A. Recognition of SMS employee Grayson Tibbs for excellent customer service
- B. Introduction of new staff
- C. An update on LYH airline performance metrics, regional air service environment as related to schedules, staffing and equipment availability
- D. Airport project update
- E. LYH in the community

4. Lynchburg Regional Airport Air Service Update

5. Miscellaneous business

- A. Inquiries and/or comments by Commission members

6. Reports of airport businesses

7. Hearings of citizens upon Commission matters

8. Next Commission meeting: November 17, 2025

9. Adjournment

LYNCHBURG REGIONAL AIRPORT

COMMISSION MEMBER UPDATE

August 21st, 2025

REPORT

TRAFFIC REPORT

We have the preliminary flight schedule and it appears the available seats have increased moving into the fall. Looking at the available seats in the latest draft schedule we have about a 5% increase in available seats. June load factor continued to show strong use of the LYH flights with the month ending at 81.2% load factor. With the June numbers factored in, our year-to-date load factor is currently 83%. General aviation traffic continues to be strong. June 2025 operational numbers are in and the airport is on pace to break 100,000 aircraft operations for the fourth year in a row. This operational milestone further cements our place as one of the busiest airports in the commonwealth.

AIR SERVICE DEVELOPMENT

We have had a busy three months in the world of air service development. In June staff attended the Jumpstart air service development conference in Indianapolis. Meetings from this conference included legacy, ULCC, and regional carriers. Early in August the Lynchburg Economic Development Authority and Regional Business Alliance hosted air service events here in town with Mead & Hunt to spread the word on air service initiatives to the community. For two days we met with business leaders and discussed the state of the aviation industry as well as data related to our destinations and passenger leakage. These learning sessions were very successful in educating our local community leaders. Next on our air service development agenda for 2025 is the Routes conference in November. Registration for airline meetings will begin in early October so an update for that conference will be at the November commission meeting.

RUNWAY 4/22 REHABILITATION PROJECT UPDATE

Paving on runway 4/22 was completed last week. Crews are still coming out at night and conducting work related to landscaping, initial grooving, and lighting upgrades. The changeover from legacy iridescent lights to LED lights is taking place this week. We are expecting to have the work done this month, taking some time off, then returning in September for completion of the grooving and final runway markings.

Passenger Experience

Early this year our staff partnered with staff in Economic Development and Communications departments to conduct a survey about what services passengers wanted to see in the terminal. Since that survey, the airport has rolled out improvements to the vending services as well as having a guest coffee vendor come to the airport. While we are not done yet with art coming and modern seating solutions I am excited to brief on the work we have done so far. As an additional point during the commission meeting I would like to recognize a member of our front-line team who has gone above and beyond for passenger service at LYH.

AIRFIELD DEVELOPMENT

The build out for the hangar presently leased by Centra health is currently out for bid. This project allows us to reconfigure the road by Centra, Avionics, and VSP. This bid involves the build out of space used to house medical personnel. Full project details are currently posted on the City of Lynchburg "Current Solicitations" webpage. If this project is able to move forward without issues it will make room for T Hangar development by 2027. As you all know T Hangar space across the nation is in demand. LYH is no different than other airports as we already have a waitlist of potential tenants who desire T Hangar rental at our airport.

STAFFING UPDATES

In our last commission meeting I briefed on two positions we had posted. The first was a business development manager position. After our initial search we were not able to fill that position. The business development position factors into our future plans and we will be revisiting that position soon. I am excited to introduce to you all on Monday, our new Assistant Airport Director: Operations & Maintenance, Mr. Joey O'Rourke. Mr. O'Rourke comes to LYH with a career full of aviation experience and most recently he was in charge of the safety management systems program at MSP airport. Mr. O'Rourke started in July and I am excited to introduce him to commission this week.

Respectfully yours,
Cedric Simon, A.A.E.
Airport Director

**MINUTES OF THE
LYNCHBURG REGIONAL AIRPORT COMMISSION MEETING
May 5, 2025
4:00 p.m.**

PRESENT:

Dan Deter
Jones Stanley
Janice Crawford
Dwight Williams
Mark Elliott

ABSENT:

Kent White
Frank Rogers

STAFF PRESENT:

Cedric Simon, Acting Airport Director
Cathy Vance, Assistant Director of Finance and Admin
Wes Campbell, Finance Manager
Carmen Singh, Marketing Coordinator

(1) CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Chairperson Janice Crawford. A vote was called to discuss a Vice Chair and put forth a vote. Motion to nominate Dan Deter as Vice Chair, vote approved.

(2) APPROVAL OF MAY 5, 2025 CONSENT AGENDA

Cedric Simon confirmed that everyone had received the items from the Consent Agenda; the February 10, 2025 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. Project Updates

- (1) Runway 4-22 Project
 - (a) Notice to Proceed on June 1st
- (2) South Development
- (3) Corporate Hangar #2

B. Real ID

- (1) May 7th Deadline
- (2) TSA Support Staff will be on site

C. Community Engagement

- (1) 5K on the Runway
- (2) Passenger Experience Committee and Passenger Survey
- (3) TakeOff with the Hillcats at LRA
- (4) Food Truck on Friday, May 16
- (5) St. Patrick's Day "Surprise and Delight"
- (6) Runway 4/22 Tenant Open House

(4) REPORTS OF AIRPORT COMMISSION MEMBERS

Dwight Williams asked if eventually we would have a restaurant on-site. Cedric Simon responded that we would be happy if a restaurant would be interested in coming out, but in the past there hasn't been enough demand. Mr. Simon explained that even with inviting food trucks to the airport, it has been a challenge due to our passenger numbers. Mr. Williams asked if we are actively advertising the food truck, Mr. Simon replied that we are utilizing our social media avenues to get the word out as well as communicating with the City of Lynchburg. Dan Deter asked if AA would improve their customer experience. Mr. Simon expressed that he works with AA's governmental affairs to make sure that we don't consistently have delayed flights. Jones Stanley commented that it is not always the airlines fault, it may be the crew's mistake. Mr. Simon is going to keep us at the forefront for future air service. Jones Stanley noted that Bon Air Jet has a new aircraft for transporting human organs.

(5) HEARINGS OF CITIZENS UPON COMMISSION MATTERS

Chuck Goff discussed his desire for Air Service Development and vocalized his concern as a citizen. He requested that the airport be proactive and have a game plan in producing further Air Service Development.

(6) Next Commission Meeting: August 25, 2025

(7) ADJOURNMENT

There being no further business, the meeting was adjourned.

Lynchburg Regional Airport Commission

Effective September 2025

AIR SERVICE UPDATE

Summary For the month of September we have 5-6 daily departures on most days. We have all ER4 aircraft.

Carrier Profile	<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: 7,950 Scheduled Flights: 159**

American Airlines In September we have five to six daily departures on most days, all are ER4 aircraft.

Destinations Served	<u>Non-Stop</u>	<u>Departures</u>	<u>Total</u>
	Charlotte	5 per day	159

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

LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR JUNE 2025

AIRLINE PASSENGERS (REVENUE ONLY)									
ENPLANED				YTD TOTALS		PERCENTAGE CHANGES		PERCENT OF AIRPORT TOTAL	
	Jun-25	May-25	Jun-24	2025	2024	Jun-25 May-25	Jun-25 Jun-24	25 YTD 24 YTD	Jun-25 May-25 Jun-24
US Airways - Piedmont	5,362	6,461	7,068	32,493	35,245	-17.0%	-24.1%	-7.8%	100.0%
US Airways - PSA	-	-	-	-	-	-	-	-	-
Envoy	-	-	-	-	-	-	-	-	-
Charter	-	-	-	-	-	-	-	-	-
TOTAL ENPLANED	5,362	6,461	7,068	32,493	35,245	-17.0%	-24.1%	-7.8%	100.0%
DEPLANED									
US Airways - Piedmont	5,280	6,381	6,855	32,590	34,787	-17.3%	-23.0%	-6.3%	100.0%
US Airways - PSA	-	-	-	-	-	-	-	-	-
Envoy	-	-	-	-	-	-	-	-	-
Charter	-	-	-	-	-	-	-	-	-
TOTAL DEPLANED	5,280	6,381	6,855	32,590	34,787	-17.3%	-23.0%	-6.3%	100.0%
TOTAL AIRLINE PASSENGERS	10,642	12,842	13,923	65,083	70,032	-17.1%	-23.6%	-7.1%	
AIRLINE FLIGHTS									
NUMBER OF DAILY SCHEDULED DEPARTURES				YTD TOTALS		PERCENTAGE CHANGES			
	Jun-25	May-25	Jun-24	2025	2024	Jun-25 May-25	Jun-25 Jun-24	25 YTD 24 YTD	
US Airways - Piedmont	5	5	6	-	-	-	-	-	
US Airways - PSA	0	0	0	-	-	-	-	-	
Envoy	-	-	-	-	-	-	-	-	
Total Daily Scheduled Departures	5	5	6	-	-	-	-	-	
NUMBER OF CANCELLED DEPARTURES				YTD TOTALS		PERCENTAGE CHANGES			
	Jun-25	May-25	Jun-24	2025	2024	Jun-25 May-25	Jun-25 Jun-24	25 YTD 24 YTD	
US Airways - Piedmont	6	1	0	18	5	-	-	-	
US Airways - PSA	0	0	0	-	-	-	-	-	
Envoy	0	0	0	-	-	-	-	-	
Total Cancelled Departures	6	1	0	18	5	-	-	-	
NUMBER OF ACTUAL DEPARTURES				YTD TOTALS		PERCENTAGE CHANGES			
	Jun-25	May-25	Jun-24	2025	2024	Jun-25 May-25	Jun-25 Jun-24	25 YTD 24 YTD	
US Airways - Piedmont	136	150	175	790	823	-9.3%	-22.3%	-4.0%	
US Airways - PSA	0	0	0	-	-	-	-	-	
Envoy	0	0	0	-	-	-	-	-	
TOTAL ACTUAL DEPARTURES	136	150	175	790	823	-9.3%	-22.3%	-4.0%	
AIRCRAFT OPERATIONS (Landings and Takeoffs)				YTD TOTALS		PERCENT OF AIRPORT TOTAL			
	Jun-25	May-25	Jun-24	2025	2024	Jun-25 May-25	Jun-25 Jun-24	25 YTD 24 YTD	
Commercial Airline	382	476	414	2,609	2,268	-19.7%	-7.7%	15.0%	4.3%
General Aviation	8,376	6,032	9,670	43,876	57,859	38.9%	-13.4%	-24.2%	93.8%
Military	171	50	64	600	495	242.0%	167.2%	21.2%	1.9%
TOTAL AIRCRAFT OPERATIONS	8,929	6,558	10,148	47,085	60,622	36.2%	-12.0%	-22.3%	100.0%

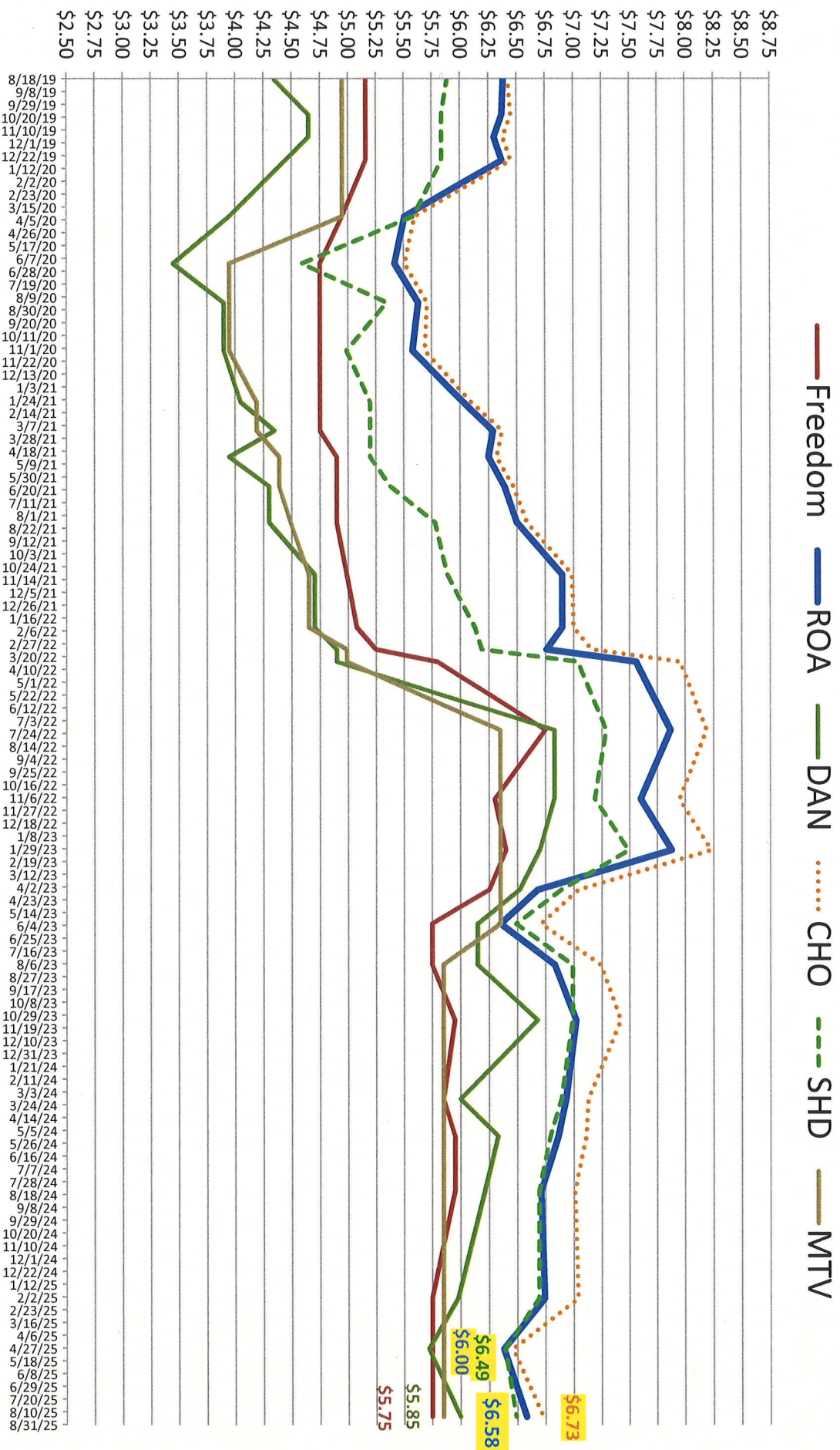


LYNCBURG REGIONAL AIRPORT TRAFFIC STATISTICS FOR JUNE 2025

June	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%			
ER4 - 50		136	6,600	5,362	81.2%				0.0%					136	6,600	5,362	81.2%			
CR7 - 65					0.0%				0.0%					-	-	-	0.0%			
CR9 - 76					0.0%				0.0%					-	-	-	0.0%			
Total		136	6,600	5,362	81.2%	-	-	-	0.0%	-	-	-	0.0%	136	6,600	5,362	81.2%			

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	790	39,150	32,493	83.0%				0.0%				0.0%	790	39,150	32,493	83.0%
CR7 - 65				0.0%				0.0%				0.0%	-	-	-	0.0%
CR9 - 76				0.0%				0.0%				0.0%	-	-	-	0.0%
Total	790	39,150	32,493	83.0%	-	-	-	0.0%	-	-	-	0.0%	790	39,150	32,493	83.0%

Jet A Fuel (August 18, 2019–August 18, 2025)



100LL Fuel (August 18, 2019– August 18, 2025)

