

**LYNCHBURG REGIONAL AIRPORT COMMISSION**

**Monday, November 17<sup>th</sup>, 2025**

**4:00 p.m.**

**AGENDA FOR THE COMMISSION**

1. Call to Order

**CONSENT AGENDA**

2. August 25<sup>th</sup>, 2025 Commission Meeting Minutes

**REGULAR AGENDA**

3. Report of the Airport Director
  - A. An update on LYH airline performance metrics
  - B. Airport project update
  - C. LYH in the community
  - D. Discussion of Commission Bylaws
4. Air Service update
5. Recognition of Chairwoman Crawford
6. Discussion on new Chairperson
7. Discussion on new Vice Chair [if needed]
8. Miscellaneous business
  - A. Inquiries and/or comments by Commission members
9. Reports of airport businesses
10. Hearings of citizens upon Commission matters
11. Next Commission meeting: January 12 , 2026
12. Adjournment

# LYNCHBURG REGIONAL AIRPORT

## COMMISSION MEMBER UPDATE

November 13<sup>th</sup>, 2025

### REPORT

#### TRAFFIC REPORT

The December flight schedule for 2025 remains somewhat flat year over year. Scheduled seats for this year are very close to the number of scheduled seats last year. Our load factors for September were reflective of seasonal trends and finished the month at 78%. Year to date we still have a strong load factor with a total of 81% for the year. In my last report I noted that aircraft operations on the field were slightly less than the year before. September numbers have come in and we had a 17% increase in airfield operations over the numbers from this month in 2024. While still trailing the high water mark set in 2024 our aircraft operations continue to show growth in general aviation at LYH.

#### AIR SERVICE DEVELOPMENT

The work our staff has been doing over the past few years has finally shown dividends. In October United Airlines announced service to Chicago O'Hare and Washington Dulles starting March 24<sup>th</sup> of 2026. Service will be provided by SkyWest on CRJ-200 aircraft. SkyWest is the largest regional air carrier; flies routes for United, American, and Delta; and has regional jets in dual cabin configurations. While the first class option is not available on the inaugural flight we are hopeful that flights in the future will be available with dual classes. United and SkyWest staff will be on site next month as they set up their operation.

TakeOff Air service conference was held last week in Tallahassee, Florida. Staff had meetings with four airlines representing network and low cost carriers. The meetings went well, with SkyWest excited to start new service and other airlines recognizing our strong market performance.

#### RUNWAY 4/22 REHABILITATION PROJECT UPDATE

The runway 4/22 rehabilitation project is substantially complete. The project was finished within its allotted time and budget. The project is on our current Airport Improvement Program and the primary funding source came from FAA discretionary funds. The project also incorporated new lights and signage for the runway.

#### FY2025 Financial Summary

Fiscal year 2025 ended on June 30<sup>th</sup> of this year. Once again LYH was able to operate without a subsidy from the general fund. The Airport department finished the year with a \$301,851 surplus. Drivers for this include revenues being 13% higher than budgeted. Strong terminal performance tied to rental car and parking revenues offset our increased public safety costs. Our public safety costs were higher than budgeted due to expanded airline schedules and the loss of revenue from the Federal Government in the form of the TSA LEO reimbursement program.

#### 100LL Self Service Pump

Our 100LL self service fuel pump is presently out of service. Recent staffing changes have put us in a position that the pump has not been able to be monitored. The safety of the flying public is at the forefront of everything we do, and as such, the pump has been taken out of service. As we hire and train new staff we hope to get the 100LL pump back in service for the flying public.

## **AIRFIELD DEVELOPMENT**

Since our last meeting the bids were opened on the build out space of the hangar presently leased to Centra. We received eight bids with Coleman Adams being the low bidder. We plan to move forward with these hangar improvements and the project is currently in the contracting phase. When this project is complete the non-aeronautical trailer will be removed from the airfield which will make way for much needed hangars that can be rented to aircraft owners. Going to bid shortly will be the north development site landside work. This project will run utilities to our site as well as construct a road and parking facilities. Once complete this makes our north development site even more appealing to potential tenants.

## **New Business**

On Monday we will say goodbye to Chairwoman Crawford who will be departing the Airport Commission at the end of her term. Be prepared to discuss the Chair/Vice Chair positions on Monday. Going into the end of the year there are currently three open spots on the commission for City Council to appoint starting early in 2026. I would also like to hold space in the meeting to lay out a plan that we can craft and approve Airport Commission bylaws in 2026.

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

**MINUTES OF THE  
LYNCHBURG REGIONAL AIRPORT COMMISSION MEETING  
August 25, 2025  
4:00 p.m.**

**PRESENT:**

Dan Deter  
Jones Stanley  
Janice Crawford  
Dwight Williams  
Mark Elliott  
Kent White  
Frank Rogers

**ABSENT:**

**STAFF PRESENT:**

Cedric Simon, Acting Airport Director  
Cathy Vance, Assistant Director of Finance and Admin  
Joey O'Rourke, Assistant Director of Operations and Maint  
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.

**(2) APPROVAL OF AUGUST 25, 2025 CONSENT AGENDA**

Chairperson Janice Crawford confirmed that everyone had received the items from the Consent Agenda; the May 5, 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**

- Began with recognition of Grayson Tibbs from our custodial team. He delivered exceptional customer service from Service Management Systems: Kindness, Patience, Professionalism
- Introduction of new Assistant Airport Director of Operations and Maintenance: Joey O'Rourke

**A. Project Updates**

- (1) Runway 4-22 Project
  - (a) Paving is complete
- (2) South Development

**B. TSA at LYH**

- (1) Rollout of REAL ID
- (2) Credential Authentication Technology

**C. Community Engagement**

- (1) White Hart Coffee at the Airport
- (2) Social Media Swag Giveaway

#### **D. Air Service Update**

- (1) Jumpstart
  - (a) June 9<sup>th</sup>-11<sup>th</sup>, Indianapolis
- (2) Meetings with the Business Community
  - (a) August 6<sup>th</sup> and 7<sup>th</sup>, Five meetings led by Mead and Hunt
- (3) Takeoff North America 2025
  - (a) November 4<sup>th</sup>-6<sup>th</sup>
  - (b) Airline meetings open in Oct.

#### **(4) REPORTS OF AIRPORT COMMISSION MEMBERS**

- Mr. Williams inquired about having more food options at Lynchburg Regional Airport including food trucks.
- Mr. 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.
- Mr. 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. Mr. Stanley noted that Bon Air Jet has a new aircraft for transporting human organs.

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

Andrew Wallace commented on our terrain supporting better air service than Roanoke.

#### **(6) Next Commission Meeting: November 17, 2025**

#### **(7) ADJOURNMENT**

There being no further business, the meeting was adjourned.

# Lynchburg Regional Airport Commission

Effective December 2025

**AIR SERVICE UPDATE**

**Summary** For the month of December we have 5-6 daily departures on most 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: 8,200 Scheduled Flights: 164**

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

<b>Destinations Served</b>	<u>Non-Stop</u>	<u>Departures</u>	<u>Total</u>
	Charlotte	5 per day	164

<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

**LYNCHBURG REGIONAL AIRPORT AIR TRAFFIC REPORT FOR SEPTEMBER 2025**

	AIRLINE PASSENGERS (REVENUE ONLY)			YTD TOTALS		PERCENTAGE CHANGES			PERCENT OF AIRPORT TOTAL		
	Sep-25	Aug-25	Sep-24	2025	2024	Sep-25 Aug-25	Sep-25 Sep-24	25 YTD 24 YTD	Sep-25	Aug-25	Sep-24
<b>ENPLANED</b>											
US Airways - Piedmont	6,232	5,766	7,460	49,875	57,289	8.1%	-16.5%	-12.9%	100.0%	100.0%	100.0%
US Airways - PSA	-	-	-	-	-	-	-	-	-	-	-
Envoy	-	-	-	-	-	-	-	-	-	-	-
Charter	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL ENPLANED</b>	<b>6,232</b>	<b>5,766</b>	<b>7,460</b>	<b>49,875</b>	<b>57,289</b>	<b>8.1%</b>	<b>-16.5%</b>	<b>-12.9%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>DEPLANED</b>											
US Airways - Piedmont	5,941	5,889	7,271	49,810	56,666	0.9%	-18.3%	-12.1%	100.0%	100.0%	100.0%
US Airways - PSA	-	-	-	-	-	-	-	-	-	-	-
Envoy	-	-	-	-	-	-	-	-	-	-	-
Charter	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DEPLANED</b>	<b>5,941</b>	<b>5,889</b>	<b>7,271</b>	<b>49,810</b>	<b>56,666</b>	<b>0.9%</b>	<b>-18.3%</b>	<b>-12.1%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>
<b>TOTAL AIRLINE PASSENGERS</b>	<b>12,173</b>	<b>11,655</b>	<b>14,731</b>	<b>99,685</b>	<b>113,955</b>	<b>4.4%</b>	<b>-17.4%</b>	<b>-12.5%</b>			
<b>AIRLINE FLIGHTS</b>											
<b>NUMBER OF DAILY SCHEDULED DEPARTURES</b>											
US Airways - Piedmont	5	5	6	-	-	-	-	-	-	-	-
US Airways - PSA	-	-	-	-	-	-	-	-	-	-	-
Envoy	-	-	-	-	-	-	-	-	-	-	-
<b>Total Daily Scheduled Departures</b>	<b>5</b>	<b>5</b>	<b>6</b>								
<b>NUMBER OF CANCELLED DEPARTURES</b>											
US Airways - Piedmont	0	1	2	24	10	-	-	-	-	-	-
US Airways - PSA	0	0	0	-	-	-	-	-	-	-	-
Envoy	0	0	0	-	-	-	-	-	-	-	-
<b>Total Cancelled Departures</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>24</b>	<b>10</b>						
<b>NUMBER OF ACTUAL DEPARTURES</b>											
US Airways - Piedmont	159	153	182	1,235	1,393	3.9%	-12.6%	-11.3%	-	-	-
US Airways - PSA	0	0	0	-	-	-	-	-	-	-	-
Envoy	0	0	0	-	-	-	-	-	-	-	-
<b>TOTAL ACTUAL DEPARTURES</b>	<b>159</b>	<b>153</b>	<b>182</b>	<b>1,235</b>	<b>1,393</b>	<b>3.9%</b>	<b>-12.6%</b>	<b>-11.3%</b>			
<b>AIRCRAFT OPERATIONS (Landings and Takeoffs)</b>											
Commercial Airline	435	416	511	3,794	3,735	4.6%	-14.9%	1.6%	4.5%	5.3%	6.2%
General Aviation	9,158	7,287	7,656	67,838	85,168	25.7%	19.6%	-20.3%	94.4%	93.4%	92.6%
Military	112	96	104	882	793	16.7%	7.7%	11.2%	1.2%	1.2%	1.3%
<b>TOTAL AIRCRAFT OPERATIONS</b>	<b>9,705</b>	<b>7,799</b>	<b>8,271</b>	<b>72,514</b>	<b>89,696</b>	<b>24.4%</b>	<b>17.3%</b>	<b>-19.2%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>



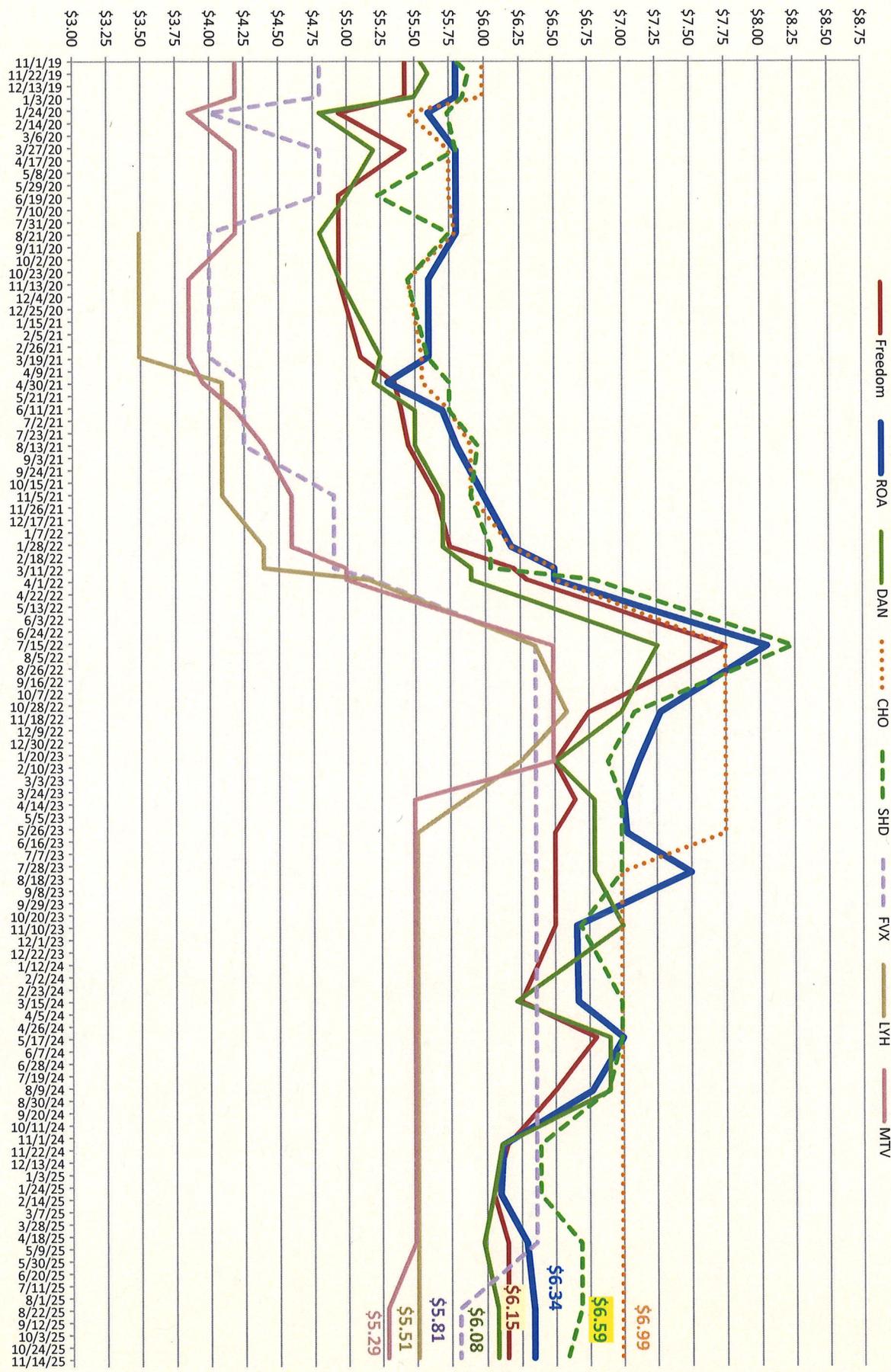
## LYNCHBURG REGIONAL AIRPORT TRAFFIC STATISTICS FOR SEPTEMBER 2025

SEPTEMBER	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	
ERL 140					0.0%				0.0%				0.0%					0.0%
ER4 - 50	159	7,950	6,232	78.4%	0.0%	159	7,950	6,232	78.4%	-	-	-	0.0%	-	-	-	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%
<b>Total</b>	<b>159</b>	<b>7,950</b>	<b>6,232</b>	<b>78.4%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>159</b>	<b>7,950</b>	<b>6,232</b>	<b>78.4%</b>	

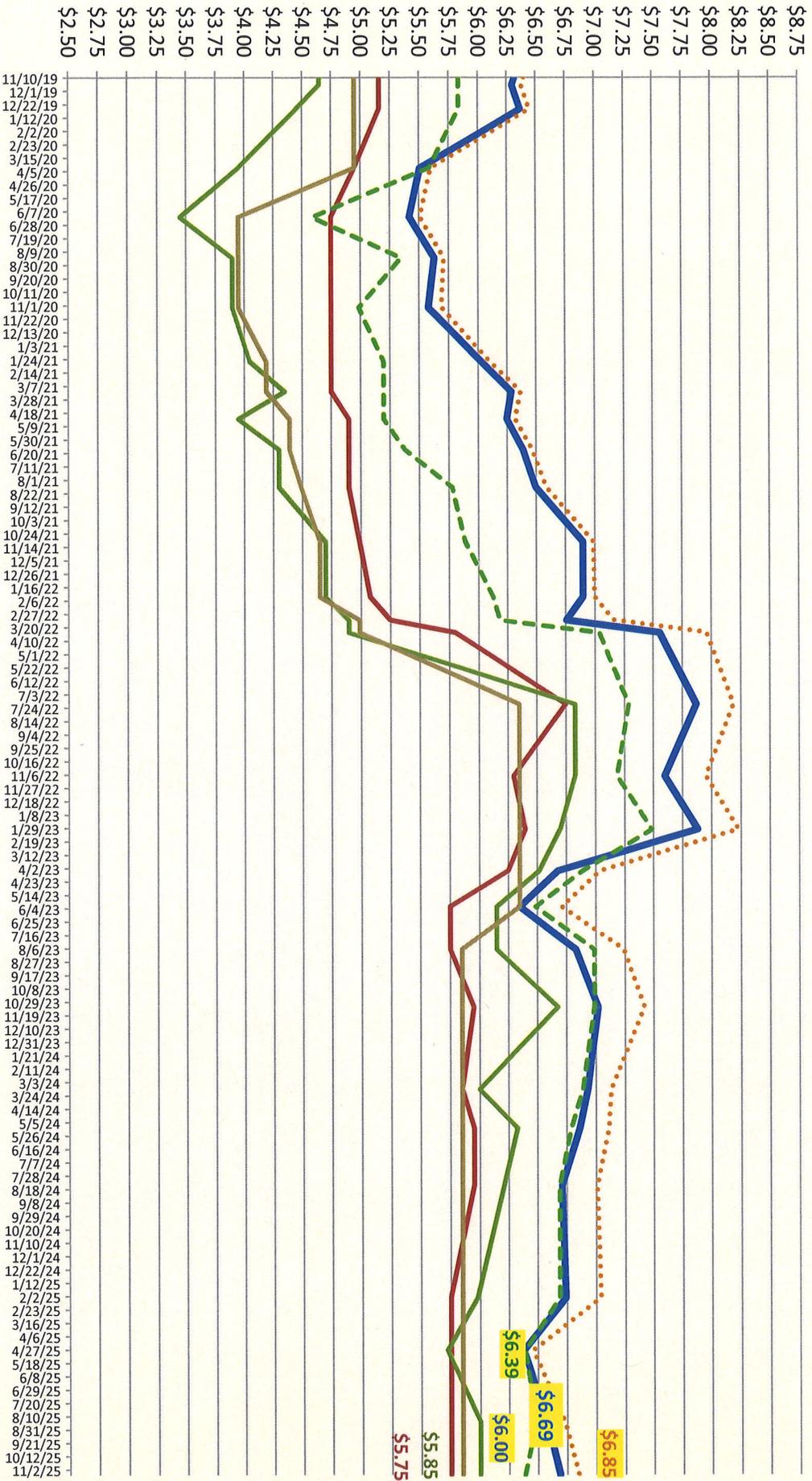
Year-to-Date	PIEDMONT				ENVOY				PSA				TOTALS				
	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	Departures	Available Seats	Passengers Enplaned	Load Factor	
ERL 140				0.0%				0.0%				0.0%					0.0%
ER4 - 50	1,235	61,400	49,875	81.2%	0.0%	1,235	61,400	49,875	81.2%	-	-	-	0.0%	-	-	-	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%
<b>Total</b>	<b>1,235</b>	<b>61,400</b>	<b>49,875</b>	<b>81.2%</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>1,235</b>	<b>61,400</b>	<b>49,875</b>	<b>81.2%</b>

# 100LL Fuel (November 10, 2019 – November 10, 2025)



# Jet A Fuel (November 10, 2019 – November 10, 2025)

— Freedom — ROA — DAN ..... CHO - - - SHD — MTV



LYNCHBURG REGIONAL AIRPORT  
**MEMORANDUM**

To: Chairman and Members, Lynchburg Regional Airport Commission

From: Cedric Simon, Airport Director

Date: 11/13/2026

Re: Lynchburg Regional Airport Commission Meetings

The meeting dates for 2026 for the Lynchburg Regional Airport Commission are listed below. All meetings will start at 4:00 p.m. unless otherwise noted and will be held in the Airport Commission Room (next to Concessions area).

In order to better maintain regular intervals between meetings, a total of five (5) regular meetings of the commission are currently scheduled. As has become customary, however, in the event any unique or important issues arise between regular meetings, I will schedule a special meeting of the commission.

Accordingly, the next meeting of the commission will be on Monday, January 12, 2026 at 4:00 p.m. For future reference, here are the dates for the subsequent meetings through the end of the year:

**January 12, 2026**      **August 10, 2026**

**March 9, 2026**      **November 9, 2026**

**June 8, 2026**

Thank you for your continued service as a member of the commission. If you have any questions or comments concerning this schedule, please contact me directly at 455-6089.