



The regular meeting of the Charlottesville-Albemarle Joint Airport Commission was held Monday, January 25, 2010 at 4:00 p.m. in the 2nd floor conference room of the terminal building.

Members Present: Bill Schrader, Rit Venerus, James Van Liew, Will Dirickson, Bill Kehoe, Greg Edwards

Members Absent: Jeff Uphoff

Others Present: Barbara Hutchinson, Executive Director; Bill Pahuta, Deputy Executive Director; John Whitmer, Landmark Aviation; Colleen Hawkins, Landmark Aviation; Fax Ayres; Steve Walters, Meridian Air Group

Mr. Edwards called the meeting to order at 4:00 p.m.

Mrs. Hutchinson introduced Dr. Bill Kehoe, the new Commission and Authority member. She noted Dr. Kehoe is a professor with McIntire School of Commerce, and a member of the Virginia Aviation Board who has been instrumental in CHO's success with obtaining funding for the initial phase of the runway extension project. Dr. Kehoe stated he is a resident of Albemarle and he previously served on the Commission and Board in the 1990's.

1. Matters From Public – none

2. Minutes – Mr. Dirickson moved to approve the September, October and November 2009 meeting minutes. Mr. Schrader seconded the motion and it passed unanimously.

3. Information Update

- a. *Statistics* – Mrs. Hutchinson reported that total aircraft operations were down 5% in December 2009 as compared to December 2008. She remarked that weather tremendously impacted the flight school as well as commercial air service, but noted that total operations for 2009 exceeded calendar year 2007. She noted passenger traffic was down 2% in December 2009 as compared to December 2008, also impacted by the significant snowstorm that resulted in numerous flight cancellations. She pointed out parking revenue decreased 10% in December 2009 as compared to December 2008, a result of the snowstorm and the possibility of passengers being dropped off instead of parking. Mrs. Hutchinson stated that total fuel sales were down 17% as compared to December 2008 as the result of the snowstorm and a number of significant rainfalls. She noted there were 59 cancelled flights in December 2009 due to weather. She reported The Market food concession revenues were up 56% in December 2009 as compared to December 2008, ending the calendar year with a 46% revenue increase.
- b. *Financial Statements* – Mr. Brill reported November 2009 net income totaled \$45,537, exceeding budget by \$24,445 for the month and \$99,883 for the fiscal year-to-date. He concluded that despite the positive net income, subsequent snow events have resulted in additional expense that will continue to impact net income.

4. Action Items

- a. Airport Layout Plan (ALP) Update – Mrs. Hutchinson presented four preferred sites for corporate hangar construction. She reviewed the sites as follows:

Site 1: Smith/Vicars/Worrell (SVW) Facility - Mrs. Hutchinson stated the SVW land lease with the Authority expires March 11, 2011, at which time the facility will revert to the ownership of the Authority. She reviewed options available for consideration with regard to the facility:

Option 1A: Re-develop as a full service fixed base operation (fbo)

- GA Terminal Building
 - o 5,000 sq or more
 - o Architectural style to match air carrier terminal building
 - o Second floor space could be utilized for Airport Authority
 - o Space on parcel to construct a public terminal building to serve the fbo
- Hangar
 - o 200 feet x 150 feet (30,000 square feet)
 - o Open door height 28 feet
 - o Insulated and heated
 - o Attached shop
- Apron
 - o Expanded apron could be approximately 900 feet x 220 feet (22,000 square yards)
 - o Apron will be extended to match edge of the parallel taxiway
 - o Ramp operations and movements would be similar to the air carrier apron
- Landside
 - o Auto access from Route 606
 - o Entrance separate from the air carrier terminal building entrance
 - o Auto parking can be developed to serve terminal and hangar
- Site Impacts
 - o Captures the air carrier terminal overflow parking lot and captures future air carrier ramp and terminal expansion
 - o The entire site would need to be re-graded, significant cut and fill required
 - o Drainage: Stormwater management basin would likely be required across Route 606
 - o Security: Maintain separation and barrier from the air carrier ramp
 - o Fuel: The existing fuel tank will no longer be grandfathered from the current Minimum Standards and will be removed upon lease expiration. Full service fbo would be required to use consolidated fuel farm with existing full service fbo.

Option 1B: Special Use FBO

- Use the existing facilities with limited modifications
- Delay re-development of the entire site until demand warrants.
- Short term lease (i.e. five years or less)
- Utilizes existing hangar (approximately 8,000 sq)
- Utilizing existing office with some reconfiguration, 2 stories, approximately 5,000 sf

Option 1C: No Change

- Site remains a special use corporate hangar and office space facility with a short term lease.

Site 2: Between Landmark Aviation and existing Pegasus/Maintenance Hangar

- Site could be utilized by the existing fixed base operator, an additional full service fixed base operator, an upscale corporate hangar facility, or heavy maintenance shop. Mrs. Hutchinson stated that this was the highest and best use of the site, and combined with demolition of the older t-hangars could provide space for up to three corporate hangars, shop/storage space and a public lobby/terminal area
 - o Pegasus/maintenance hangar could be redeveloped, modified or replaced as other facilities are constructed to allow for reconstruction of the Pegasus/maintenance hangar
- Hangar

- 200 feet x 150 feet (30,000 square feet)
- 28 foot open door height
- Insulation and heated
- Attached shop
- Apron
 - Hangars would tie into the existing apron and air carrier access road
- Landside
 - Limited space for additional auto parking
 - Portions of the existing employee parking and rental car lots could be utilized to serve the facility
 - Auto access from air carrier access road
- Site Impact
 - Pegasus operations could remain in place until another hangar is fully developed
 - Drainage: Relocation of existing stormwater management basin maybe required across Route 606
 - Security: Limited separation or barrier from the air carrier ramp (same as current operations)
 - Fuel: Use consolidated airport fuel farm

Site 3: Oldest T-Hangar Site

- Site could be utilized by the existing fixed based operator, an independent fixed based operator facility, an upscale corporate hangar facility, or heavy maintenance shop
 - Office space or full service fixed base operator terminal building could be constructed on the south end, adjacent to the existing GA parking lot.
 - Office space can be 1 or 2 stories and can be 5,000 or more square feet
- Hangar
 - 200 feet x 150 feet (30,000 square feet)
 - 28 foot open door height
 - Insulation and heated
 - Attached shop
- Apron
 - Hangar would tie into the existing apron and general aviation access road
- Landside
 - Utilize existing general aviation parking
 - Portion of the existing employee parking lot could be utilized to serve the facility
 - Auto access from general aviation access road
- Site Impacts
 - The existing t-hangars are to be captured
 - Existing base aircraft displaced by the construction could be relocated to the south general aviation area
 - Space currently developed for the construction of a 14 to 16 unit t-hangar replacement complex
 - Development of the hangar facility for larger aircrafts would impact or require the relocation of the small aircraft parking tie-downs in front of the hangar
 - Drainage: Relocation of existing stormwater management basin maybe required across Route 606
 - Security: Distance used as separation from air carrier ramp
 - Fuel: Use consolidated airport fuel farm

Site 4: South Corporate Hangar Site

- Attached or incorporated office facilities could be constructed with the hangar
- Hangar
 - 200 feet x 150 feet (30,000 square feet)
 - 28 foot open door
 - Insulation and heated
 - Attached shop

- Hangar facility can tie-in to existing utilities (electric, phone, sewer)
- Apron
 - Ties into existing ramp
- Landside
 - Auto access would be limited until a future hangar access road constructed
 - Auto parking is restricted until future access road constructed
 - Utilize existing general aviation parking
- Site Impacts
 - Parking, road access, etc. restrict the site from being a fixed based operator facility
 - Site best utilized for aircraft storage and/or maintenance
 - Development of the hangar facility would require the relocation of the small aircraft parking tie-downs in front of the washrack
 - Security: Distance used as separation from air carrier ramp
 - Fuel: Use consolidated airport fuel farm

Mrs. Hutchinson stated that the goal of the Commission is to establish a priority or ranking of the sites for development to recommend to the Authority. She remarked that staff must meet with and receive FAA approval to update the Airport Layout Plan (ALP) with the final recommendations and concluded staff recommends that a request for proposal process for a new corporate hangar be undertaken upon receipt of FAA approval. She further recommended that staff be authorized to issue a request for proposal process for lease of the SMV/Worrell facilities upon receipt of FAA approval and to be effective March 12, 2011. She noted the Board will ultimately have to approve the ALP changes and RFP negotiations but that the requests for proposals will allow for creative responses that can always be cancelled or re-issued upon Authority request if needed. Mr. Edwards moved that staff be authorized to move forward with the two RFP processes upon receipt of FAA approval of the ALP updates. Mr. Schrader seconded the motion and it passed unanimously.

- 5. Airport Update** – Mrs. Hutchinson reported on airport activities since the last Commission meeting: significant coverage in technology publications regarding the wireless network designed and equipped in by Edgecore Networks, R/W 21 extension briefings/tours, ASOS (National Weather Service equipment issue, tours, conference room enhancements, passenger requests for amenities, e.g. rocking chairs in terminal, recycling, additional ATM location, airline updates, wildlife mitigation update.

6. Adjourn

There being no further business, the meeting was adjourned at 5:40 p.m.

Next Meeting Date: Monday March 16, 2010