



The regular meeting of the Charlottesville-Albemarle Joint Airport Commission was held Monday, February 23, 2009 at 4:00 p.m. in the 2<sup>nd</sup> floor conference room of the terminal building.

Members Present: Will Dirickson, Greg Edwards, Bill Schrader, Kurt Goodwin, Jeff Uphoff, Rit Venerus

Members Absent: None

Others Present: Barbara Hutchinson, Executive Director; Jeff Brill, Director of Finance & Administration; Jason Burch, Director of Air Service Development & Marketing

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

1. **Minutes** - Mr. Dirickson moved to accept the January 19, 2009 minutes. Mr. Schrader seconded the motion and it passed unanimously.
2. **Matters from the Public** – None.
3. **Statistics**

Mrs. Hutchinson reported that total aircraft operations were down 7.6% in January 2009 as compared to January 2008. She also noted that passenger traffic was down 8.8% in January 2009 as compared to January 2008. Mrs. Hutchinson remarked that she had a meeting with United Airlines to discuss their decrease in enplanements; noting that it was a twofold problem of Colgan's reliability and customer service. She concluded that it was a positive conversation. She reported that parking revenue was down 19.4% in January 2009 as compared to January 2008 as the result of more people being dropped off to catch their flights to help with the cost of flying. She also stated that FBO Fuel sales were down 14.3% in January 2009 as compared to January 2008. Finally she stated that rental car revenues were down 10.9% in January 2009 as compared to January 2008. However, she pointed out that Hertz had closed its offsite location which should result in an increase in the Airport's Hertz's rentals.

#### 4. **Action Items**

- a. CAAA Leasing Policy – Mrs. Hutchinson asked that the Commission review the Leasing Policy to be prepared to analyze the application that might be submitted for west side development. She noted the developer must present an application which will demonstrate its qualifications to use Airport property for the proposed activities, the financial terms and the detailed minimum standards which must be met.

- b. CAAA Minimum Standards – Mrs. Hutchinson also asked the Commission to review the Minimum Standards for Fixed Base Operators. She pointed out that the definition of a Fixed Base Operator means an “individual, firm or corporation authorized by the Airport Authority to operate at the Airport providing general or specialized aeronautical services to the public such as fueling, maintenance, storage, ground and flight instruction, etc.” She also stated that Fixed Base Operators desiring to engage in more than one commercial aeronautical service must meet certain minimum operating standards. Finally she stated that if the Fixed Base Operator sells fuel to one customer then it must offer fuel sales to all customers. She concluded that the fuel facility must carry both 100LL and Jet-A aviation fuels from storage tanks having a minimum capacity of 10,000 gallons each.
- c. Hangar Terms & Conditions – She asked that the Commission also review the minimum Hangar Terms & Conditions and provide any comments to staff.

**5. Construction Update** – Mrs. Hutchinson stated that the Airfield Lighting project was shut down for the winter.

**6. Other Matters**

- a. Runway Project Web Page – Mrs. Hutchinson reported that before the Phase 1A Project commences, an update will be posted on the web page and a meeting conducted with the surrounding Airport neighbors. She concluded the County GIS is the source of address labels.
- b. South of the South RPZ Master Plan for Community Involvement – Mrs. Hutchinson stated that she was asked to meet with the Earlysville Area Residents League to discuss the possibility of placing a sign at the oak tree on Route 743. She pointed out that the tree is the second oldest tree in Virginia and that there is interest in placing a plaque or bench. She also stated that Rideshare was interested in having a lot on Airport property to serve Earlysville residents and that a field behind the tree is a possible site. Finally she remarked that it is appropriate for the Airport to assist Pleasant Grove Baptist Church with some sort of memorial on the Church site.
- c. Airport Update - Mrs. Hutchinson stated that the Insurance, Banking and ATM contracts are expiring and that RFP's will be issued for those services. She asked that if Commission member is interested in serving on the selection committee to let Mr. Brill know. She also stated that the International Airport Delegates visited, had plenty of questions about airport operations and that the tour went very well. She concluded that staff would participate in marketing the Airport at the Chamber's Quadruplicity conference.

**7. Adjourn** - There being no further business, the meeting was adjourned at 5:13 p.m.

Next Meeting: Monday, March 16, 2009