



The regular meeting of the Charlottesville-Albemarle Joint Airport Commission was held Monday, March 16, 2009 at 4:00 p.m. in the 2nd 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; Bill Pahuta, Deputy Director of Operations; Marijean Jagers, Standing PR, John Whitmer, Landmark Aviation; John Decker, Landmark Aviation

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

1. **Minutes** – Approval of February minutes deferred to the next meeting.
2. **Matters from the Public** – None
3. **General Aviation Update**

Mrs. Hutchinson reported the requested fuel price survey was in the meeting materials. Mr. Whitmer stated that Landmark's fuel cost could not be compared to Richmond, Williamsburg or Orange County Airport because of the different level of services offered, and noted that Shenandoah Valley Airport was the only similar airport. He reported that his fuel inventory was purchased at a higher cost therefore his price was still higher than the market but as soon as he sells the older inventory the price of fuel would decrease to be more in line with the retail price of the market. He did report that NetJet purchases had increased but also agreed that many based customers did not purchase fuel on the field. He also reported that February was a slow month.

4. **Statistics**

Mrs. Hutchinson reported that total fuel Sales were down 32.3% for February 2009 as compared to February 2008. She noted that military sales were up but that GA/corporate sales and airline fuel flowage both decreased. She reported passenger traffic was down 14.6% in February 2009 as compared to February 2008, proportionate to a 14.8% decrease in available seats.. She reviewed a national statistics, concluding that CHO's decrease was not dissimilar to many airports. Mrs. Hutchinson reviewed parking occupancy statistics and concluded rental car revenue statistics were not yet available. She noted that the manager of The Market stated February sales increased significantly, even without the benefit of the wine rack installation.

5. Action Items

FY 09 Capital Budget Addition – Acquire Permanent Email Archive System – Mrs. Hutchinson reported the existing network did not include email archiving. She stated that email was subject to recordkeeping requirements as well as Freedom of Information Act requests and stated there was no efficient or practical manner to manually archive emails from numerous users. She reviewed the cost and benefits of acquiring a permanent electronic email archive system that would automatically archive email prior to its delivery to a user's inbox. She stated that not only would this eliminate the current overburden on the email server, but would also prevent users from deleting inbound or outbound email. She stated the server could then be programmed with size and/or date limitations to manage network efficiency. In response to Mr. Goodwin she confirmed the archive would be searchable to assist in FOIA requests. She concluded the cost of the system sized for Authority staff totaled \$10,000, which would be paid from the Coverage Fund as a capitalized acquisition if approved. Mr. Uphoff moved to recommend approval of the acquisition. Mr. Schrader seconded the motion and it passed unanimously.

6. Construction Update

Mrs. Hutchinson stated that the Airfield Lighting project has approximately four weeks of work left and should start again in April. She also reported that Phase 1A of the Runway Extension Project could not start until final erosion & sediment control plans were approved by the County. project had no start date but may begin on 4/1/09. She reviewed the status of the approval as well as the last round of County comments.

7. Other Matters

- a. Crisis Communications - Mrs. Hutchinson reported staff has drafted a written Crisis Communications Plan and noted that a meeting to review the plan with the joint Emergency Operations Manager was scheduled for next week. She stated a final copy of the plan would be available after incorporating comments.
- b. Presentation – Runway Extension Project Public Relations Plan – Mrs. Jagers presented the public relations plan developed for the Runway Extension Project. She noted the plan included media relations, community relations, and crisis and issues management. She identified key audiences such as business travelers, leisure travelers, area businesses such as UVA or the National Ground Intelligence Center, airport neighbors, media, airlines, legislators and government Agencies. She presented key messages about the runway extension and concluded with a review of sample questions and answers that Commissioners and staff could expect from the public.
- c. Presentation – Air Service Risk Assessment – Mrs. Hutchinson reviewed recent air service development statistics and activities. She stated that comments received at recent meetings with existing airlines were very positive, and reviewed staff's goals of becoming more connected with the community. She reviewed activities undertaken to reward passenger loyalty. She concluded that staff would be issuing a request for proposal for air service consultant services for the development of FY 2010 airline market analyses; and noted staff would meet with airlines again in June at an airline/airport conference.

d. Airport Update – Recent Activities

1. Mrs. Hutchinson reported that she and Mr. Edwards recently met with a UVA representative regarding CHO/UVA relationships. She remarked that the meeting was very helpful and reviewed ideas suggested by the representative
2. Mrs. Hutchinson informed the Commission that there was a new art exhibit in the airport. She remarked that it was a photography exhibit and stated there is a waiting list for exhibiting in CHO.
3. Mrs. Hutchinson reviewed signage either recently installed or being manufactured to assist users of the airport including crosswalk stop signs, escalator signage, elevator signage, a new Market location sign, and a proposal for a roadway sign to identify the historic oak tree on Route 743.

8. Adjourn - There being no further business, the meeting was adjourned at 5:24 p.m.

Next Meeting: Monday, April 20, 2009