



The regular meeting of the Charlottesville-Albemarle Joint Airport Commission was held Monday, November 17, 2008 at 4:00 p.m. in the 2<sup>nd</sup> floor conference room of the terminal building.

Members Present: Will Dirickson, Greg Edwards, Frank Robinson, Bill Schrader, Kurt Goodwin

Members Absent: Salvatore Innaimi, Jeff Uphoff

Others Present: Barbara Hutchinson, Executive Director; Jeff Brill, Director of Finance & Administration; Stirling Williams, Director of Landside Operations; Dr. John Post

Mr. Edwards called the meeting to order at 3:55 p.m.

#### **1. Minutes**

Approval of the October 2008 minutes was deferred.

**2. Member Recognition** – Mr. Edwards recognized and thanked Frank Robinson for his years of service on the Commission.

**3. Matters from Public** – None.

#### **4. Airport Statistics**

Mrs. Hutchinson reported October 2008 passenger enplanements were down 4.6% as compared to October 2007, and down 8.7% year-to-date. She reported that it appeared US Airways Express had picked up a number of the Delta Cincinnati passengers as evidenced by their increase in passenger traffic, and further stated that the airlines reported heavy bookings for both Thanksgiving and Christmas. She reported that cargo was down 90.7% due to the loss of Ameriflight. She stated Jet-A fuel sales were down 4.6% and 100LL fuel sales were down 16.7%, a combination of the impact of both the economy as well as fuel prices. She stated the fuel price survey was shared with Landmark Aviation, who responded that prices were lowered upon receipt of new inventory. She stated aircraft operations remained ahead of last year by 18.4%, but concluded parking revenue was down 10% for the month of October and 7.5% year-to-date.

#### **5. Construction Update**

Mrs. Hutchinson reported the Airfield Lighting & Signage Project commenced on November 3, 2008 and would be completed in approximately 110 days. She stated the project had a good start and should enhance both efficiency and reliability of the runway lights. She stated commencement of Phase 1A of the Runway Extension Project was pending receipt of the County's final approval of the proposed erosion and sediment control plan. She reported that as soon as approval is received,

Faulconer Construction intends to commence clearing and grubbing as well as installation of the erosion and sediment control measures. She also stated that Delta Airport Consultants has completed the preliminary engineering report that will include the new project estimate as well as the new proposed fill plan. She stated the estimate will reduce as a result of the availability of onsite fill. Mrs. Hutchinson concluded it is anticipated the Pleasant Grove Baptist Church closing will be scheduled by the end of the year.

## 6. Action Items

- A. *Election of Officers – CY 2009* – Mr. Dirickson moved to re-appoint Mr. Edwards as Chair, and Mr. Schrader as Vice Chair, of the Commission for calendar year 2009. Mr. Goodwin seconded the motion and it passed unanimously.
- B. *FY 2009 Operating Budget Amendment* - Mrs. Hutchinson reported that staff is seeking to amend the FY 09 budget due to revenue shortfalls and increasing utility expenses. She reviewed proposed revenue changes, and noted that a request has been prepared for the airlines to request that the Authority keep the FY 2009 airline settlement funds totaling \$69,666 to offset increased deicing fluid costs if needed for snow removal. She reviewed shortfalls such as a deficit in airline landing fee revenue of \$68,526 from the loss of the Cincinnati flights, parking revenue in the amount of \$132,611 due to the economy, interest income in the amount of \$5,700 from lower cash flow on hand, and the increased cost in deicer fluid. She noted that one load of deicer fluid may cost as much as \$47,000 due to a global shortage. She reported that the Airport Strategic Planning team contributed joint recommendations for compiling the budget amendment. She concluded the budget amendment creates a \$10,000 net income that may be used to offset any other unforeseen future expense. Mr. Dirickson moved acceptance of the FY 2009 Budget Amendment and Mr. Schrader seconded the motion and it passed unanimously.
- C. *The Market – Request to Move Entrance* - Mrs. Hutchinson reported that Tiger Fuel has formally requested that the Airport move The Market's to the secure side of the terminal. She stated that they have reported a reduction in gross sales of 40 percent since the Transportation Security Administration-imposed liquids ban. She stated the loss of the sale of Virginia wines has been a major revenue drain, and noted that early morning travelers rush to complete the screening process given the number of travelers, bypassing The Market. She suggested that moving the entrance to the secure side will allow The Market to sell wine and recapture selling coffee to early morning passengers; however, she noted sales to the taxi drivers and rental car employees will be eliminated. She stated the cost of moving the entrance to the secure side is approximately \$13,000. The Commission suggested that Mrs. Hutchinson pursue an agreement with Tiger Fuel for the cost of moving the entrance to the original position in the event the ban is lifted and The Market changes its request. The Commission deferred the Tiger Fuel issue until the next commission meeting.

## 7. Other Items

- A. Mrs. Hutchinson reported airport staff was still working on completing the strategic plan. She noted the airport had a tenant cookout and was planning a Christmas function. She

stated staff participated in the Chamber Business Expo, and that airport staff, tenants and customers participated in an airport communications survey. She reported the results from the survey will be presented at the next Commission meeting. Mrs. Hutchinson concluded by reporting that Mr. Williams met with VDOT on Airport Road signage and that they are in agreement that additional directional signage is needed. She concluded VDOT will provide a copy of a signage plan for staff to review prior to undertaking any work.

**8. Adjourn** - There being no further business, the meeting was adjourned at 5:31 p.m.

Next Meeting: Monday, December 15, 2008