

**MINUTES OF THE MEETING OF THE MEMBERS
OF THE CAPITAL REGION AIRPORT COMMISSION
March 26, 2024**

I. CALL TO ORDER

Chairman James M. Holland called the regular monthly meeting of the Capital Region Airport Commission members to order at 8:00 a.m. on March 26, 2024. The meeting was conducted in the Commission Boardroom in the Terminal Building. A quorum was present.

The following members were present: Commissioners Carroll, Cooper, Dibble, Fulton, Hazzard, Heston, Holland, Macfarlane, Miller, Nelson, Schneider, Ukrop, and Whitehead. Present by invitation were Perry J. Miller, Ph.D., President and CEO; John B. Rutledge, Chief Operating Officer; Basil O. Dosunmu, Chief Financial Officer; Troy M. Bell, Director – Marketing and Air Service Development; Tanika Brown – Police Chief; Erica Conley, Executive Assistant; Regina Crockett, Interim Director – Finance; Carol Gaddis, Director – IT and Innovations; Russ Peaden, Director – Properties and Concessions; Nagesh Tummala, Director – Capital Development; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

Commissioner Trammell was absent.

Mr. Lee Canterbury, an IT Technician from the Capital Region Airport Commission, was invited as a special guest.

Commissioner and Reverend Cooper provided the invocation at Chairman Holland's request, and Chairman Holland led the Pledge of Allegiance to the flag of the United States.

II. CLOSED SESSION

The Commission convened in closed meeting at 8:03 a.m. Chairman Holland entertained a motion made by Commissioner Hazzard and seconded by Commissioner Ukrop, to go into closed meeting pursuant to Virginia Code § 2.2-3712 (A), the chair will now entertain a motion to go into closed meeting to consider the following matters:

1. Consultation with legal counsel retained by the Commission regarding specific legal matters pertaining to the disposition of publicly held real property for the construction of one or more general aviation fixed base operations, and the outstanding request for proposals

pertaining to the same, and that require the provision of legal advice by such counsel, all as permitted by Virginia Code § 2.2-3711 (A)(8); and

2. Consultation with legal counsel retained by the Commission regarding specific legal matters pertaining to the theft of motor vehicles from the Commission's public parking structures and facilities, and that require the provision of legal advice by such counsel, all as permitted by Virginia Code § 2.2-3711 (A)(8).

The motion passed unanimously.

III. OPEN SESSION

The Commission reconvened in an open session at 8:10 a.m. Chairman Holland entertained a motion made by Commissioner Hazzard and seconded by Commissioner Schneider, pursuant to Virginia Code § 2.2-3712 (D) that (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Commission and that a statement to this effect will appear in the minutes of this meeting.

The motion passed unanimously.

A. COMMISSION CHAIRMAN'S COMMENTS

Chairman Holland announced that the Commission's President and Chief Executive Officer, Perry J. Miller, has fulfilled the requirements and is now certified with a Doctor of Philosophy Management Degree from Walden University. Henceforth, Mr. Miller may be referred to as Doctor Perry J. Miller, Ph.D.

The Commission and staff applauded Dr. Miller's accomplishments.

Dr. Miller expressed gratitude for the recognition.

B. CONSIDERATION OF AGENDA AMENDMENTS

There were none.

C. APPROVAL OF February 27, 2024, MINUTES

At Chairman Holland's request, Commissioner Fulton moved to approve the February 27, 2024, minutes, and Commissioner Macfarlane seconded the motion.

The motion passed unanimously.

D. PRESIDENT'S REPORT

1. Employee Recognition

a. Lee Canterbury, IT Department – 25 Years of Service

Mr. Canterbury received his 25-year service award from Mr. Dosunmu. Mr. Dosunmu thanked Mr. Canterbury for his dedicated service as a senior network support technician within the Information Technology Department and his contribution to keeping everything operational.

The Commission and staff applauded as Mr. Canterbury expressed appreciation for the recognition.

2. Aviation Activity Report

At Dr. Miller’s request, Mr. Bell gave the following report:

Passenger Traffic: Richmond International Airport (RIC) reports 327,906 passengers for February 2024, a new record for the month and an 8.2 percent increase over the same period a year ago. The previous February record was established in 2020 with 310,913 total passengers.

For the month, American Airlines edged out Delta as the market share leader, 29.1 percent versus 28.0 percent. United was next with a 12.9 percent share. Three airlines exceeded 15 percent year-over-year growth: Spirit, Southwest, and American.

For fiscal year-to-date 2024 (FYTD24), passenger traffic has increased 13.1 percent over last year, a gain of about 365,000 passengers.

Cargo: The February cargo total, 15.0 million pounds, represents a slight dip compared to February 2023. For FYTD24, total cargo has increased 15.7 percent.

Operations: Aircraft operations decreased 4.6 percent from February last year, primarily related to a reduction in general aviation activity. For FYTD24, the airport reports a 0.8 percent increase.

Additional Comments

- RIC has reported 12 consecutive months of record passenger traffic. All monthly records are now from the “post-COVID-19” era.
- Seasonal **Richmond-Minneapolis/St. Paul (MSP)** service will return with **Sun Country** in May and with **Delta** in June.
- In October, **Southwest** will inaugurate a new market for Richmond, providing weekly nonstop flights to **Nashville (BNA)**, joining **Allegiant** as a nonstop provider on this route.
- Scheduled seat capacity via Airline Data, Inc., as of March 17, 2024:

Month	Monthly	Change from Previous Year
February 2024	428,065	+1.6%
March 2024	494,752	+1.1%

April 2024	512,884	+8.5%
May 2024	556,452	+10.0%
June 2024	535,380	+3.1%
July 2024	551,750	+1.9%

3. Other

Dr. Miller updated the Commission on a couple items:

- The airport will not receive payment from the Transportation Security Administration (TSA) for the baggage system this year, as it was not included in the latest appropriations bill. However, the airport staff will make efforts to obtain the final quarter-million dollars that TSA owes to the airport in 2025.
- The Capital Region Airport Commission Foundation has been granted 501c3 status by the IRS. The board of directors and the foundation’s advisory committee will coordinate the next meeting.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

Finance and Audit Committee Chairman Fulton stated that the committee did not meet, and Mr. Dosunmu reviewed the financial updates with the Commission.

a. Monthly Financial Update February 29, 2024

Mr. Dosunmu reviewed the following:

Year-to-date operating revenue for the first eight months of Fiscal Year 2024 was \$44.5 million, approximately \$4.7 million or 11.8% greater than budgeted. Compared to last year, it is about \$5.1 million or 13.1% greater, essentially due to increased enplanements with corresponding parking and concession revenue.

Year-to-date operating expenses were about \$22.7 million, \$4.5 million less than budgeted or 16.8%, primarily due to vacant positions. Almost half of the Airport’s operating costs are personnel, with 194 approved positions and 24 current vacancies.

The year-to-date gross margin is 49% or about \$21.8 million of revenue to the bottom line. This \$9.3 million is above budget or \$2.3 million above the same time as last year.

The year-to-date interest income is \$4.7 million and about \$3.3 million above the same time last year.

Enplanements for FY 2024 were 1,578,024 passengers or 144,283 above budget and about 12.9% above the same time last year.

2. **Planning & Construction Committee**

Planning and Construction Committee Chair Dibble stated that the committee did not meet this month and referred everyone to the major capital project improvements list found in their binders.

IV. **NEXT MEETINGS**

The next meeting of the **Capital Region Airport Commission** will be held on Tuesday, April 30, 2024, at 8:00 a.m.

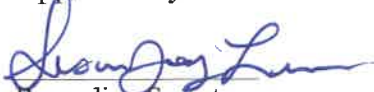
The **Finance & Audit Committee** meeting will be held on Tuesday, May 14, 2024, at 8:00 a.m.

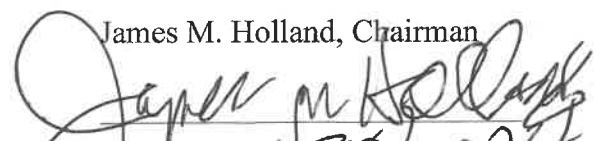
The **Planning & Construction Committee** meeting will be held on Thursday, May 16, 2024, at 8:00 a.m., all in the Commission Boardroom in the Terminal Building.

V. **ADJOURNMENT**

Chairman Holland adjourned the meeting at 8:41 a.m.

Approved by the Commission:


Recording Secretary

James M. Holland, Chairman

Date 4/30/2024