

**MINUTES OF THE MEETING OF THE MEMBERS
OF THE CAPITAL REGION AIRPORT COMMISSION
October 29, 2024**

I. CALL TO ORDER

Chairman James M. Holland called the regular monthly meeting of the Capital Region Airport Commission to order at 8:00 a.m. on October 29, 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, Roundtree, Schneider, and Ukrop. Present by invitation were Perry J. Miller, President and CEO; John B. Rutledge, Chief Operating Officer; Basil O. Dosunmu, Chief Financial Officer; Uday Nethula, Chief Human Resource Officer; Troy M. Bell, Director – Marketing and Air Service Development; Carol Gaddis, Director – IT and Innovation; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Aaron Keller, Director – Operations & Security; Russ Peaden, Director – Properties and Concessions; Anthony Tangorra, Director – Customer Experience; Nagesh Tummala, Director – Capital Development; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

The invited guest was Anna Talerico, Public Art Coordinator with Designing Local, LTD. Commissioner Trammell was absent.

At Chairman Holland’s request, Commissioner Dibble provided the invocation, and Chairman Holland led the Pledge of Allegiance to the flag of the United States.

II. CLOSED SESSION

The Commission convened into a closed session at 8:03 a.m. Chairman Holland entertained a motion made by Commissioner Hazzard and seconded by Commissioner Carroll, 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. Discussion and consideration of the disposition or lease of publicly held real property for general aviation fixed base operations where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as permitted by Virginia Code § 2.2-3711 (A)(3);

2. Consultation with legal counsel retained by the Commission regarding specific legal matters pertaining to the disposition or lease of publicly held real property for general aviation fixed base operations, and that require the provision of legal advice by such counsel, all as permitted by Virginia Code § 2.2-3711 (A)(8); and

3. Discussion of the status of negotiations of an award of a public contract involving the expenditure of public funds for the construction of the Center Core Landscape Artwork project for the Airport premises, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body, as permitted by Virginia Code § 2.2-3711 (A)(29).

The motion passed unanimously.

III. OPEN SESSION

The Commission reconvened in an open session at 8:52 a.m. Chairman Holland entertained a motion made by Commissioner Hazzard and seconded by Commissioner Cooper, 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. CONSIDERATION OF AGENDA AMENDMENTS

There were none.

B. COMMISSION CHAIRMAN'S COMMENTS

The Commission has a significant opportunity regarding the airport's aesthetics, operational excellence, and the potential for international service, indicative of a prosperous future.

C. APPROVAL OF SEPTEMBER 24, 2024, MINUTES

At Chairman Holland's request, Commissioner Hazzard moved to approve the September 24, 2024, minutes, and Commissioner Fulton seconded the motion.

The motion passed unanimously.

D. PRESIDENT'S REPORT

1. Aviation Activity Report

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

Passenger Traffic: For September 2024, Richmond International Airport (RIC) reports passenger traffic of 391,797, a “best ever” total for the month and a 0.7 percent increase compared to the same month a year ago (388,957). For the fiscal year-to-date (FY25), passenger traffic is 0.6 percent ahead of the same period last year.

Delta Air Lines was the month’s market leader with a 30.8 percent share of passengers, followed by American (30.4%), and United (12.3%). During the month, both American (+14.4%) and JetBlue (+13.0%) reported growth greater than ten percent.

Cargo: Year over year, September’s total cargo increased 7.8 percent to 18.5 million pounds, again significantly influenced by a surge in mail volume attributable to one of RIC’s all-cargo carriers. Thus far in FY25, cargo is up 9.0 percent.

Operations: Airport operations decreased 2.4 percent in August, with the air carrier segment showing a decrease of 4.5 percent but air taxis reporting a 2.2 percent gain. For FY25 year-to-date, operations are down 2.9 percent.

Additional Comments

- Richmond International Airport marked its 97th “birthday” on October 15, 2024.
- Several seasonal routes restarted in October, including **Ft. Myers (RSW)**, **Phoenix (PHX)**, and **Providence (PVD)**.
- Upcoming route inaugurations include **Sarasota-Bradenton (SRQ)** on November 22nd and **New Haven (HVN)** on February 6th.
- During the first half of FY25, air carriers will offer **35 nonstop destinations** from RIC.
- Scheduled seat capacity and departures as of October 21, 2024, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
September 2024	487,755	-2.4%	4,179	-1.6%
October 2024	518,366	-3.4%	4,556	+1.6%
November 2024	489,314	-2.1%	4,187	+2.0%
December 2024	495,888	+1.2%	4,259	+4.5%
January 2025	461,305	+4.5%	3,896	+7.5%
February 2025	437,309	+2.2%	3,655	+3.7%

Mr. Bell also provided a RIC comparison to Norfolk International Airport as requested by a member of the Commission.

2. Other

Dr. Perry Miller updated the Commission on the following items:

- The airport’s annual P.O.W.E.R. Business Opportunity Forum will be held at the Convention Center on Wednesday, November 13, 2024, to inform the community of airport projects and procurement opportunities.
- A request was made for permission to post the Commissioners' professional pictures in the airport for recognition purposes.
- U.S. Senator Mark R. Warner will make a check presentation in the amount of \$2.25 million on Friday, November 1st for the 2025 Airport Terminal Program (ATP)
- Congratulations to Commissioner Roundtree for the recent matrimony and name change from Whitehead to Roundtree.
- Congratulations to Commissioner Fulton for receiving the Richmond 2024 Humanitarian Award from the Virginia Center for Inclusive Communities that takes place tonight.
- Also, Commissioner Fulton will be awarded the 2024 City Visionary Award on November 13, 2024, in New York City for The New School.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

Finance Chairman Fulton stated that the committee did not meet, and that Mr. Dosunmu would review the financial update with the Commission.

a. Monthly Financial Update September 30, 2024

Mr. Dosunmu reviewed the following:

Year-to-date operating revenue for the first 3 months of the Fiscal Year 2025 was \$17.7 million, approximately \$1.0 million or 6.1% greater than budgeted and \$0.963 million or 5.8% below the prior year, due to increased enplanements with corresponding parking and concession revenue.

Year-to-date operating expenses were about \$10.3 million, \$2.0 million less than budgeted or -16.5%, primarily due to vacant positions. It is \$1.3 million or 14.6% above the prior year. The Commission budgeted 198 approved full-time positions and currently has 171 filled with 27 vacancies.

Overall, the year-to-date gross margin is 42% or about \$7.3 million of revenue to the bottom line. This is approximately \$3 million above budget or -\$343 thousand below the prior year.

The year-to-date interest income is \$1.9 million, with an average annual interest rate of 4.7%, which is 454% above budget and about \$30 thousand below the prior year.

Enplanements for FY 2025 were 624,175 passengers or -1.5% below budget and about 0.2 % above the same time last year.

b. Truist ATM Lease

Mr. Peaden reviewed the following:

Staff recommends that the Capital Region Airport Commission (the “Commission”) adopt the following resolution:

WHEREAS, the Commission has previously entered into an Airport Advertising Agreement (the “Agreement”) with Truist Bank, a North Carolina banking corporation (“Truist”), which Agreement provides for Truist to maintain an advertising display and an automated teller machine (“ATM”) in the upper-level connector of the Terminal Building at Richmond International Airport; and

WHEREAS, the Agreement, as previously renewed, will expire on October 31, 2024, and Truist desires to renew the Agreement for a term of two (2) years, at a rate of \$3,845.00 per month during the first year of the term, with a three percent (3%) increase to \$3,960.00 per month during the second year of the term.

WHEREAS, Commission staff believes that it is in the interest of the Commission to renew the Agreement on the terms aforesaid.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPITAL REGION AIRPORT COMMISSION AS FOLLOWS:

1. The President and CEO is hereby authorized to execute an agreement with Truist Bank, a North Carolina banking corporation, embodying the above terms and conditions, with such completions, changes, omissions or insertions as the President and CEO, upon advice of legal counsel, may deem appropriate.

2. The President and CEO is hereby authorized and directed to take all actions and to execute all other documents necessary and appropriate to carry out the transaction contemplated by this Resolution, subject to review by legal counsel.

At Chairman Holland’s request, Commissioner Hazzard motioned to approve the Truist Bank ATM. Commissioner Nelson seconded the motion, and the motion passed unanimously.

2. Planning & Construction Committee

Commissioner Dibble stated the Planning & Construction Committee did not meet this month.

IV. NEXT MEETINGS

The next **Capital Region Airport Commission** meeting will be held on Tuesday, November 26, 2024, at 8:00 a.m.

The **Finance & Audit Committee** meeting will be held on Tuesday, November 12, 2024, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, November 14, 2024, at 8:00 a.m., all in the Commission Boardroom in the Terminal Building.


V. ADJOURNMENT

Chairman Holland adjourned the meeting at 9.19 a.m.

Approved by the Commission:


Recording Secretary

James M. Holland, Chairman


Date 11/26/2024