

**MINUTES OF THE MEETING OF THE MEMBERS
OF THE CAPITAL REGION AIRPORT COMMISSION**

June 24, 2025

I. CALL TO ORDER

Chairman James M. Holland called the Capital Region Airport Commission's regular monthly meeting to order at 8:00 a.m. on June 24, 2025. 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, Miller, Roundtree, Schneider, and Ukrop. Present by invitation were Dr. Perry J. Miller, President and CEO; John B. Rutledge, Chief Operating Officer; Basil O. Dosunmu, Chief Financial Officer; Uday Nethula, Chief Human Resources Officer; Martin Rubinstein, Chief Growth Officer; Troy M. Bell, Director – Marketing and Air Service Development; Carol Gaddis, Director – IT and Innovations; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Aaron Keller, Director – Operations & Security; 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.

At Chairman Holland's request, Commissioner Fulton provided the invocation in place of Commissioner Macfarlane, and Chairman Holland led the Pledge of Allegiance to the flag of the United States.

Commissioners Lynch, Macfarlane, and Nelson were absent.

II. CLOSED MEETING

The Commission convened into closed session at 8: 03 a.m. Chairman Holland entertained a motion made by Commissioner Heston and seconded by Commissioner Schneider, 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. Personnel issues involving employment, assignment, appointment and performance review of the Chief Executive Officer of the Commission as permitted by Virginia Code § 2.2-3711 (A)(1);

The motion passed unanimously.

III. OPEN MEETING AGENDA

The Commission reconvened in an open session at 8:34 a.m. Chairman Holland entertained a motion made by Commissioner Schneider and seconded by Commissioner Carroll, 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. CHAIRMAN'S COMMENTS

1. 2025-2026 Officer Election

Chairman Holland thanked Commissioner Roundtree and the Nominating Committee for providing the following slate of officers presented at last month's meeting.

- Charles Macfarlane, Chair – City of Richmond
- Tyrone Nelson, Vice Chair – Henrico County
- Susan Dibble, Treasurer – Hanover County
- Kevin Carroll, Secretary – Chesterfield County.

Chairman Holland asked if there were any further nominations from the floor to be entertained. Since there were none, at Chairman Holland's request, Commissioner Fulton motioned to approve the slate of officers. Commissioner Cooper seconded the motion, which passed unanimously.

The new officers will assume their roles on July 1, 2025.

C. APPROVAL OF MAY 27, 2025, MINUTES

At Chairman Holland's request, Commissioner Hazzard moved to approve the minutes of May 27, 2025. Commissioner Fulton seconded the motion, and the minutes were approved unanimously.

D. PRESIDENT'S REPORT

1. Aviation Activity Report

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

Passenger Traffic: In May, Richmond International Airport (RIC) welcomed 454,021 passengers, a decrease of 0.2 percent compared to all-time record reported a year ago. For fiscal year-to-date 2025 (FYTD25), passenger traffic has also decreased 0.9 percent versus the same period last year.

American Airlines was the month's market leader with a 31.2 percent share of passengers, followed by Delta (28.8%), and United (10.6%). In May, Breeze (+19.3%), Southwest (+11.2%), and Delta (+5.6%) reported the largest year-over-year passenger increases at RIC.

Cargo: Total cargo reports a decrease of 5.4 percent for the month despite continued robust mail growth. For FYTD25, total cargo is up 5.1 percent.

Operations: During the month, commercial operations increased 7.1 percent but were more than offset by a large decrease in general aviation activity, leading to an overall decrease of 1.6 percent in May. For FYTD25, aircraft operations are up 0.4 percent.

Additional Comments

- On June 7th, **BermudAir** launched twice-weekly **Richmond-Hamilton, Bermuda (BDA)**, service, the first international route from RIC in more than a decade. Adam Scott, the airlines founder and CEO, was onboard the first departure.
- Five days later on June 12th, **Spirit Airlines** initiated new service to **Detroit (DTW)**, joining its recent kickoff of **New York-LaGuardia (LGA)** flights.
- Next up: **Breeze Airways** will launch service to **West Palm Beach (PBI)** in September.
- In early June, RIC attended the **ACI-NA JumpStart** air service development conference in Indianapolis. The conference welcomed approximately 500 attendees.
- During the first half of FY26, air carriers will offer **37 nonstop** destinations from RIC.
- Scheduled seat capacity and departures as of June 17, 2025, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
May 2025	563,465	+1.4%	4,804	+4.3%
June 2025	571,312	+8.8%	4,903	+10.0%
July 2025	584,461	+10.0%	5,074	+12.5%
August 2025	553,916	+6.0%	4,894	+9.8%
September 2025	518,354	+6.3%	4,687	+12.2%
October 2025	582,770	+12.4%	5,152	+13.1%

Mr. Bell also reviewed a chart provided by an airline economist that states RIC is the 5th fastest-growing airport for seat capacity among all large and medium hubs in the United States for the summer months.

Mr. Bell also reviewed a previously requested chart that showed the comparison between RIC and Norfolk International Airport.

2. Other

President Dr. Miller confirmed that the Commissioners' Retreat will be held on Monday, July 21, 2025, and Friday, July 25, 2025, at the Jefferson Hotel in Richmond. Dr. Stephen Van Beek, an aviation industry expert who presented to the Commission a few months ago, will lead the retreat.

Dr. Miller mentioned that staff met with Delegate Betsy Carr yesterday to provide an update on the airport and conduct a tour. During the discussion, they highlighted the need for the state to increase the airline incentive fund, which is currently set at \$50,000. Staff believes that this fund needs to be significantly larger and structured to support community risk mitigation efforts to help Richmond successfully compete for international route development.

Lastly, Dr. Miller reminded the Commission of the previously approved parking fee increases that will go into effect on July 1, 2025. Economy parking will increase from \$7 to \$10, daily parking from \$12 to \$15, and valet parking from \$25 to \$30.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

Finance Chairman Fulton stated that the committee did not meet and asked Mr. Dosunmu to review the monthly financials.

a. Monthly Financial Update May 31, 2025

Mr. Dosunmu reviewed the following:

For the eleven months of Fiscal Year 2025, year-to-date operating revenue reached \$62.6 million. This amount reflects an increase of about \$1.8 million, or 3.0%, compared to the budgeted figure. The parking, landing fees, and concession revenues exceed expectations.

Year-to-date operating expenses totaled approximately \$36.4 million, which is \$6 million less than the budgeted amount, representing a 14% reduction. This is \$4.8 million, or 15.2%, above the same time last year. One of the main reasons for these lower expenses is that the Commission has

allocated funding for 198 approved full-time positions. Currently, 166 of these positions are filled, leaving thirty-two vacancies.

Overall, the year-to-date gross margin is 42%, or approximately \$26.2 million of revenue added to the bottom line. This is approximately \$7.8 million above budget.

As of now, year-to-date interest income is nearly \$7 million, which is \$5.7 million above the budget and approximately \$500,000 higher than last year. The yield has slightly decreased to 4.0% for the month; however, we are still generating a healthy cash balance overall.

For FY 2025, enplanements were 2,194,806 passengers, reflecting a slight reduction of approximately 23,000 passengers below budget.

b. Granting of Electric Power Easement to Virginia Electric and Power Co.

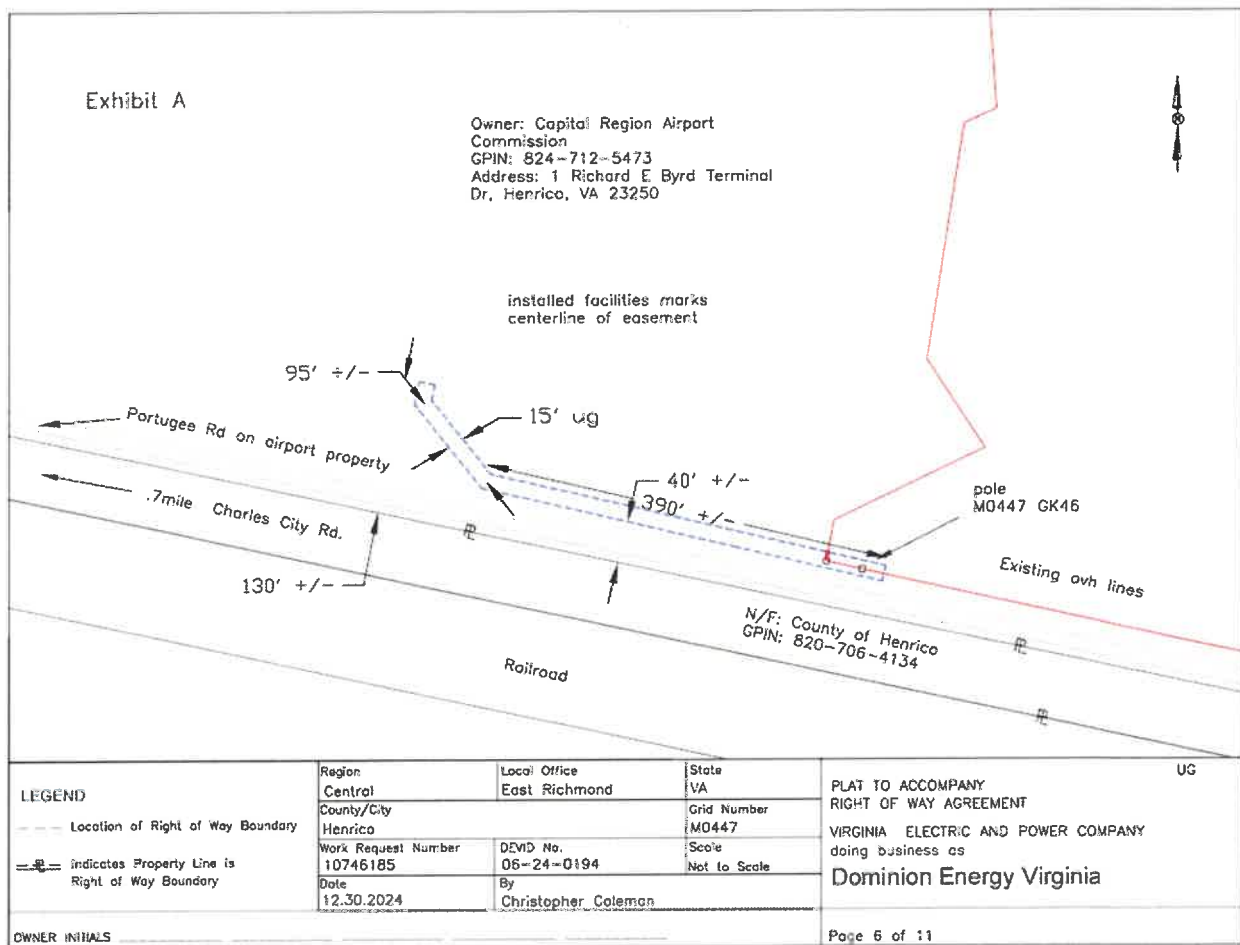
Mr. Tummala reviewed the following resolution.

Staff recommends that the Commission adopt the following resolution:

WHEREAS, Virginia Electric and Power Company, a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia, has requested an underground electric power easement and right of way across portions of the Commission's property in order to provide power service to the new wash station facility for Commission-owned vehicles, the location of which requested easement is shown on the attached drawing.

WHEREAS, the granting of the requested easement will benefit the Commission by supporting the development of the Commission's wash station facility.

NOW, THEREFORE, BE IT RESOLVED BY THE CAPITAL REGION AIRPORT COMMISSION, in accordance with Chapter 380, Virginia Acts of Assembly of 1980, as amended, that the Capital Region Airport Commission hereby authorizes the President and CEO to negotiate, execute, and thereby grant an underground power utility easement for the aforesaid purposes to Virginia Electric and Power Company in the location shown on the exhibit attached hereto, such easement agreement to be in a form approved by the Commission's legal counsel.



At Chairman Holland's request, Commissioner Hazzard motioned to approve the Power Easement, and Commissioner Schneider seconded the motion, which passed unanimously.

2. **Planning & Construction Committee**

Committee Chair Dibble stated the Planning & Construction Committee did not meet but reminded the Commission of the updated capital projects list in their binders.

3. **Executive Committee**

a. **CEO's Annual Performance Review**

Chairman Holland thanked President and CEO Dr. Miller for his outstanding service throughout the year. At Chairman Holland's request, Commissioner Dibble moved to approve the item discussed in the closed session regarding Dr. Miller's annual performance review. Commissioner

Roundtree seconded the motion, which was approved by a majority vote of 10 in favor and 1 against.

IV. NEXT MEETINGS

The next **Capital Region Airport Commission** meeting will be held on Tuesday, July 29, 2025, at 8:00 a.m.

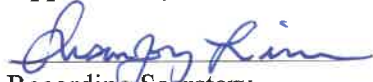
The **Finance & Audit Committee** meeting will be held on Tuesday, July 15, 2025, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, July 17, 2025, at 8:00 a.m., all in the Commission Boardroom in the Terminal Building.


V. ADJOURNMENT

Chair Holland adjourned the meeting at 9:02 a.m.

Approved by the Commission:


Recording Secretary

Charles S. Macfarlane, Chairman


Date 7/29/25