



Capital Region Airport Commission
1 Richard E. Byrd Terminal Drive
Richmond International Airport, VA 23250-2400
Phone: 804-226.3000

James M. Holland, Chair – Chesterfield County
Charles S. Macfarlane, Vice Chair – City of Richmond
Susan P. Dibble, Secretary – Hanover County
Tyrone E. Nelson, Treasurer – Henrico County
Kevin P. Carroll – Chesterfield County
Roscoe D. Cooper, III – Henrico County
BK Fulton – City of Richmond

Wayne T. Hazzard – Hanover County
Grant J. Heston – City of Richmond
Stephanie A. Lynch – City of Richmond
Mark S. Miller, Ph.D. – Chesterfield County
Misty D. Roundtree – Henrico County
Jessica L. Schneider – Chesterfield County
Robert S. Ukrop – Henrico County

CAPITAL REGION AIRPORT COMMISSION

AGENDA

May 27, 2025

Commission Boardroom, Terminal Building

Time: 8:00 A.M.

Pages

I. CALL TO ORDER

- A. Prayer – Commissioner Mark S. Miller, Ph.D. – Chesterfield County**
- B. Pledge of Allegiance**

II. CLOSED MEETING

III. OPEN MEETING AGENDA

- A. Consideration of Agenda Amendments (by request)**
- B. Commission Chair’s Comments**
 - 1. 2025-2026 Officer Nominating Committee Report – Misty Roundtree, Chair**
- C. Approval of April 29, 2025 Minutes** **1-17**
- D. President’s Report**
 - 1. Aviation Activity Report Update** **18-21**
 - 2. Other**
- E. Commission Standing Committee Reports:**
 - 1. Finance and Audit Committee**
 - a. Monthly Financial Update April 30, 2025** **22-36**
 - b. Fiscal Year 2026 Proposed Budget Resolution (See attached binder)** **37**
 - c. Plan of Finance (See front pocket of binder)**
 - d. Lease Amendment – United Parcel Service Inc.** **38-39**
 - e. Cargo Ramp Use Agreement – StratAir, LLC** **40**
 - f. U.S.A. Acting through the U.S. Department of Justice, FBI Lease** **41-42**
 - g. Foreign Trade Zone (FTZ) Usage Driven Application Lineage Logistics** **43-44**
 - h. FTZ Subzone Application – Lutron Electronics** **45**
 - i. Award of Specialty Coffee & Locally Themed Bar/Lounge Kiosk** **46-47**
 - j. Award of Locally Themed Bar/Lounge Kiosk Concession** **48-49**
 - 2. Planning and Construction Committee**
 - a. Approval of Second Floor Garages Lighting Replacement Contract** **50-51**



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IV. NEXT MEETINGS

- A. Commission – the next regular meeting of the Commission will be held on Tuesday, June 24, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
- B. Committees:**
 - 1. Executive Committee will be held on Tuesday, June 10, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building**
 - 2. Finance & Audit Committee will be held on Tuesday, July 15, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
 - 3. Planning and Construction Committee will be held on Thursday, July 17, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**

V. ADJOURNMENT