

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

July 25, 2025

I. CALL TO ORDER

Chairman Charles S. Macfarlane called Day 2 of the Capital Region Airport Commission's Retreat to order at 9:00 a.m. on July 25, 2025. The meeting was conducted at The Jefferson Hotel in the Dominion Room. A quorum was present.

The following members were present: Commissioners Carroll, Cooper, Dibble, Fulton, Hazzard, Heston, Macfarlane, Miller, Nelson, 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; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

The special guest was Dr. Steve Van Beek, Director of the Steer Group.
Commissioners Holland and Lynch were absent.

II. OPEN MEETING AGENDA

The following items were discussed.

- A. Open Meeting Introduction by Dr. Perry Miller**
- B. Decision-Making Approach by Dr. Perry Miller**
- C. Commission Meetings – Next 6 Months by Susan Joy Linn**
- D. Fuel Farm by John Rutledge**
- E. Fixed-Based Operators (FBOs) by John Rutledge**
- F. Air Service Development by Martin Rubinstein**
- G. ACI-NA Airport Service Quality (ASQ) – Customer Surveys by Martin Rubinstein**
- H. Great Place to Work Update by Uday Nethula**
- I. Airport System (Regional Approach to Airport Management) by Dr. Steve Van Beek with Steer**


III. ADJOURNMENT

The Commission adjourned the meeting at approximately 1 p.m.

Approved by the Commission:


Recording Secretary

Charles S. Macfarlane, Chairman


Date 8/26/25