

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

July 29, 2025

I. CALL TO ORDER

Chairman Charles S. Macfarlane called the Capital Region Airport Commission's regular monthly meeting to order at 8:00 a.m. on July 29, 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, Holland, Lynch, 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; Troy M. Bell, Director – Marketing and Air Service Development; Carol Gaddis, Director – IT and Innovations; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; 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.

The special guest was Chet Parsons, Executive Director of the Central Virginia Transportation Authority of PlanRVA.

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

Commissioner Heston was absent.

II. CLOSED MEETING

There was none.

III. OPEN MEETING AGENDA

A. CONSIDERATION OF AGENDA AMENDMENTS

There were none.

B. CHAIRMAN'S COMMENTS

Chairman Macfarlane thanked the Commission for the vote of confidence in honoring him as the new chair. He also stated that last week's work sessions were

productive and informative. The strategic planning document that was reviewed during the retreat was sent out yesterday to all members. We look forward to receiving everyone's feedback on the Mission, Vision, and Objectives presented by the Strategic Leadership Team (SLT). Once the comments are compiled, they will be presented back to the Commission.

1. Certificate of Achievement for Excellence in Financial Reporting

Chairman Macfarlane invited Past Chairman Holland to join him as they presented the 35th consecutive Certificate of Achievement for Excellence in Financial Reporting, highlighting that Commissioner Holland's expertise is in finance and the financial reporting was conducted under his leadership.

Chairman Macfarlane and Past Chairman Holland presented the certificate to Mr. Basil Dosunmu, Chief Financial Officer, and Mr. Richard Greatti, Finance Director.

The award is for the Commission's Annual Comprehensive Financial Report for the previous fiscal year that ended June 30, 2024.

A Certificate of Achievement for Excellence in Financial Reporting is awarded by the Government Finance Officers Association of the United States & Canada to government entities whose comprehensive annual financial reports meet the highest standards in government accounting and financial reporting.

2. Recognition of Immediate Past Chairman Holland

Chairman Macfarlane presented Commissioner Holland with his award for serving as Chairman for the past two years and thanked him for his outstanding leadership and commitment.

Commissioner Holland expressed gratitude to the Commission for the opportunity to serve. In closing, he articulated the Commission's aim to leave a legacy of excellence, love, and service.

3. Committee Assignments.

Chairman Macfarlane informed the Commissioners about the upcoming Committee assignments. He noted that the only change will be appointing Commissioner Schneider as the Vice Chair of the Planning & Construction Committee. This adjustment is necessary because Commissioner Nelson cannot

hold the position of Vice Chair for both the full Commission and the Planning & Construction Committee simultaneously.

PLANNING & CONSTRUCTION COMMITTEE

- Susan P. Dibble, Chair – HANOVER
- Jessica L. Schneider, Vice Chair – CHESTERFIELD
- Stephanie A. Lynch – CITY OF RICHMOND
- Charles S. Macfarlane – CITY OF RICHMOND
- Mark S. Miller, Ph.D. – CHESTERFIELD
- Tyrone P. Nelson – HENRICO
- Misty D. Roundtree – HENRICO

FINANCE & AUDIT COMMITTEE

- BK Fulton, Chair – CITY OF RICHMOND
- Robert S. Ukrop, Vice Chair – HENRICO
- Kevin P. Carroll – CHESTERFIELD
- Roscoe D. Cooper, III – HENRICO
- Wayne T. Hazzard – HANOVER
- Grant J. Heston – CITY OF RICHMOND
- James M. Holland – CHESTERFIELD

EXECUTIVE COMMITTEE

- Charles S. Macfarlane, Chair – CITY OF RICHMOND
- Tyrone E. Nelson, Vice Chair – HENRICO
- Susan P. Dibble, Planning & Construction Chair – HANOVER
- Jessica L. Schneider, Planning & Construction Vice Chair – CHESTERFIELD
- BK Fulton, Finance & Audit Chair – CITY OF RICHMOND
- Robert S. Ukrop, Finance & Audit Vice Chair – HENRICO

C. APPROVAL OF JUNE 24, 2025, MINUTES

At Chairman Macfarlane's request, Commissioner Hazzard moved to approve the minutes of June 24, 2025. Commissioner Fulton seconded the motion, and the minutes were approved unanimously.

D. PRESIDENT'S REPORT

1. Presentation from Chet Parsons, Central Virginia Transportation Authority (CVTA) of PlanRVA

Before Mr. Parsons presented to the Commission, Dr. Perry Miller provided a brief introduction.



How the CVTA Serves Member Localities & Residents



IDENTIFY

The Richmond Regional Transportation Planning Organization (RRTPO) leads transportation planning in the region by identifying priorities in collaboration with residents and interested parties.



PRIORITIZE

The CVTA works to collect and pool tax revenues, prioritizing projects at regional levels, based on data-driven scoring.



FUND

The CVTA funds transportation projects at the locality level and across the region that align with the plans developed by the RRTPO and the priorities of the Authority.

The Authority administers transportation funding generated through regional fuel and sales/use taxes.

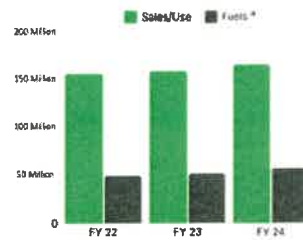
- Sales and use tax: 0.7%
- Wholesale gas tax: 7.7 cents/gallon (0.7¢) (0.7¢) (0.7¢)
- Indexed for inflation

Total Receipt of Taxes Along the Way



Taxes collected from Sales/Use and Fuels have increased incrementally since the creation of the Authority in 2020. These funds are then distributed according to the legislative guidelines for locality, regional, and GRTC proportional allocations.

Year over Year Taxes Collected



Complete financial reports from The Authority can be found at www.cvta.org

* Indexed for inflation



FY 2024 Tax Revenues



The Virginia legislature established the Central Virginia Transportation Authority (CVTA) through House Bill 1541 in 2020. This legislation outlined the specific allocation percentages for the tax revenue generated by the CVTA. Tax revenues for FY 2024 equal \$222,329,187. The majority of that revenue is distributed as follows:



Locality: \$ 111,002,070

Regional: \$ 77,701,449

GRTC*: \$ 33,422,481

* Greater Richmond Transit Company

22 regional projects were approved in FY24 by The Authority. Highlights are included in this report, alongside direct funding allocation data by locality.

TAX REVENUES & DISTRIBUTIONS

Revenues by Fiscal Year

Year	Sales & Use Tax (\$M)	Fuels Tax (\$M)
FY21	\$94.8	\$42.5
FY22	\$156.2	\$49.4
FY23	\$159.3	\$51.9
FY24	\$165.4	\$56.9

Distributions LTD as of May '24

Local Distribution

✓ \$387.3M

GRTC Distribution

✓ \$116.2M

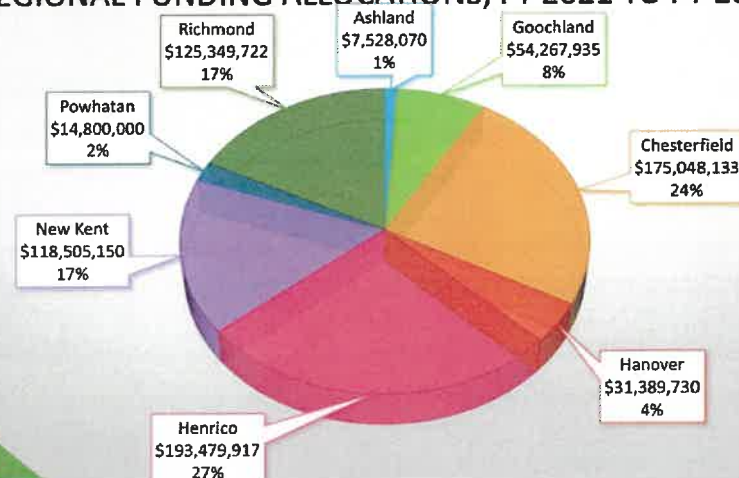
Regional Fund

✓ \$271.1M

Total Distribution **\$774.5M**



REGIONAL FUNDING ALLOCATIONS, FY 2021 TO FY 2031



FY24 v. Lifetime Funding of Regional Projects by Mode



Compared to the previous year, fiscal year 2025 (FY25) passenger counts decreased 0.6 percent, a reduction of 31,225 passengers.

Cargo: Total cargo reported an 8.0 percent increase for June and reported a fiscal year record total of 223.9 million pounds handled in FY25, an increase of 5.4 percent over FY24.

Operations: June 2025 aircraft operations increased 13.8 percent versus the same period a year ago with the air carrier and general aviation operations increasing substantially. For FY25, aircraft operations report a 1.5 percent overall increase.

Additional Comments

- **Breeze Airways** will launch new, twice-weekly (Mondays and Fridays) flights between Richmond and **West Palm Beach (PBI)** starting September 5, 2025.
- During the first half of FY26, air carriers will offer **37 nonstop** destinations from RIC.
- Scheduled seat capacity and departures as of July 21, 2025, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
June 2025	571,312	+8.8%	4,903	+10.0%
July 2025	583,387	+9.8%	5,060	+12.2%
August 2025	549,491	+5.1%	4,856	+9.0%
September 2025	509,892	+4.5%	4,599	+10.1%
October 2025	583,578	+12.6%	5,131	+12.6%
November 2025	569,436	+16.4%	4,914	+17.4%

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

3. Other

Dr. Perry Miller emphasized the significance of the Commission's candid feedback on the strategic plan. He discussed how the airport, a major asset, will influence the region and have long-lasting effects that could even reach a global scale.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

Finance Chair Fulton stated that the committee did meet, and there are a few items the Committee moved to approve that will only need a Commission second and asked Mr. Dosunmu to review the monthly financials.

a. Monthly Financial Update June 30, 2025

Mr. Dosunmu reviewed the following:

For the closeout of Fiscal Year 2025, overall operating revenue was \$70.9 million. This amount reflects an increase of about \$4.6 million, or 6.9%, compared to the budgeted figure. The parking, landing fees, concession revenues, and rental income exceed expectations.

Year-to-date operating expenses totaled approximately \$40.3 million, which is \$6 million less than the budgeted amount, or 12.9%. This is \$4.8 million, or 13.5%, above the same time last year. One of the main reasons for the lower expenses is that the Commission has allocated funding for 198 approved full-time positions, of which 169 are currently filled.

Overall, the year-to-date gross margin is 43%, or approximately \$30.6 million of revenue added to the bottom line. This is approximately \$10 million above budget.

As of now, year-to-date interest income is nearly \$8 million, which is \$6.5 million above the budget and approximately \$400,000 higher than last year. The annual yield is 4.2%.

For FY 2025, the enplanements were 2,424,571 passengers, which are below budget by about 25,000.

These figures are preliminary year-end results. The auditors will review FY2025 and present their findings to the Finance & Audit Committee in November.

b. Piedmont Airlines, Inc. Lease Extension

Mr. Peaden reviewed the following resolution.

Staff recommends, with the approval of the Finance and Audit Committee, that the Capital Region Airport Commission (the “Commission”) adopt the following resolution:

WHEREAS, Piedmont Airlines, Inc. (“Piedmont”), a wholly owned subsidiary of American Airlines, Inc., currently leases from the Commission approximately 85,690 square feet of Commission-owned property, including an approximately 26,500 square-foot hangar known as the Washington Area Defense System (“WADS”) hangar, associated aircraft apron parking area (approximately 32,436 square feet), vehicular parking lot area (approximately 23,093 square feet), and three trailers containing offices, breakrooms, locker rooms and lavatories, for the purpose of operating an aircraft maintenance facility at the Richmond International Airport; and

WHEREAS, Piedmont's lease has expired under its terms and Piedmont desires to amend its lease to extend the term thereof upon the following basic terms:

Initial Lease Term:	Three (3) Years
Extension Options:	Two (2) one (1) year extensions
Commencement Date:	August 1, 2025
Annual Escalation:	2%
Initial Annual Rent:	\$219,324.14
Back Rent Payment Terms:	\$43,983.36 in back rent owed to be repaid over the 3-year initial term in monthly installments of \$1,221.76

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 President and CEO is hereby authorized to execute a lease amendment between Piedmont Airlines, Inc. and the Commission as described above, and to take all actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this Resolution, all subject to review by legal counsel.

At Chairman Macfarlane's request, Commissioner Ukrop seconded the motion that the Finance & Audit Committee made to approve the Piedmont lease. The motion passed unanimously.

c. Rental Car Concession Agreement Term Extension

Mr. Peaden reviewed the following resolution.

Staff recommends, with the approval of the Finance and Audit Committee, that the Capital Region Airport Commission (the "Commission") adopt the following resolution:

WHEREAS, the Commission has entered into On-Airport Car Rental Concession Agreement and Leases with certain concessionaires conducting non-exclusive car rental business at the Richmond International Airport (the "Airport") as on-Airport rental car companies, including the lease of certain premises in the main terminal building and the ready/return garage (the "Rental Car Agreements"); and

WHEREAS, the Rental Car Agreements have expired under their respective terms and the concessionaires desire to amend their respective Rental Car Agreements to extend the terms thereof upon the following basic terms:

Initial Lease Term:	Three (3) Years
Extension Options:	Two (2) one (1) year extensions

Commencement Date:	July 1, 2025
Minimum Annual Guarantee:	As shown on Exhibit A hereto; and

WHEREAS, certain concessionaires, with the concurrence of Commission staff, desire to amend their respective Rental Car Agreements to add, remove, or relocate certain portions of their respective leased premises, including portions of the counter space within the terminal building and spaces within the ready/return garage, as shown on Exhibits B-1 through B-4 hereto.

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 President and CEO is hereby authorized to execute amendments to the Rental Car Agreements as described above, and to take all actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this Resolution, all subject to review by legal counsel.

EXHIBIT A

**AMENDED EXHIBIT A
MINIMUM ANNUAL GUARANTEES**

FY2026	FY2027	FY2028
ENTERPRISE RENT-A-CAR		
\$1,403,040.72	85% of previous 12 months of Concession Fees Paid	
NATIONAL CAR RENTAL		
\$1,268,165.53	85% of previous 12 months of Concession Fees Paid	
ALAMO RENT A CAR		
\$451,981.34	85% of previous 12 months of Concession Fees Paid	

FY2026	FY2027	FY2028
HERTZ		
\$1,221,455.11	85% of previous 12 months of Concession Fees Paid	
DOLLAR RENT A CAR		
\$521,222.72	85% of previous 12 months of Concession Fees Paid	

FY2026	FY2027	FY2028
AVIS CAR RENTAL		
\$1,101,406.87	85% of previous 12 months of Concession Fees Paid	
BUDGET CAR RENTAL		
\$1,420,382.92	85% of previous 12 months of Concession Fees Paid	
PAYLESS CAR RENTAL		
\$64,778.09	85% of previous 12 months of Concession Fees Paid	

SEE ATTACHED

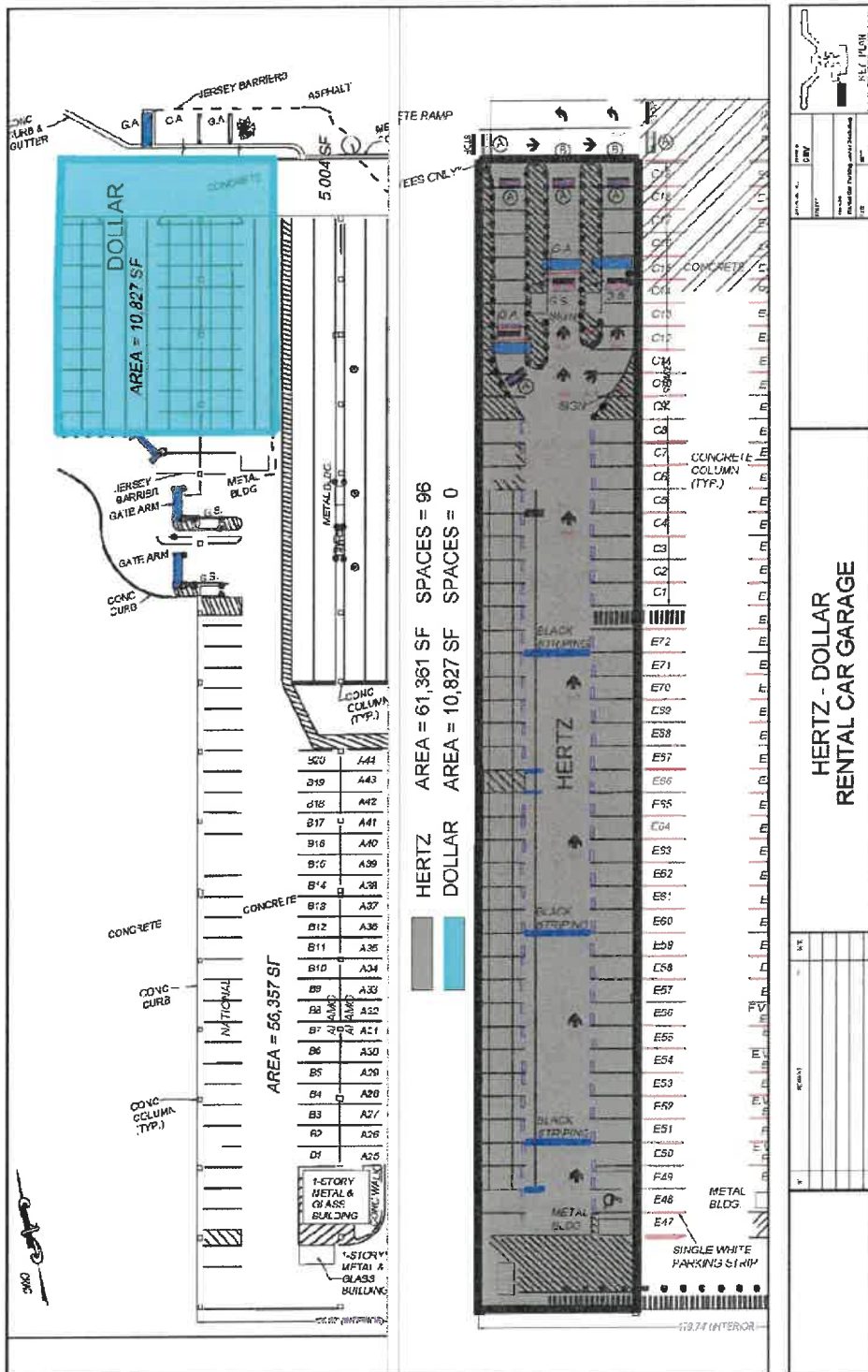


SEE ATTACHED



EXHIBIT B-3 **HERTZ-DOLLAR** **RIC RENTAL CAR GARAGE**

SEE ATTACHED



SEE ATTACHED



At Chairman Macfarlane's request, Commissioner Schneider seconded the motion that the Finance & Audit Committee made to approve the Rental Car Concession Agreement Term Extension. The motion passed unanimously.

d. Granting of Drainage and Temporary Construction Easement to Haas PO, LLC.

Mr. Peaden reviewed the following resolution.

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

WHEREAS, in connection with the proposed development by Haas PO, LLC, of the Seven Hills Commerce Park project (the "Project") located across Monahan Road from Commission-owned property located at the southeast corner of Monahan Road and Charles City Road (the "Commission Property"), the Commission has been requested to grant to Haas PO, LLC (i) a 35' wide permanent drainage and grading easement and (ii) a 10' wide temporary construction easement, in order to grade, construct, operate, maintain and replace drainage facilities in the locations shown on the attached plat prepared by RK&K dated November 22, 2023, entitled "Easement Exhibit Compiled for Drainage Improvements Along Charles City Road on Capitol *[sic]* Region Airport Commission Parcels GPIN 820-705-9887 & GPIN 821-705-0884, Varina District, Henrico County, VA"; and

WHEREAS, in addition to benefiting the Project, the granting of the requested easements will provide a benefit to the Commission by allowing for the improvement of existing drainage on the Commission Property.

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 President and CEO is hereby authorized to execute a deed of easement or similar instrument granting to Haas PO, LLC easements upon Commission-owned property necessary to grade, construct, operate, replace and maintain such drainage facilities as contemplated hereinabove, and to take all actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this Resolution, all subject to review by legal counsel..

EASEMENT EXHIBIT

COMPILED FOR DRAINAGE IMPROVEMENTS

ALONG CHARLES CITY ROAD

ON

CAPITOL REGION AIRPORT COMMISSION PARCELS

GPIN 820-705-9867 & GPIN 821-705-9894

VARINA DISTRICT

HENRICO COUNTY, VA

DATED: 11/22/2023

LEGEND:

- TEMPORARY CONSTRUCTION EASEMENT APPROX. 2.443 S.F. (0.0561 AC.)
- PERMANENT DRAINAGE & GRADING EASEMENT APPROX. 8,907 S.F. (0.204 AC.)

SCALE: 1"=30'

COMMUNITY OF VIRGINIA

M.M. WILLS II

LIC. No. '955C

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2. **Planning & Construction Committee**

Committee Chair Dibble stated the Planning & Construction Committee did meet and motioned to move several items to the full Commission for approval.

a. **Award of Contract for ARFF Project**

Mr. Tummala reviewed the following resolution:

Staff recommends, with the approval of the Planning and Construction Committee, that the Capital Region Airport Commission (the “Commission”) adopt the following resolution:

WHEREAS, on April 29, 2025, the Commission issued Invitation for Bid #25-2493 (the “IFB”), which IFB was published to the Commonwealth of Virginia’s eVA e-procurement marketplace website, to solicit bids for its Aircraft Rescue and Firefighting Facility Project (the “Project”), to include the construction of a new 30,000 square foot, two-story Aircraft Rescue and Firefighting Facility, in accordance with the drawings and specifications set forth in the IFB; and

WHEREAS, on or before the submission deadline of June 5, 2025, the Commission received a total of four (4) bids, all of which were deemed responsive bids, as summarized below:

Responsive Bidders	Bid Price
Cooper Tacia General Contracting Company (Raleigh, NC)	\$23,912,626.00
San Jose Construction Group, Inc. (Washington D.C.)	\$26,749,994.00
W.M. Jordan Company, Inc. (Richmond, VA)	\$26,959,597.00
W.M. Schlosser Company Inc. (Hyattsville, MD)	\$29,866,000.00

WHEREAS, Cooper Tacia General Contracting Company of Raleigh, North Carolina, submitted the lowest bid, and its bid conformed with the IFB requirements. The cost difference between the lowest bid and the second lowest bid is \$2,837,368.00, or approximately 12%; the cost difference between the lowest bid and the third lowest bid is \$3,046,971.00, or approximately 13%; and the cost difference between the lowest bid and the highest bid is \$5,953,374.00, or approximately 25%; and

WHEREAS, staff anticipates that the sources of funding for the cost of the Project will be Congressional Directed Funding (CDF), Infrastructure Investment and Jobs Act (IIJA) funds, Airport Improvement Program entitlements, Virginia Department of Aviation entitlements, and Commission funds.

NOW, THEREFORE, BE IT RESOLVED by the Capital Region Airport Commission, pursuant to Chapter 380, Virginia Acts of Assembly of 1980, as amended, the following:

1. That a contract for the Aircraft Rescue and Firefighting Facility Project in the amount of \$23,912,626.00 be awarded to Cooper Tacia General Contracting Company of Raleigh, North Carolina.

2. That this award shall be subject to the complete execution of a written agreement as provided in the IFB and fulfillment of all other conditions precedent as set forth in the IFB, and the President and CEO is hereby authorized to execute such written agreement, for and on behalf of the Commission, upon review by legal counsel.

3. That the President and CEO is authorized, for and on behalf of the Commission, to enter into grant agreements with federal and state agencies for the acceptance and use by the Commission of funding that may be available from such agencies for the expense of the Project.

4. That the Commission's legal counsel is authorized to certify this action to such federal and state agencies and verify the Commission's authorization of the acceptance of grant agreements with such agencies and the receipt of the associated grant funds for the expense of the Project.

5. That the President and CEO is authorized, for and on behalf of the Commission, to take all other actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this resolution, subject to review by legal counsel.

At Chairman Macfarlane's request, Commissioner Dibble seconded the motion that the Planning & Construction Committee made to approve the ARFF contract award to Cooper Tacia General Contracting Company of Raleigh, North Carolina, which passed unanimously.

b. Authorization of Issuance of Task Order to Gresham Smith for Construction Contract Administration and Building Life Cycle Assessment Services for ARFF Project

Mr. Tummala reviewed the following:

Staff recommends, with the approval of the Planning and Construction

Committee, that the Capital Region Airport Commission (the “Commission”) adopt the following resolution:

WHEREAS, the Commission entered into a Master Agreement for on-call architectural services with Gresham Smith (“Gresham”) effective January 1, 2022, as amended (the “Master Agreement”); and

WHEREAS, at Commission staff’s request, Gresham submitted a proposal to provide, together with its team of nine (9) subconsultants, construction contract administration and building life cycle assessment services (collectively, the “Services”) for the Aircraft Rescue and Firefighting Facility Project (the “Project”); and

WHEREAS, Gresham submitted a proposal to provide the Services at a cost of \$1,797,241, which proposal was negotiated by Commission staff resulting in a revised fee of \$1,679,277; and

WHEREAS, the revised fee proposal from Gresham is within the acceptable range of the Independent Fee Estimate of \$1,671,747 prepared by the Commission’s consultant, Kutchins and Groh, LLC; and

WHEREAS, Commission staff anticipates the source of funding for the cost of the Services will be FAA Airport Improvement Program entitlements, with matching Virginia Department of Aviation entitlement funds, and Commission funds.

NOW, THEREFORE, BE IT RESOLVED by the Capital Region Airport Commission, pursuant to Chapter 380, Virginia Acts of Assembly of 1980, as amended, the following:

1. That the President and CEO is authorized, for and on behalf of the Commission, to issue a task order in the amount of \$1,679,277 under the Master Agreement directing that Gresham Smith perform the above-described Services for the Project, subject to review by legal counsel.

2. That the President and CEO is authorized, for and on behalf of the Commission, to enter into grant agreements with federal and state agencies for the acceptance and use by the Commission of funding that may be available from such agencies for the expense of the Services.

3. That the Commission’s legal counsel is authorized to certify this action to such federal and state agencies and verify the Commission’s authorization of the acceptance of grant agreements with such agencies and the receipt of the associated grant funds for the expense of the Services.

4. That the President and CEO is authorized, for and on behalf of the Commission, to take all other actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this Resolution, subject to review by legal counsel.

At Chair Macfarlane's request, Commissioner Fulton seconded the motion that the Planning & Construction Committee made to authorize the issuance of a task order to Gresham Smith for construction administration for the ARFF project. The motion passed unanimously.

c. Award of Contract for Center Core Landscaping Project

Mr. Tummala reviewed the following resolution:

Staff recommends, with the approval of the Planning and Construction Committee, that the Capital Region Airport Commission (the "Commission") adopt the following resolution:

WHEREAS, on May 21, 2025, the Commission issued Invitation for Bid #25-2494 (the "IFB"), which IFB was published to the Commonwealth of Virginia's eVA e-procurement marketplace website, to solicit bids for its Center Core Landscaping Project (the "Project"), to include demolition of existing improvements, provision and installation of new hardscape and landscape plantings, irrigation, storm drainage improvements, walkways, site lighting and furnishings, and infrastructure for future EV charging stations in the Center Core Plaza, located west of the terminal building, between the north and south garages, at Richmond International Airport, in accordance with the drawings and specifications set forth in the IFB; and

WHEREAS, on or before the submission deadline of June 24, 2025, the Commission received a total of two (2) bids, both of which were deemed responsive bids, as summarized below:

Responsive Bidders	Bid Price
ARW Contracting, Inc. (Chester, VA)	\$4,494,400.00
Henderson, Inc. (Williamsburg, VA)	\$4,754,000.00

WHEREAS, ARW Contracting, Inc. ("ARW Contracting") of Chester, Virginia, submitted the lowest bid, and its bid conformed with the IFB requirements. The cost difference between the lowest bid and the second lowest bid is \$259,600.00, or approximately 6%; and

WHEREAS, ARW Contracting is registered as a certified Small Business Enterprise (SBE). Five (5) of the six (6) subcontractors included by ARW Contracting in its proposal are SBE certified. They are River City Industrial, Inc., Hurricane Fence Co., Tate & Hill, Inc., Webb Development LLC, and James River Nurseries, Inc.

WHEREAS, staff anticipates that the sources of funding for the cost of the Project will be Commission funds.

NOW, THEREFORE, BE IT RESOLVED by the Capital Region Airport Commission, pursuant to Chapter 380, Virginia Acts of Assembly of 1980, as amended, the following:

1. That a contract for the Center Core Landscaping Project in the amount of \$4,494,400.00 be awarded to ARW Contracting, Inc. of Chester, Virginia.
2. That this award shall be subject to the complete execution of a written agreement as provided in the IFB and fulfillment of all other conditions precedent as set forth in the IFB, and the President and CEO is hereby authorized to execute such written agreement, for and on behalf of the Commission, upon review by legal counsel.
3. That the President and CEO is authorized, for and on behalf of the Commission, to take all other actions and execute all other documents necessary and appropriate to give effect to the Commission's actions as described herein and to otherwise carry out the effect of this resolution, subject to review by legal counsel.

At Chair Macfarlane's request, Commissioner Cooper seconded the motion the Planning & Construction Committee made to award the contract for the Center Core Landscaping Project. The motion passed unanimously.

d. Capital Project Update

Mr. Tummala provided the following construction update, along with several pictures that coincided with the descriptions below:

State of Capital Improvement Program (Ongoing Projects)

Project Phase	Project Count	Contract/Budget
Construction	8	\$46.3 Million
Bid & Award	5	\$30.2 Million
Design	6	\$43.0 Million
Total	19	\$119.5 Million

Construction Contract Value for (8) Projects - \$46.3 Million

- Passenger Boarding Bridges Replacement (12)
- Taxiway C & E Intersection Relocation
- Concourse A Restroom Renovation + SARA
- Second Floor Garage Lighting Replacement
- Vehicle Wash Station
- Terminal Drive Trench Drain and Concrete Repair
- Hawthorne Hangar Reroofing
- Eastside Ops Building Reroofing

Passenger Boarding Bridges Replacement

Contract Status

- Contractor: AERO Bridgeworks, Inc.
- Start Date: September 2024
- Completion Date: March 2026

Replacement Sequence

- Concourse B – B5, B7
- Concourse A – A8, A6, A4, A2
- Concourse A – A5, A3, A1
- Concourse B – B6, B4, B2

Current Status:

- 9 out of 12 Bridges Complete
- Working on B6

Taxiways C & E Intersection Relocation

Current status:

- Taxiways C & E have a direct connection from Apron to Runway 2-20, and the FAA requires elimination of the direct connection for safety.

Scope

- Taxiways A2 and A3 Construction
- Concrete TWY Pavement & Asphalt Shoulders
- Existing storm drainage modification
- Taxiway centerline lighting
- Taxiway edge lighting
- Airfield signage
- Demolition of pavement as required by the new pavement geometry

Contract Status

- Contractor: Independence Excavating, Inc., Independence, Ohio

- Start Date: April 2025
- Completion Date: August 2026

Concourse A Restroom Renovation

- Concourse A restrooms (Men, Women & Family) renovation (Gates A3/A4)
- Construct a new SARA (Service Animal Relief Area) Facility (Gate A8)

Current Status:

- Advertised – April 3, 2025
- Bids Opening – May 6, 2025

Contract Status

- Contract value: \$816,692
- Contractor: DunRite, Inc. Chesapeake, Virginia
- Start Date: July 2025
- Construction Start: September 2025
- Construction Finish: December 2025

Second Floor Garage Lighting Replacement

Scope of Work:

- Replacement of existing fluorescent, high-pressure sodium, and metal halide exterior light fixtures on the first floor of the Public North Garage Expansion, as well as the second floor of all Public Garages, with new LED fixtures.
- Fixtures will be replaced in-place with new fixtures or retrofit equipment.

Contract Status

- Contractor: Independent Lighting & Electrical, Virginia Beach, VA
- Start Date: July 2025
- Construction Start: September 2025
- Construction Finish: December 2025

Capital Projects Bid and Reward Phase

- **Budget for (5) Projects – \$30.2 Million**
 - ARFF Station
 - Center Core Plaza Improvements
 - North and South Garage RTU Replacement
 - Concourse B Restroom Renovation
 - Airport Ramp and BHS Surveillance

Center Core Plaza Improvements

Scope:

- Hardscape & Landscape elements, and Artwork
 - Hardscape Elements - include storm drainage improvements, concrete walks, paver walks, site lighting, site furnishings, and infrastructure for future EV charging stations.
 - Landscape Elements - include plantings, mulch, turf, and an automatic irrigation system integrated with the airport-wide irrigation system

Contract Status:

- In Award Phase

Concourse B Restroom Renovation

- Men & Women Restroom between Gates B9 and B11
- Family Restroom & Mother's Room adjacent to Gate B10
- Construct New SARA (Service Animal Relief Area) Facility (Gate B2)

Contract Status:

- Bid Advertisement – July 2025
- Bid Opening – August 2025
- Construction – October thru March 2026

Capital Projects in Design Phase

- **Budget for (6) Projects excluding Checkpoint – \$43.0 Million**
 - Consolidated Security Screening Checkpoint
 - Automated Parking Guidance System
 - Central Receiving and Distribution Facility
 - Rental Car Counter Relocation and Connector
 - AMF Restroom Renovation & SRE Bunkbed Renovations
 - Airport Drive Curb and Drainage Improvements
 - Stormwater Management Basin Upgrade

Consolidated Security Screening Checkpoint

Layout:

- Consolidate Checkpoints A & B into one consolidated checkpoint at “Connector”
- 10 lanes would provide capacity well into the future
- Reconfigure/renovate old building interior spaces & existing office spaces
- Benefits: Free flow of passengers between concourses, modern facilities, new technologies, and efficiency.

Schedule:

- Construction Management at Risk (CMAR) Package Design Start – June 2025
- Visioning Session with Commission – July 2025
- Stakeholder Sessions – July 2025
 - Properties and Concessions + Air Service Development
 - Maintenance Group
 - TSA (Local + Federal)
 - IT Group
- CMAR Package Design Finish – December 2025
- CMAR RFQ Issuance – September 2025
- CMAR RFP Issuance – December 2025
- Design RFP Issuance – November/December 2025

- Construction Funding – To be Finalized

Parking Guidance System

- For all four garages: North and North Extension & South and South Extension
- Met with the Design Team, who is finalizing the scope
- An RFQ Issuance – Next Month
- Mechanism – Design Build Contract
- Vendors will be shortlisted, and the low bidder, who has all the requested features, will receive the contract.

Rental Car Counter Relocation and Enclosed Walkway

- Moves rental car counters from the Door 3 area to the larger north baggage claim.
- A two-level enclosed, climate-controlled walkway connects the terminal to the rental car garage.
- The Design Team is finalizing bid documents.

Williamsburg Road – Airport Intersection

- Air Space Study
 - FAA Submission – July 2025 - (15) Cases
 - FAA Determination – September 2025

IV. NEXT MEETINGS

The next **Capital Region Airport Commission** meeting will be held on Tuesday, August 26, 2025, at 8:00 a.m.

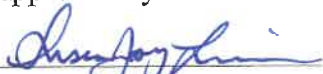
The **Finance & Audit Committee** meeting will be held on Tuesday, September 16, 2025, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, September 18, 2025, at 8:00 a.m., all in the Commission Boardroom in the Terminal Building.


V. ADJOURNMENT

Chair Macfarlane adjourned the meeting at 9:20 a.m. in the boardroom to attend the airport tour that followed.

Approved by the Commission:


Recording Secretary

Charles S. Macfarlane, Chairman


Date 8/26/25