

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

**August 26, 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 August 26, 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, Fulton, Hazzard, Heston, Lynch, Macfarlane, Miller, Nelson, 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; Brad Christopher, Director – Maintenance; Stephen Farriss, HVAC Technician; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Ken Madrigal, Director – Marketing and Customer Experience; Jeremy Niles, Supervisor – Utilities & Grounds; Nagesh Tummala, Director – Capital Development; Susan Joy Linn, Recording Secretary; and Chris Gill, legal counsel from Christian & Barton, LLP.

The special guest was Lisa Sims, President and CEO of Venture Richmond.

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

Commissioner Dibble, Holland, and Roundtree were 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 expressed his anticipation for Lisa Sims' presentation. He noted that he currently serves on the Venture Richmond Board and was previously

involved when it was known as Richmond Renaissance. The organization does remarkable work for downtown Richmond.

In addition to what occurred at the Visioning Workshops, a discussion of the need to better define the RVA brand at the airport was mentioned. The chair invited volunteers from each of the jurisdictions and two At-Large members to participate in a branding committee that he would lead. Meetings will be held with staff and branding firms to create a charrette that outlines its components, including what to emphasize and how to display it at the airport, with findings reported back through the committee.

Finally, Chairman Macfarlane provided an update on the lease agreement with Million Air, as staff are diligently working to finalize it next month.

**C. APPROVAL OF JULY 21, JULY 25, AND JULY 29, 2025, MINUTES**

At Chairman Macfarlane's request, Commissioner Cooper moved to approve the minutes of July 21, 2025, July 25, 2025, and July 29, 2025. Commissioner Schneider seconded the motion, and the minutes were approved unanimously.

**D. PRESIDENT'S REPORT**

**1. Presentation from Lisa Sims, President and Chief Executive Officer of Venture Richmond**

Before Ms. Sims addressed the Commission, Dr. Perry Miller gave a brief introduction.

A presentation featuring over fifty picturesque slides was displayed, offering background information on Venture Richmond, its responsibilities, and future plans for Brown's Island.

- Mission Statement: Venture Richmond engages business and community leaders in partnering with the City of Richmond to enhance the vitality of the community, particularly Downtown, through economic development, marketing, promotion, advocacy, and events.
- Venture Richmond receives funding from Business Improvement Districts (BIDs), also known as Special Assessment Districts (SADs) in Virginia. However, the preferred term is BIDs.
  - The BIDs are generated by every property owner contributing five cents to every \$100 of assessed real estate value to Venture Richmond.
  - A map of the expanded BIDS was provided with the recent addition of the Manchester Community.
- Venture Richmond offers a variety of enhanced services, including:
  - Advertising brands, including social media and neighborhood banners

- Placements of bike racks and parklets.
- Runs the Clean and Safe Programs.
- Beautifications with flowers and manages riverfront property landscaping.
- Owns and operates the canal river cruises.
- Puts on several events, drawing over 500 thousand people downtown, including:
  - Concerts at Brown's Island
  - Partners with Sports Backers by 50/50 for the Dominion Energy River Rock, providing music and beverages.
  - Sponsors the 2<sup>nd</sup> Street Festival
  - Puts on the Annual Folk Festival (largest of its kind in the country)
- Management of Brown's Island, a city park where many events take place.
  - A \$30 million project will start in November and will take about a year to finish, which will improve the following:
    - Create needed ADA accessibility at some of the entrances.
    - Create a more contemplative space to view the river and the widening of the Potterfield Bridge entrance.
    - Create a kiosk and build public restrooms.
    - Canal docks will be created to make more use of the canal, and an outfitter will be providing floating devices for public use.
    - Create a kid-friendly nature play area.
    - Create terraces for people to look out over the river, planting more scenic native plantings.
    - Provide more river access, expand a two-lane roadway, add a public art display, and enlarge a vendor area where flower beds will conceal essential electrical outlets.
    - Planting over 200 trees.
    - Create a splash pad for kids.
    - Create a pavilion for backstage infrastructure for events.
    - Create a small, less formalized stage space.

Chairman Macfarlane thanked Ms. Sims and invited her to participate in the branding study group or one of her associates as an At-Large member.

## 2. **Employee Recognitions**

At Dr. Perry Miller's request, Mr. Rutledge presented the following employee service awards.

### a. **Stephen Farris – 30 Years of Service**

Mr. Rutledge mentioned that Mr. Farriss was initially hired as a Maintenance Mechanic I. He later took HVAC classes to become an airport HVAC technician following the establishment of the HVAC Department.

Mr. Farriss has been through numerous airport renovations and is highly valued for his troubleshooting skills.

**b. Jeremy Niles – 20 Years of Service**

Mr. Rutledge provided a brief work history of the highly motivated Mr. Niles, who started as an Equipment Operator 1 and progressed through three ranks to become today's Utilities and Grounds Supervisor.

Mr. Rutledge personally thanked Mr. Farriss and Mr. Niles for their dedication and behind-the-scenes hard work.

Both Mr. Farris and Mr. Niles expressed gratitude to the Commission for this honor and recognition.

Dr. Miller expressed gratitude to both employees for their contributions and noted that Mr. Russ Peaden, the Director of Properties and Concessions, announced that his final day at the Commission would be August 29, 2025, after serving more than 27 years.

**3. Aviation Activity Report**

Dr. Perry Miller provided the following report in Mr. Bell's absence:

**Passenger Traffic:** For July 2025, Richmond International Airport (RIC) reports 467,101 passengers, the busiest month ever reported by the Airport, surpassing the previous record established just last month in June. Versus the same period a year ago, passenger traffic increased 6.4 percent.

The top three year-over-year growth airlines at RIC were JetBlue (+41.6%), Breeze (+23.6%), and Delta (+15.4%). Delta claimed a 29.8 percent share of passenger traffic in July, followed by American (26.5%) and United (12.0%).

Eight months into calendar year 2025, passenger traffic has decreased 0.2 percent compared to the same period last year.

**Cargo:** Total cargo for July increased 10.8 percent to 20.9 million pounds, including substantial gains from the USPS mail component. Thus far for 2025, total cargo has grown 2.5 percent.

**Operations:** In July, aircraft operations increased 18.4% versus the same month a year ago. The FAA operations count for 2025 year to date outpaces the same period in 2024 by 6.4 percent.

**Additional Comments**

- **Frontier Airlines** announced its intent to serve two markets from Richmond, **Atlanta** and **Denver**, each on a twice-weekly basis starting in October.

- **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 August 20, 2025, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
July 2025	583,333	+9.8%	5,060	+12.2%
August 2025	549,387	+5.1%	4,856	+9.0%
September 2025	505,914	+3.7%	4,582	+9.6%
October 2025	578,592	+11.6%	5,100	+11.9%
November 2025	573,621	+17.2%	4,932	+17.8%
December 2025	586,084	+18.4%	4,976	+16.8%

A review of the previously requested chart, which compared RIC and Norfolk International Airport, was provided.

#### 4. Other

Dr. Perry Miller updated the Commission on the 5<sup>th</sup> Annual Power Forum Event, themed “Runway to Revenue: Navigating Airport Business Success at RIC,” which will take place on Friday, November 21, 2025, at the Greater Richmond Convention Center. The chairman has a scheduling conflict, so the vice chairman will step in for the ceremonial portion of the event, but all Commissioners are welcome to participate.

The Commission’s Strategic Plan is nearly complete, and the Commission’s comments have been incorporated; the finalized document will be sent for publication.

### E. COMMISSION STANDING COMMITTEE REPORTS

#### 1. Finance and Audit Committee

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

##### a. **Monthly Financial Update July 31, 2025**

Mr. Dosunmu reviewed the following:

For the first month of Fiscal Year 2026, operating revenue was \$6.7 million. This amount reflects an increase of approximately \$250 thousand, or 3.8%, compared to the budgeted figure. The landing fees and concession revenues exceeded expectations.

Operating expenses totaled approximately \$4.3 million, which is \$100 thousand more than the budgeted amount, or 2.5%. One of the main reasons for the increased expenses was the timing of the annual insurance bill.

Overall, the year-to-date gross margin is 36%, or approximately \$2.4 million of revenue added to the bottom line. This is approximately \$100 thousand above budget.

For July, interest income has reached nearly \$600 thousand, exceeding the budget by \$465 thousand and falling short of last year's figure by approximately \$40,000. The annual yield has decreased slightly to 3.5%.

For July, the enplanements were 234,352 passengers, which are above budget by about 11,000.

2. **Planning & Construction Committee**

In Committee Chair Dibble's absence, Chair Macfarlane 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, September 30, 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**


Before concluding the meeting, Dr. Perry Miller expressed gratitude to Mr. Gill, our legal counsel, for stepping in for Mr. Harless, who is on vacation. Dr. Miller then introduced Ken Madrigal, our new Marketing and Customer Experience Director, who shared his personal biography.

Chair Macfarlane adjourned the meeting at 9:08 a.m.

Approved by the Commission:

  
Recording Secretary

Charles S. Macfarlane, Chairman

  
Date 9/30/25