



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

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

Grant J. Heston – City of Richmond
James M. Holland – Chesterfield County
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

September 30, 2025

Commission Boardroom, Terminal Building

Time: 8:00 A.M.

Pages

- I. CALL TO ORDER**
 - A. Prayer – Commissioner Jessica Schneider – 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**
 - C. Approval of August 26, 2025 Minutes** 1-6
 - D. President’s Report**
 - 1. Employee Recognitions**
 - a. Betty Jean Barlow – 30 Years of Service**
 - 2. Aviation Activity Report Update** 7-10
 - 3. Strategic Plan – *Wheels Up 2030* (See additional attachment)**
 - 4. Other**
 - E. Commission Standing Committee Reports:**
 - 1. Finance and Audit Committee**
 - a. Monthly Financial Update August 31, 2025** 11-25
 - b. Foreign-Trade Zone (FTZ) Usage Driven Application – QubicaAMF Worldwide, LLC** 26
 - c. Extension of Hangar Facility Lease with MartinAir INC.** 27
 - d. Frontier Airlines Non-Signatory Airline Operating Agreement** 28
 - e. Lease Amendment – United Parcel Service, INC.** 29
 - 2. Planning and Construction Committee**



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

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

Grant J. Heston – City of Richmond
James M. Holland – Chesterfield County
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

September 30, 2025

Commission Boardroom, Terminal Building

Time: 8:00 A.M.

IV. NEXT MEETINGS

- A. Commission – the next regular meeting of the Commission will be held on Tuesday, October 28, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
- B. Committees:**
 - 1. Executive Committee will be held on Tuesday, October 28, 2025, at 9:30 a.m. following the Commission meeting.**
 - 2. Finance & Audit Committee will be held on Wednesday, November 12, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
 - 3. Planning and Construction Committee will be held on Thursday, November 13, 2025, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**

V. ADJOURNMENT