

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

November 25, 2025

I. CALL TO ORDER

Vice Chairman Tyrone E. Nelson called the Capital Region Airport Commission's regular monthly meeting to order at 8:00 a.m. on November 25, 2025. The meeting was conducted in the Commission boardroom in the terminal building. A quorum was present.

The following members were present: Commissioners Carroll, Dibble, Fulton, Hazzard, Hylton, Miller, Nelson, Roundtree, Schneider, and Ukrop. Present by invitation were Dr. Perry J. Miller, President and CEO; John B. Rutledge, Chief Operating Officer; Troy Bell, Director – Air Service Development and Corp Comms; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Aaron Keller, Director – Operations & Security; Ken Madrigal, Director – Marketing and Customer Experience; Susan Rowland, Communications & PR Senior Specialist; Nagesh Tummala, Director – Capital Development; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

Special invited guests included Richard Leidl, P.C., Washington, D.C., Counsel; Krystal Anderson, AIA – Project Manager, and Luca Carraro, Aviation Market Design Leader, with Gresham Smith.

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

Commissioners Cooper, Heston, Lynch, and Macfarlane were absent.

II. CLOSED MEETING

The Commission convened into closed session at 8:04 a.m. Vice Chairman Nelson entertained a motion made by Commissioner Schneider and seconded by Commissioner Hazzard, to go into closed meeting pursuant to Virginia Code § 2.2-3712 (A), to consider the following matters:

1. Consultation with legal counsel retained by the Commission regarding specific legal matters pertaining to compliance with Presidential Executive Orders addressing workplace equality standards, regulations addressing Disadvantaged Business Enterprise and Airport Concessions Disadvantaged Business Enterprise programs and certifications, and ICE activities at the Richmond

International Airport, and that require the provision of legal advice by such counsel, all as permitted by Virginia Code § 2.2-3711 (A)(8); and

2. Consultation with legal counsel retained by the Commission regarding specific legal matters pertaining to reported ground water contamination within the Chickahominy River watershed, including areas adjacent to the Airport, where such matters require the provision of legal advice by such counsel, as permitted by Virginia Code § 2.2-3711 (A)(8).

The motion passed unanimously.

III. OPEN MEETING AGENDA

The Commission reconvened in an open session at 8:38 a.m. Vice Chairman Nelson entertained a motion made by Commissioner Fulton and seconded by Commissioner Hazzard, pursuant to Virginia Code § 2.2-3712 (D) that (i) only public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Commission and that a statement to this effect will appear in the minutes of this meeting.

The motion passed unanimously.

A. CONSIDERATION OF AGENDA AMENDMENTS

There were none.

B. CHAIRMAN'S COMMENTS

Vice Chairman Nelson welcomed the Commission's newest member, LeQuan M. Hylton, Ph.D., from Chesterfield County. The Chairman acknowledged the Commission's comprehensive agenda and assured that each item would be addressed in order, ensuring all matters receive appropriate attention.

C. APPROVAL OF OCTOBER 28, 2025, MINUTES

At Vice Chairman Nelson's request, Commissioner Schneider moved to approve the minutes of October 28, 2025. Commissioner Fulton seconded the motion, and the minutes were approved unanimously.

D. PRESIDENT'S REPORT

1. Richard Leidl, P.C. – Washington, D.C., Counsel Presentation

Dr. Perry Miller provided a brief introduction of Mr. Leidl before he presented the following:

Overview of the Federal Arena: RIC's Congressional Delegation Map

- Senator Mark Warner
- Senator Tim Kaine
- Congresswoman Jennifer McClellan (4th)
- Congressman Rob Wittman (1st)
- Congressman John McGuire (5th)
- Congressman Eugene Vindman (7th)



Overview of the Federal Arena: Congress

- Congressional Matters
- Legislation Impacting Airports Generally
 - FAA Reauthorization Act
 - Annual Appropriations Legislation for Airport Programs
- Legislation Impacting RIC Specifically
 - Congressional Funding for RIC Projects
 - Annual Appropriations to reimburse RIC and 13 other airports for work done for the TAA installation of TSA's in-line baggage screening
- Congressional Delegation Support for RIC's Efforts with Federal Agencies
 - FAA Grant Applications
- The process involves in-person meetings with the Congressional delegation and staff in Washington, D.C., Congressional visits to RIC, correspondence with members, and regular contact throughout the year with Congressional staff through in-person meetings, virtual meetings, emails, and conference calls.

Congressionally Directed Funding for RIC Projects

- In 2021, Congress renewed its previous practice of providing directed funding for community projects in the various annual appropriations bills. Congressional funding is also known as an earmark.
- The process involves submitting written requests and community letters of support to Senators Warner and Kaine and Congresswoman McClellan.

- The first round of Congressional funding was for FY22 and the Congressional delegation provided RIC \$3,969,000 for the renovation of the Federal Inspection Service Facility.
- In the second round for FY23, the Congressional delegation provided RIC \$4,000,000 for the construction of a new Aircraft Rescue and Fire Fighting Station.
- For FY24, the Congressional delegation provided \$500,000 for the construction of a new East Side Apron.
- Congress eliminated all earmarks for FY25 when it enacted a full-year Continuing Resolution.
- RIC has a \$250,000 earmark pending in the FY26 legislation for a project to reconstruct the Terminal Apron.

Congressional Funding for TSA Reimbursement

When RIC began to renovate the terminal in 2004, the TSA asked RIC to install an in-line baggage screening system so that the TSA could automatically screen checked baggage for explosives. The project included two TSA screening rooms and the necessary conveyor belts. The TSA said that it did not have the funding to pay RIC upfront but would reimburse RIC once funding became available.

Although RIC did the work for the TSA, the TSA would not provide the funding once the work was completed. The TSA did the same thing to 13 other airports nationwide. RIC was owed \$3,999,812. RIC and the 13 other airports were owed a total of \$217,880,000.

Working with the Congressional delegation and in a coalition with the 13 other airports, RIC has been able to have Congress provide annual funding as follows:

Fiscal Year	Congressional Funding	RIC's Share
FY 2018	\$50,000,000	\$917,894
FY 2019	\$40,000,000	\$734,315
FY 2020	\$40,000,000	\$734,315
FY 2021	\$30,000,000	\$550,736
FY 2022	\$30,000,000	\$550,736
FY 2023	<u>\$13,940,000</u>	<u>\$255,908</u>
Total	\$203,940,000	\$3,743,904
Amount Remaining:	\$13,940,000	\$255,908

Summary of Congressional Funding Efforts

• Congressional Project Funding	
FY22: FIS Facility Renovation	\$3,969,000
FY23: New ARFF Station	\$4,000,000
FY24: East Side Apron	<u>\$500,000</u>
Total	\$8,469,000
• TSA Reimbursement	
FY18 to FY23	<u>\$3,743,904</u>
Total	\$12,212,904

Pending	
FY26: Terminal Apron	\$250,000
FY26: TSA Reimbursement	<u>\$255,908</u>
Total	\$505,908

Overview of the Federal Arena: Federal Agencies

- Federal Aviation Administration: Airports District Office (near Dulles), Regional Office (NY), Headquarters (DC)
 - Annual Airport Improvement Program Grants
 - FY22 to FY26 Airport Terminal Program Grants
 - Grant Assurances/Regulations
- Transportation Security Administration
 - Consolidated Security Checkpoint: Design, Staffing, Equipment
 - Rules/Regulations
- Customs and Border Protection
 - International Flights: Staffing for Clearing Arriving Passengers
- Department of Transportation
 - Grants for New Air Service
- The process involves in-person meetings in Washington, D.C., and regular virtual meetings, emails, and conference calls with federal agency officials.

Federal Agency Grants

FAA Airport Terminal Program

- Five-year FAA grant program (FY22 to FY26) provides \$1 billion annually in grants for airport terminal projects
- FY22: **\$665,000** for the renovation of the Federal Inspection Service Facility
- FY23: **\$4,000,000** for the replacement of Passenger Boarding Bridges
- FY25: **\$2,250,000** for the preliminary design of the Consolidated Security Checkpoint
- FY26: RIC will apply for a substantial FY26 Airport Terminal Program grant for the design/construction work for the Consolidated Security Checkpoint.

DOT Small Community Air Service Development Program

- DOT grant program to assist airports in developing new air service
- FY24: **\$1,000,000** grant to assist in developing non-stop service to Seattle

FAA Annual Discretionary/Competitive Grants

- RIC has met with the FAA Airports District Office, FAA Regional Office, and FAA Headquarters to request grants for several airfield projects

Summary of Federal Agency Funding Efforts

- FAA Airport Terminal Program

FY22: FIS Facility	\$665,000
FY23: Loading Bridges	\$4,000,000
FY25: Checkpoint Design	<u>\$2,250,000</u>
Total	\$6,915,000

- FY24 DOT Seattle Service Grant \$1,000,000

- Total **\$7,915,000**

Capital Project Federal Funding Requests

- Federal Inspection Services Facility Renovation Project
- Passenger Boarding Bridge Replacement
- New Aircraft & Firefighting (ARFF) Station
- East Side General Aviation Development
- Passenger Terminal Apron Reconstruction – Terminal Side
- Virginia Army National Guard: Relocation of the Army Aviation Support Facility
- Consolidated Security Checkpoint Project: Request for FY26 Airport Program Terminal Grant

Summary of Congressional/Federal Agency Funding Efforts

- Congressional Project Funding

FY22: FIS Facility	\$3,969,000
FY23: ARFF Station	\$4,000,000
FY24: East Side Apron	<u>\$500,000</u>
Total	\$8,469,000

- TSA Reimbursement \$3,743,904

- FAA Airport Terminal Program

FY22: FIS Facility	\$665,000
FY23: Loading Bridges	\$4,000,000
FY25: Checkpoint Design	<u>\$2,250,000</u>
Total	\$6,915,000

- DOT Seattle Service Grant \$1,000,000

- Total **\$20,127,000**

Summary of Ongoing Federal Projects

- Consolidated Security Checkpoint
 - Apply for a substantial FY26 FAA Airport Terminal Program Grant
 - Request Congressional delegation support
 - Continue to work with TSA on the design, staffing, and equipment
- TSA Reimbursement
 - \$13,940,000 in FY26 TSA funding to complete the reimbursement process with \$255,908 for RIC
 - Request continued Congressional delegation support
- FAA Discretionary Grants for Airfield Projects
 - Continue discussions with the FAA District Office, Regional Office, and Headquarters
 - Request Congressional support
- Relocation of the Virginia Air National Guard Facility
 - Continue working with Henrico County and the Guard on the relocation of Beulah Road
 - Continue working with the FAA on regulatory issues
 - Continue to request Congressional support

Vice Chairman Nelson thanked Mr. Leidl for his presentation.

2. Employee Recognitions

Mr. Rutledge presented the service awards:

Mr. Fields and Mr. Tyler are both absent today; however, brief notes on each follow.

a. **Londell Fields – 20 Years of Service**

Mr. Fields has been an Environmental Service employee for 20 years and has never called out sick.

b. **Kenneth Tyler – 25 Years of Service**

Mr. Tyler is an Environmental Services employee and a native Varinian with a positive attitude and strong dedication to his work.

c. **Troy Bell – 25 Years of Service**

Mr. Rutledge provided a brief overview of Mr. Bell's accomplishments, noting that Mr. Bell has been a cornerstone of the airport for the past 25 years. He has forged strong partnerships with airlines and played a crucial role in shaping the airport's corporate communications. Under Mr. Bell's leadership, the airport has expanded its nonstop destinations from 19 to 38 in the last five years. Mr. Rutledge personally thanked Mr. Bell for his dedicated service.

In response, Mr. Bell expressed his gratitude for the Commission's recognition and stated that he looks forward to the challenges and opportunities that lie ahead.

3. Aviation Activity Report

At the request of Dr. Perry Miller, Mr. Bell submitted the following report:

Passenger Traffic: Air carriers reported 453,936 passengers in October, establishing a new month of October record at Richmond International Airport (RIC). The total represents a 6.0% increase versus the same month a year ago (428,441) and a 3.0% increase compared to the previous record set in 2023. For fiscal year 2026 (FY26) to date, passenger traffic is 4.5% ahead of the same period in FY25.

American Airlines was the month's market leader with a 28.5% share of passengers, followed by Delta (27.9%), and United (12.9%). Breeze (+25.5%), JetBlue (+22.5%), and United (+19.4%) reported the largest growth amongst RIC's air carriers.

Cargo: Total cargo rose a robust 8.8% to 21.4 million pounds, driven by healthy growth in both freight (+7.9%) and mail (+19.6%). Thus far in FY26, cargo is up 5.9%.

Operations: Total aircraft operations dipped 1.2%, as decreases in air taxi, general aviation, and military activity offset a strong 18.9% increase in air carrier operations. Through the first four months of FY26, operations are up 7.5%.

Additional Comments

- October represents the **fifth consecutive record month at RIC**, reporting passenger totals rivaling those seen during the peak summer months.
- Regarding the impact of **FAA-mandated capacity reductions** on aviation activity, FIDs data shows RIC had 85 flight cancellations November 7-17, 2025.
- For the same 11-day (Fri-Mon) period in 2024, RIC had three cancelled flights.
- During the first half of FY26, air carriers will offer **38 nonstop** destinations from RIC.
- Scheduled seat capacity and departures as of November 18, 2025, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
October 2025	578,425	+11.6%	5,095	+11.8%
November 2025	561,489	+14.7%	4,873	+16.4%
December 2025	559,238	+13.0%	4,821	+13.2%
January 2026	491,487	+9.4%	4,345	+12.6%
February 2026	456,943	+10.8%	3,999	+10.6%

March 2026	547,660	+9.0%	4,807	+9.3%
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Mr. Bell also reviewed a previously requested chart comparing RIC and Norfolk International Airport.

4. Other

Dr. Perry Miller provided the following updates:

- Each Commissioner received a copy of the book titled *The Diamond*, which was provided by Commissioner Ukrop. The book chronicles the community effort — from civic leaders to ordinary citizens — to replace the aging Parker Field with a modern ballpark (The Diamond) that opened in 1985. It highlights how regional cooperation, fundraising initiatives, and public-private partnerships made the project possible, celebrating what the authors describe as a “miracle” of teamwork and vision. There are some strong parallels to the community’s effort needed to obtain international travel for the region.
- This Monday, December 1, 2025, staff will be attending a meeting with the region’s largest businesses to communicate the plan for raising \$20 million dollars for international air service, a minimum annual revenue guarantee.
 - The first million has already been pledged by the Tourism Improvement District.
 - Reminder: The airport is not allowed to pay a revenue guarantee per the Federal Aviation Administration (FAA), thus the need to ascertain it from the community and the Governor’s Office.
- The 5th annual Power Forum Event was held on Friday, November 21, 2025. Vice Chair Nelson opened the event, reporting that this was the best one yet with increased attendance, exhibitors, and more sponsors.
 - Power University offered an eight-week course for aspiring entrepreneurs, resulting in three winners who presented outstanding business concepts.
 - This year’s winners: Good Boy Goodies secured first place, Wicktionary took second place, and The Sweetest Thing came in third.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

a. Monthly Financial Update October 31, 2025

Mr. Greatti reviewed the following:

For the fourth month of Fiscal Year 2026, operating revenue was \$26.7 million. This amount reflects an increase of approximately \$1.4 million, or 5.7%, compared to the budgeted figure. The parking and concessions exceeded revenue expectations.

Operating expenses totaled approximately \$15.6 million, \$1.1 million below budget, or 6.5%. One of the main reasons is personnel expenses. There are 207 approved FTE, 174 filled with 33 vacancies for a 15.9% vacancy rate.

Overall, the year-to-date gross margin is 41%, or approximately \$11 million of revenue added to the bottom line. This is approximately \$2.5 million above budget.

For October, interest income has reached nearly \$2.4 million, exceeding the budget by \$1.9 million. The annual yield is currently at 3.5%.

Lastly, October enplanements totaled 879,741 passengers, which is about 24,288 above budget.

**b. Lease Amendment Enterprise Leasing Co. of
Norfolk/Richmond, LLC**

Before Mr. Knight reviewed the following resolution, Dr. Perry Miller introduced him as the new Properties and Concessions Director.

Staff recommends that the Commission adopt the following resolution:

WHEREAS, Enterprise Leasing Co of Norfolk/Richmond, LLC, a Delaware limited liability company (“Enterprise”) and the Commission are parties to that certain Deed and Agreement of Lease dated December 20, 2017 (the “Lease”), pursuant to which Lease Enterprise leases certain land comprising approximately 7.053 acres (the “Leased Land”) at the Richmond International Airport (the “Airport”), on which it has constructed certain improvements for the storing, garaging, fueling, servicing, and maintenance of vehicles used in conjunction with its vehicle rental business conducted at the Airport; and

WHEREAS, Enterprise and the Commission desire to amend the Lease to expand the Leased Land by approximately three (3) acres, subject to confirmation by survey that is underway, to accommodate additional vehicle parking; and

WHEREAS, the annual rent for the additional Leased Land will be charged at the same per square foot rental rate, and subject to the same annual escalations, as set forth in the Lease.

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 and directed to execute and enter into on behalf of the Commission an amendment to the Lease as described above, and upon such additional terms and conditions as the President and CEO, upon advice of legal counsel, may deem appropriate, consistent with the provisions set forth above, and to take all actions and to execute all other documents necessary and appropriate to carry out the transaction contemplated by this Resolution, subject to review by legal counsel.

Red outlined box is the land limit for the additional lot to be added via amendment to Enterprise Service Center Lease Hold.



At Vice Chairman Nelson's request, Commissioner Hazzard moved to approve the Lease Amendment Enterprise Leasing Co. of Norfolk/Richmond LLC. Commissioner Ukrop seconded the motion, which passed unanimously.

**c. Amendment to Neutral Hosts Distributed Antenna System
Concession & Lease Agreement with ATC DAS LLC**

Mr. Knight reviewed the following resolution:

Staff recommends that the Commission adopt the following resolution:

WHEREAS, ATC Indoor DAS LLC, a Delaware limited liability company (“ATC”), as successor to SpectraSite Communications, LLC, and the Commission are parties to that certain Neutral Host Distributed Antenna System Concession and Lease Agreement for Richmond International Airport dated October 18, 2010, with an Effective Date of October 15, 2010, as amended by that certain First Amendment to Neutral Host Distributed Antenna System Concession and Lease Agreement for Richmond International Airport dated September 17, 2015 (collectively the “Agreement”), pursuant to which Agreement ATC operates certain enhanced wireless infrastructure at Richmond International Airport (the “Airport”); and

WHEREAS, the Term of the Agreement, as previously extended per the terms thereof, expired on October 14, 2025, and ATC has been operating in holdover status since; and

WHEREAS, the Agreement was originally awarded pursuant to the Commission’s Request for Proposals No. 10-2094, and the Commission has determined, pursuant to Section 2.2-4303.E of the Code of Virginia, that there is only one source practicably available for the continued provision of the services provided by ATC under the Agreement based upon the following factors, among others: (i) ATC’s recommended iCN solution is unique in the industry and allows providers to provide service to Airport customers in the most cost-effective way possible; (ii) ATC’s shared platform has the ability to deliver additional wireless provider services in advance of upcoming Airport renovations at no cost to the Commission and with no disruption to Airport customers; and (iii) ATC is able to ensure that frequencies broadcast by wireless providers do not cause interference with other frequencies at the Airport.

WHEREAS, the Commission and ATC desire to amend the Agreement to extend the Term thereof for a period of seven (7) years, expiring October 14, 2032, with two optional additional extensions of one (1) year each (such seven (7) year period, as may be further extended, hereafter referred to as the “Extended Term”); and

WHEREAS, during the Extended Term, the Minimum Annual Guarantee (“MAG”) shall be calculated by multiplying 85% by the total amount of concession fees due from ATC for the immediately preceding twelve month period; provided, however, that such MAG shall be increased by \$779 per month per additional carrier in the event one or more additional wireless carriers are added in the first year of the Extended Term, which additional amount shall escalate by 3% in the second year and in each subsequent year during the Extended Term.

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, subject to and upon issuance of written notice required pursuant to Section 2.2-4303.E of the Code of Virginia, the President and CEO is hereby authorized and directed to execute and enter into on behalf of the Commission an amendment to the Agreement as described above, and upon such additional terms and conditions as the President and CEO, upon advice of legal counsel, may deem appropriate, consistent with the provisions set forth above, and to take all actions and to execute all other documents necessary and appropriate to carry out the transaction contemplated by this Resolution, subject to review by legal counsel.

At Vice Chairman Nelson's request, Commissioner Hazzard moved to approve the Amendment to Neutral Hosts Distributed Antenna System Concession Lease Agreement with ATC DAS LLC. Commissioner Schneider seconded the motion, which passed unanimously.

2. **Planning & Construction Committee**

Committee Chair Dibble stated that the Planning & Construction Committee did meet this month.

a. **Award Contract for Airport Master Plan**

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 February 28, 2024, the Commission issued Request for Proposals #24-2459 (the "RFP"), which RFP was published to the Commonwealth of Virginia's eVA e-procurement marketplace website, to solicit bids for professional planning and engineering services for preparation of an updated Airport Master Plan (the "Project"); and

WHEREAS, on or before the deadline for submissions set forth in the RFP, the Commission received proposals from the following:

AECOM Technical Services, Inc.

Kutchins & Groh, LLC

McFarland, Johnson, Inc.

Reynolds, Smith & Hills, Inc.

WHEREAS, the President and CEO assembled a selection committee to evaluate the proposals based upon the criteria set forth in the RFP; and

WHEREAS, based upon its evaluation and ranking of the proposals received, the selection committee invited the three (3) highest ranking proposers to provide oral presentations of their proposals; and

WHEREAS, following these presentations, the committee further evaluated the three top-ranked proposals and selected Kutchins & Groh, LLC (“K&G”) as the top-ranked proposer; and

WHEREAS, Commission staff have met with and submitted the scope of services for the Project to Virginia Department of Aviation (“DOAV”) and Federal Aviation Administration (“FAA”) representatives, which have approved the scope of services as of June 6, 2025 and July 10, 2025, respectively; and

WHEREAS, K&G’s fee proposal, as negotiated, of \$3,195,466.15 is within the acceptable range of the Independent Fee Estimate prepared by the Commission’s consultant, Kimley-Horn; and

WHEREAS, staff anticipates that the sources of funding for the cost of the Project will be FAA Airport Improvement Program entitlement funds with matching DOAV entitlement funds.

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

1. That a contract for the Airport Master Plan Project in the amount of \$3,195,466.15 be awarded to Kutchins & Groh, LLC.
2. That this award shall be subject to the complete execution of a written agreement as provided in the RFP and fulfillment of all other conditions precedent as set forth in the RFP, 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 Vice Chairman Nelson’s request, Commissioner Dibble moved to second the motion made by the Planning and Construction Committee for the Award of Contract for Airport Master Plan to Kutchins and Groh, Inc. The motion passed unanimously.

b. Capital Projects Update

Mr. Tummala limited the Capital Projects update and gave a brief introduction to the Consolidated Security Screening Checkpoint.

State of Capital Improvement Program

Project Phase	Project Count	Contract/Budget
Construction	10	\$71.7 Million
Bid & Award	4	\$8.7 Million
Design	7	\$37.9 Million
Total	21	\$118.3 Million

Capital Projects – Construction Phase

Construction Contract Value for (10) Projects – \$71.7 Million

- Passenger Boarding Bridges Replacement (12)
- Apron Lighting Replacement
- Taxiway C & E Intersection Relocation
- ARFF Station
- Concourse A Restroom Renovation + SARA
- Concourse B Restroom Renovation + SARA
- Second Floor Garage Lighting Replacement
- Center Core Plaza Improvements
- North and South Garage RTU Replacement
- Arrivals Level In-Pavement Flashing Lights at Pedestrian Crosswalks

Capital Projects – Bid & Award Phase

Budget for (4) Projects – \$8.7 Million

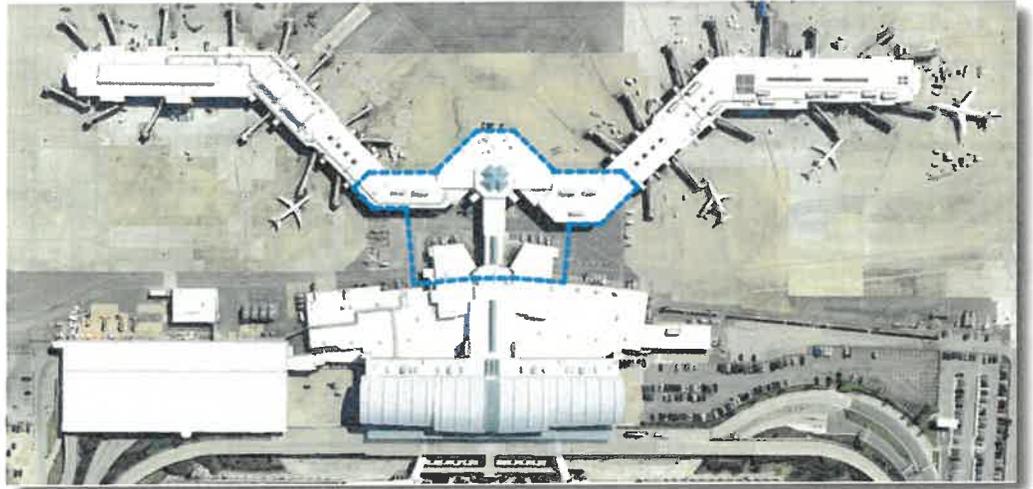
- Parking Guidance System in Garages
- Airport Ramp and BHS Surveillance
- Eastside Grading
- Administration Conference Room

Capital Projects – Design Phase

Budget for (6) Projects excluding Checkpoint – \$37.9 Million

- Consolidated Security Screening Checkpoint
- Central Receiving and Distribution Center (CRDC)
- Rental Car Counter Relocation and Connector
- AMF Restroom Renovation & SRE Bunkbed Renovations
- Airport Drive Curb and Drainage Improvements
- Stormwater Management Basin Upgrade
- Monumental Signage at Williamsburg Road

Consolidated Security Screening Checkpoint – Footprint



Consolidated Security Screening Checkpoint – Milestones

- Mar 2025 - Board Approval of Architectural Design Services Task Order to Gresham Smith
FAA Grant Application Submission
- Jun 2025 - Receipt of FAA Grant for Design Services - \$2.13 Million
Design Task Order Execution and NTP Issuance
Design Team (Prime & Subs) Kickoff Meeting
- Jul 2025 – Visioning Sessions with Commission Staff (Leadership and Directors)
TSA; Properties and Concessions; Maintenance; Information Technology (IT)
- Aug 2025 – Space Concepts Presentation to Commission Staff (Leadership and Directors)
- Sep 2025 – Building Massing Concepts Presentation to Leadership
Line-of-Sight Discussion with ATC Staff
MEP Concepts Review with Maintenance
- Oct 2025 – Building Massing Alternate Concepts Discussion with Leadership
Sustainable Building Certification Discussion
- Nov 2025 – MEPSS Concept Review with Maintenance
Finalized Concept Discussion with Leadership
Finalized Concept Presentation to Commission Board

**c. Conceptual Model for Consolidated Security Screening
Checkpoint Presentation by Architectural Design Consultants,
Gresham Smith.**

Ms. Anderson and Mr. Carraro showcased stunning views of the new, naturally lit design for the enlarged and consolidated security screening checkpoint, along with a virtual walkthrough tour of the future space. The architectural views included:

- Multiple security lanes
- New large glass elevators
- Relocation of the current escalators
- Redesigned atrium with concessions, creating more views of the airfield
- A sense of place, digital curved walls that flow into the exit lanes for newly arriving passengers. The sample animation wall was of the river, which could also be marked with some of the historic landmarks along the way.
- New administration offices and boardroom relocation that would allow for the upper level to look down onto the lower level of the security checkpoint area.

Overall, the new design concepts were well received.

3. Executive Committee

a. Resolution of Authority

Mr. Harless reviewed the following resolution:

WHEREAS, the Commission’s Enabling Act, 1980 Acts of Assembly, Chapter 380, as amended (hereinafter “Enabling Act), in Section 8 authorizes the Commissioners of the Commission to appoint such committees as they may deem advisable and fix the duties and responsibilities of such committees;

WHEREAS, in Article VI of its Bylaws, as amended through July 26, 2022 (“Bylaws”), the Commission has created the Executive Committee as a standing committee of the Commission to conduct the affairs of that standing committee and whose actions shall be subject to the final authority of the Commission;

WHEREAS, Section 8 of the Enabling Act further authorizes the Commissioners to grant to the President and Chief Executive Officer (“CEO”) of the Commission such powers and duties as they may wish to delegate to the CEO, including powers and duties involving the exercise of discretion;

WHEREAS, in Article V of its Bylaws, the Commission has provided that the CEO shall have such other powers and perform such other duties as may be delegated to him or her by the Commission, including powers and duties involving the exercise of discretion.

WHEREAS, in Article III of the Bylaws, the Commission has provided that regular Commission meetings shall be held on the last Tuesday of each month other than December, and the Commission thereby has no scheduled meeting for December 2025.

WHEREAS, the Commission deems the necessity and importance of empowering the Executive Committee, and the CEO and President under the supervision of the Executive Committee, to act on behalf of the Commission as to any matters that may come before the Commission on or before the Commission's next meeting.

NOW, THEREFORE, BE IT RESOLVED, pursuant to 1980 Acts of Assembly, Chapter 380, Section 8, the Commission authorizes the Executive Committee, and the CEO with the Executive Committee's supervision and approval, to consider and act on its behalf as to any matters that may affect the business of the Commission between the date of the adoption of this Resolution and the next meeting of the Commission; *provided, however*, that such actions by the Executive Committee and the CEO are subject to ratification and approval by the Commission at its next meeting or at such earlier special meeting of the Commission as may be called by the Chairman or Vice-Chairman as provided by the Bylaws.

At Vice Chairman Nelson's request, Commissioner Hazzard moved to approve the Resolution of Authority. Commissioner Schneider seconded the motion, which passed unanimously.

b. Designation of Voting Director to the Board of Capital Region Airport Commission Foundation

Mr. Harless reviewed the following resolution:

WHEREAS, the Capital Region Airport Commission (the "Commission"), a political subdivision of the Commonwealth, was created by and pursuant to Chapter 537 of the Acts of Assembly of 1975, as amended, and continued by Chapter 380 of the Acts of Assembly of 1980, as amended (the "Enabling Act"), and is conferred thereunder all powers necessary or incident to the ownership and operation of its airport(s), to the end that the Commission may promote the welfare, convenience and prosperity of the inhabitants of the participating political subdivisions and this Commonwealth, and the increase of their commerce; and

WHEREAS, under the Enabling Act, the Commission is authorized to make charitable donations and provide financial assistance, personnel

assistance, and other assistance to educational and charitable entities, organizations, programs, and other endeavors designed to foster an appreciation by the public of the importance of aviation, assist the public in aviation travel, or help develop and educate the next generation of aviation professionals in the Commonwealth, including without limitation the formation or support of one or more independent foundations for such purposes; and

WHEREAS, the Commission, on December 8, 2022, established the Capital Region Airport Commission Foundation, a Virginia nonstock corporation (the “Foundation”); and as part of the Foundation’s articles of incorporation and bylaws, the Commission is to designate directors to the Foundation’s board of directors and to appoint members of the Foundation’s advisory board; and

WHEREAS, former Commissioner James M. Holland was originally appointed to a three-year term as a Voting Director of the Foundation, to expire on December 31, 2025; however, this position became vacant upon the death of James M. Holland on October 14, 2025; and

WHEREAS, Commissioner Kevin Carroll has agreed, if appointed, to serve as a Voting Director of the Foundation

WHEREFORE, BE IT RESOLVED by the Capital Region Airport Commission, in accordance with Chapter 380, Virginia Acts of Assembly of 1980, as amended, that commencing with the first meeting of the Foundation’s board of directors in 2026, Kevin P. Carroll be appointed as a Voting Director of the Foundation to serve up to and through December 31, 2028.

At the request of Vice Chairman Nelson, Commissioner Fulton moved to approve the designation of Kevin Carroll as a Voting Director for the Capital Region Airport Commission Foundation. Commissioner Miller seconded the motion, which passed unanimously.

IV. NEXT MEETINGS

The next **Capital Region Airport Commission** meeting will be held on Tuesday, January 27, 2026, at 8:00 a.m.

The **Executive Committee** meeting will be held on Tuesday, January 27, 2026, at 9:30 a.m. following the Commission meeting.

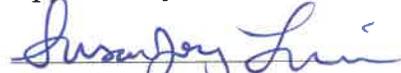
The **Finance & Audit Committee** meeting will be held on Tuesday, January 13, 2026, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, February 12, 2026, at 8:00 a.m., all in the Commission boardroom in the terminal building.

V. **ADJOURNMENT**

Vice Chairman Nelson adjourned the meeting at 10:23 a.m.

Approved by the Commission:


Recording Secretary

Charles S. Macfarlane, Chairman



Date 2/24/24