



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
 LeQuan M. Hylton, Ph.D. – 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

February 24, 2026	Commission Boardroom, Terminal Building	Time: 8:00 A.M.
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	<u>Pages</u>
I. CALL TO ORDER	
A. Prayer – Commissioner Misty D. Roundtree – Henrico 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 November 25, 2025 Minutes	1-20
D. President’s Report	
1. Employee Recognitions	
a. Londell Fields – 20 Years of Service	
b. James Miles – 20 Years of Service	
2. Aviation Activity Report Update	21-24
3. Other	
E. Commission Standing Committee Reports:	
1. Finance and Audit Committee	
a. Monthly Financial Update January 31, 2026	25-39
b. General Services Administration Lease	40
c. Economic Development Agreement – Economic Development Authority of Henrico County, VA	41-42
d. Cost Estimate Presentation for Consolidated Security Checkpoint – Presentation by Krystal Anderson, AIA – Project Manager with Gresham Smith	
2. Planning and Construction Committee	
a. Award of Contract for East Side Grading Project	43-44
3. Executive Committee	
a. Resolution of Policy – Capital Region Airport Commission Policy for Remote Participation during Commission Meetings	45-46



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February 24, 2026

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, March 31, 2026, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
- B. Committees:**
 - 1. Branding/Visioning Committee will be held on Tuesday, March 31, 2026, following the Commission meeting.**
 - 2. Executive Committee will be held on Tuesday, April 28, 2026, at 9:30 a.m. following the Commission meeting.**
 - 3. Finance & Audit Committee will be held on Tuesday, March 17, 2026, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**
 - 4. Planning and Construction Committee will be held on Thursday, April 16, 2026, at 8:00 a.m. in the Commission Boardroom, Terminal Building.**

V. ADJOURNMENT