

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

February 24, 2026

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 February 24, 2026. 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, Heston, Hylton, 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 Dosunmu, Chief Finance Officer; Uday Nethula, Chief Human Resource Officer; Michelle Barnett, Operations & Community Engagement Coordinator; Troy Bell, Director – Air Service Development and Corp Comms; Londell Fields, Environmental Services; Carol Gaddis, Director – IT and Innovations; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Aaron Keller, Director – Operations & Security; Ken Madrigal, Director – Marketing and Customer Experience; James Miles, ARFF Captain; 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 were Krystal Anderson, AIA – Project Manager, and Brad Suche, Project Executive with Gresham Smith.

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

II. CLOSED MEETING

There was none.

III. OPEN MEETING AGENDA

A. CONSIDERATION OF AGENDA AMENDMENTS

There were none.

B. CHAIRMAN'S COMMENTS

Chairman Macfarlane welcomed everyone and wished them a Happy New Year, as this was the first meeting of the year. He provided a recap of accomplishments to date and outlined upcoming plans.

- Last July, the workshop at The Jefferson Hotel began the new fiscal year and initiated discussions on the five-year strategic plan.
- FBO agreements with facility improvements were finalized.
- Congratulations to CEO/Dr. Miller, who will be receiving the *Director of the Year for Small Airports* award tomorrow evening in Nashville, Tenn.
- Creation of the evaluation appraisal initiatives for the CEO's incentive plan.
- Discussion on baggage delays and strategies to improve these issues.
- Enhance the overall experience for passengers, including reducing wait times in the rental car lines.
- Creation of the Branding and Visioning Committee
 - A charette meeting with community stakeholders is scheduled for the evening of April 1, featuring a kick-off dinner, and on April 2, there will be a work session directed by 3North Company.
 - Due to the limitation of allowing only two Commissioners to attend the charette, a preliminary meeting will be held for those interested in learning more about the charette session and providing input. This meeting will take place after the next Commission meeting on March 31, 2026. The feedback from the Commissioners will be presented during the charette meeting.
- Creation of a memorial for former chairman, Commissioner James Holland, to be placed in the pocket park near the rental car connector project.
- Strategic plan rollout for the next five years will continue.
- Commission retreat scheduled for July 9 and 10; agenda is still being developed.
- Future discussions regarding the FBO will consider the interests of the airlines.
- The Revenue Guarantee Task Force is developing incentive programs to assist with the acquisition of an international flight to Europe.
- Significant capital improvements exceeding \$300 million will take place at RIC.

C. **APPROVAL OF NOVEMBER 25, 2025, MINUTES**

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

D. **PRESIDENT'S REPORT**

1. **Employee Recognitions**

Mr. Rutledge provided an overview of each of the following individuals and presented them with their service awards:

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

Mr. Fields has been an Environmental Service employee for 20 years and has never taken a sick day. He is a versatile employee capable of working in any position within the department. Currently, he serves as a floor technician, taking pride in making the floors shine like glass.

b. **James Miles – 20 Years of Service**

Mr. Miles, the Captain of the Aircraft Rescue and Firefighting (ARFF) department, served for 22 years in the Virginia Air National Guard, where he attained the rank of staff sergeant. He is highly respected by his colleagues and has been instrumental in the design of the new ARFF Station.

2. **Aviation Activity Report**

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

Passenger Traffic: For January 2026, Richmond International Airport (RIC) reports 316,765 total passengers, a 3.8% decrease compared to the January record set a year ago.

American Airlines was January's market leader with a 30.1% share of passengers, followed by Delta (24.8%) and United (13.9%). Breeze and JetBlue were RIC's growth leaders, reporting increases of 24.9% and 8.8%, respectively.

For fiscal year-to-date 2026 (FYTD26), passenger traffic has increased 2.1% versus the same period a year ago. This amounts to about 60,000 additional passengers, July through January.

Cargo: January's total cargo volume of 15.6 million pounds was a 0.9% decrease from January 2025. For FYTD26, total cargo has decreased 0.8%.

Operations: Aircraft operations decreased 8.6% year over year, with only the air carrier category reporting growth. For FYTD26, RIC reports a 4.9% increase in aircraft operations.

Additional Comments

- Airlines cancelled 346 flights in January 2026, more than triple the total for January 2025; many of the cancellations were attributable to late January’s Winter Storm Fern.
- **Launching next month: JetBlue Airways** will launch thrice weekly **Richmond-San Juan, Puerto Rico (SJU)**, flights on March 26.
- During the second half of FY26, air carriers will offer **38 nonstop destinations** from RIC.
- Scheduled seat capacity and departures as of February 18, 2026, via Airline Data, Inc.:

Month	Seats	YOY Change	Departures	YOY Change
January 2026	488,428	+8.7%	4,315	+11.8%
February 2026	457,827	+11.0%	4,044	+11.9%
March 2026	555,302	+10.5%	4,812	+9.4%
April 2026	559,871	+11.5%	4,783	+10.7%
May 2026	605,748	+7.5%	5,196	+8.2%
June 2026	604,290	+5.8%	5,139	+4.8%

3. Other

Dr. Perry Miller provided the following updates:

- Mr. Rubinstein recently published an article for the Journal of Airport Management, which has been provided to each Commissioner today. He is positioning RIC for growth and for its next phase as it aims to become an international medium hub airport. The article discusses the development of a digital economy to enhance our operational efficiency.
- Commission responses are still needed for the July Commission retreat for final coordination.
- Since delayed passenger baggage is a topic of interest, the following data was provided by Mr. Rutledge.

Inbound Baggage Metrics

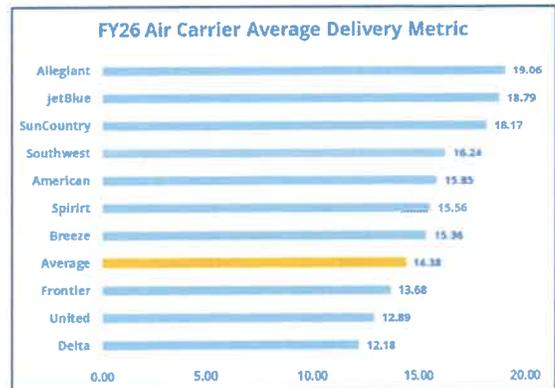
- FY26 by the numbers:
 - 11,447 commercial arrivals audited
 - 10,802 (94%) delivered under 25 minutes
 - 46 (0.4%) have exceeded 46 minutes
 - All air carrier delivery average: 14.4

FY26 Flights Exceeding 45 Minutes	
Jul-25	7
Aug-25	9
Sep-25	7
Oct-25	5
Nov-25	4
Dec-25	9
Jan-26	5
Total	46

% of Flights Delivered Under 15, 20, & 25 Minutes			
Carrier	15	20	25
Allegiant	27%	64%	87%
American	58%	76%	90%
Breeze	57%	82%	93%
Delta	86%	96%	98%
Frontier	70%	87%	92%
jetBlue	37%	62%	84%
Southwest	47%	79%	94%
Spirit	62%	81%	93%
SunCountry	39%	70%	87%
United	77%	94%	98%
System	67%	85%	94%

Inbound Baggage Metrics

- All air carrier delivery average: 14.4
- Baggage delivery delay complaints submitted via flyrichmond.com to RIC Customer Service.
 - FY 26 (6)
 - FY 25 (10)



- **Actions Taken Since 2024 Regarding Baggage Delays**

- Monthly tenant briefings
- Organizational dashboard displaying times
- Delivery times for each flight
- Average delivery time
- Email notifications
- Airfield management software provider
- Developed API for connecting different operational systems.
- Pre-launch airline meetings with airline ground handlers (PrimeFlight)

- **Actions Planned for Baggage Delays**

- SMS (Text) alerting
- Increased Commission presence
- New terminal ops officer

- A legislative update assisting RIC in becoming the gateway to the world by obtaining an international European flight.
 - Staff are aiding the taskforce that is facilitating the development of an airport revenue guarantee fund being led by the Greater Richmond Partnership, which is the custodian of the fund.
 - Target funding is set at \$20 million with multiple organizations committed to contributing to the fund. Additionally, calls from interested parties are becoming more frequent.
 - The state government's participation is progressing more slowly than we anticipated. Delegate McQuinn and Senator McDougal introduced amendments to the budget, but these proposals were unsuccessful. With the help of the state lobbyist, another meeting request will be submitted to the governor. Our goal is to develop a strategic objective that focuses on growth and allocates funds toward the revenue guarantee.
 - If approved by the General Assembly, the Virginia Economic Development Partnership (VEDP) will increase the New Air Service Incentive Fund (NASIF) to as much as \$500,000 for a year-round international route, supporting efforts to recruit additional long-haul commercial service to the Commonwealth.
- Thank you to multiple Commissioners involved in the following various subject matters supporting airport initiatives.
 - Commissioners Ukrop and Macfarlane supported the creation of the revenue guarantee task force, participating in an initial meeting held with the governor's office last year.
 - A recent legislative concern regarding the airport reached a compromise, supported by Commissioners Cooper and Nelson, who participated in a recent General Assembly meeting with state lobbyists and staff.
 - Commissioners Carroll and Nelson supported the relocation of Beulah Road. Their involvement with the Central Virginia Transportation Authority (CVTA) helped convince the Technical Advisory Committee (TAC) to allocate approximately \$9 million for the relocation. This

funding will benefit the growth of the airport and support future development on the east side.

E. COMMISSION STANDING COMMITTEE REPORTS

1. Finance and Audit Committee

a. Monthly Financial Update January 31, 2026

Mr. Dosunmu reviewed the following:

Before providing the monthly financials, Mr. Dosunmu stated that the Finance & Audit Committee met with the auditors in January and reported that the annual independent audit for FY25 received a clean opinion. A full Annual Comprehensive Financial Report (ACFR) and a summary are provided to the Commission today.

For the seven months of Fiscal Year 2026, operating revenue was \$45.0 million. This amount reflects an increase of approximately \$2.0 million, or 4.7%, compared to the budgeted figure. Parking revenue, along with concessions and landing fees, exceeded expectations.

Operating expenses totaled approximately \$26.6 million, \$2.0 million below budget, or 7.1%. The main reason is personnel expenses. There are 207 approved full-time employees (FTE), 184 filled, and 23 vacancies.

Overall, the year-to-date gross margin is 41%, or approximately \$18.5 million of revenue added to the bottom line. This is approximately \$4.1 million above budget.

For January, interest income has reached nearly \$3.9 million, exceeding the budget by \$3.0 million. The annual yield is currently at 3.3%.

Lastly, year-to-date enplanements totaled 1,452,306 passengers, which is about 9,142 above budget or 0.6%.

b. General Services Administration Lease

Before Mr. Bell reviewed the resolution, he stated that this lease would support the *Enterprise Revenue and Growth* strategic priority by adjusting the tenant's long-standing rate to reflect fair market value.

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 United States of America, acting through the General Services Administration’s Public Buildings Service (the “GSA”) leases approximately 4,237 rentable square feet of space known as Suite 104 in the Ivor Massey Building located at 5707 Huntsman Road (the “Premises”) for the benefit of U.S. Customs and Border Protection (“CBP,” and collectively with GSA, the “Government”) pursuant to Lease No. GS-03P-LVA12227, effective as of February 10, 2016, as amended (the “Existing Lease”), which Existing Lease is set to expire February 9, 2026;

WHEREAS, the Government wishes to enter into a new lease for the Premises upon the expiration of the Existing Lease for a term of up to ten (10) years, consisting of a five (5)-year firm term and an additional five (5)-year renewal term, to commence February 10, 2026 (the “New Lease”); and

WHEREAS, the total annual rent payable at the commencement of the five (5) year firm term shall be \$135,584.00, consisting of base rent in the amount of \$18.00 per square foot, or \$76,266.00, which base rent amount shall be fixed and shall not escalate during the term of the New Lease, plus operating costs in the amount of \$14.00 per square foot, or \$59,318.00, which operating costs shall escalate pursuant to annual CPI adjustments; and

WHEREAS, Commission staff believes that it is in the interest of the Commission to enter the New Lease in accordance with this Resolution.

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 and enter into, for and on behalf of the Commission, a lease with the Government for the aforementioned Premises in accordance with the terms described above, and to take all actions and execute all other documents necessary and appropriate to give effect to the actions contemplated by this Resolution, subject to review by legal counsel.

At Chairman Macfarlane’s request, Commissioner Hazzard seconded the motion made by the Finance and Audit Committee. The resolution passed unanimously.

c. Economic Development Agreement – Economic Development Authority of Henrico County, VA

Before Mr. Bell reviewed the following resolution, he stated that this license agreement aligns with the *Regional Impact and Resilience* strategic priority by fostering economic development and strengthening community partnerships. Additionally, this initiative supports the *Enterprise Revenue*

and Growth strategic priority through accelerated land development to support aerospace tenant acquisition.

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

WHEREAS, the Economic Development Authority of Henrico County, Virginia (the “EDA”), has been awarded a grant of up to \$1,000,000 (the “Grant”) from the Virginia Business Ready Sites Program Fund (the “Fund”) administered by the Virginia Economic Development Partnership Authority, for the purpose of financing certain due diligence activities as described in the Scope of Work and Budget attached hereto (the “Due Diligence Activities”), at a Commission-owned site located at 6201 Beulah Road (the “Site”) to advance the development readiness of the Site; and

WHEREAS, the Commission, as owner of the Site, must provide access to the EDA and its employees, consultants, contractors, and subcontractors (“EDA Personnel”) to perform the Due Diligence Activities, which the EDA expects to perform and obtain reimbursement for from Grant funds in two separate phases; and

WHEREAS, the EDA has proposed that the Commission and the EDA enter into an Economic Development Agreement for each phase of the Due Diligence Activities whereby the Commission will grant a temporary license to EDA Personnel to access the Site in order to perform such Due Diligence Activities; and

WHEREAS, the Due Diligence Activities will be performed at no cost or expense to the Commission; provided, however, that the Commission shall agree to reimburse the EDA for (i) any excess costs arising out of the Commission’s unreasonable denial of access to EDA Personnel to perform the Due Diligence Activities, and (ii) any Grant funds that must be repaid due to certain acts of the Commission that would render such Due Diligence Activities ineligible for reimbursement from the Fund.

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 and enter into, on behalf of the Commission, one or more Economic Development Agreements with the principal terms described above, subject to review by legal counsel.

Scope of Work

The Economic Development Authority of Henrico County was granted \$1,000,000 during the FY 2025 round of Virginia Business Ready Sites Program. The Economic Development Authority of Henrico County will

utilize VBRSP funding to complete due diligence and strategic clearing that brings RIC Beulah Road to a Tier 3 level. The project scope of services includes boundary surveying, topographical surveying, cultural resources review, T&E, wetlands delineation, wetlands confirmation, wetlands permitting & mitigation, Phase I environmental review, traffic study, preliminary utility studies & concept design, master planning, and geotechnical studies.

Budget

Expenditure Description	Phase	Grant Funding Request	Matching Source 1	Total	
			Name:		
			Capital Region Airport Commission		
			Source Type:		
			Previous Investment		
Land Acquisition		-	\$3,125,000	\$3,125,000	
Land Boundary ALTA/NSPS Land Title Survey	Phase I	\$24,000	-	\$24,000	
Aerial Topographical Survey	Phase I	\$35,000	-	\$35,000	
Cultural Resource Review	Phase I	\$2,400	-	\$2,400	
Threatened & Endangered Species Review	Phase I	\$3,800	-	\$3,800	
Wetlands Delineation	Phase I	\$14,500	-	\$14,500	
Wetlands Confirmation	Phase I	\$4,800	-	\$4,800	
Wetlands Permitting and Mitigation Strategy	Phase I	\$7,500	-	\$7,500	
Phase I ESA	Phase I	\$6,500	-	\$6,500	
Traffic Study	Phase I	\$50,000	-	\$50,000	
Preliminary Utility Studies & Concept Design	Phase I	\$66,500	-	\$66,500	
Master Planning	Phase I	\$75,000	-	\$75,000	
Geotechnical Studies	Phase I	\$30,000	-	\$30,000	
Strategic Clearing	Phase II	\$680,000	-	\$680,000	
Totals	-	\$1,000,000	\$3,125,000	\$4,125,000	

At the request of Chairman Macfarlane, Commissioner Fulton seconded the Finance & Audit Committee's motion to approve the Henrico Authority Economic Development Agreement, which passed unanimously.

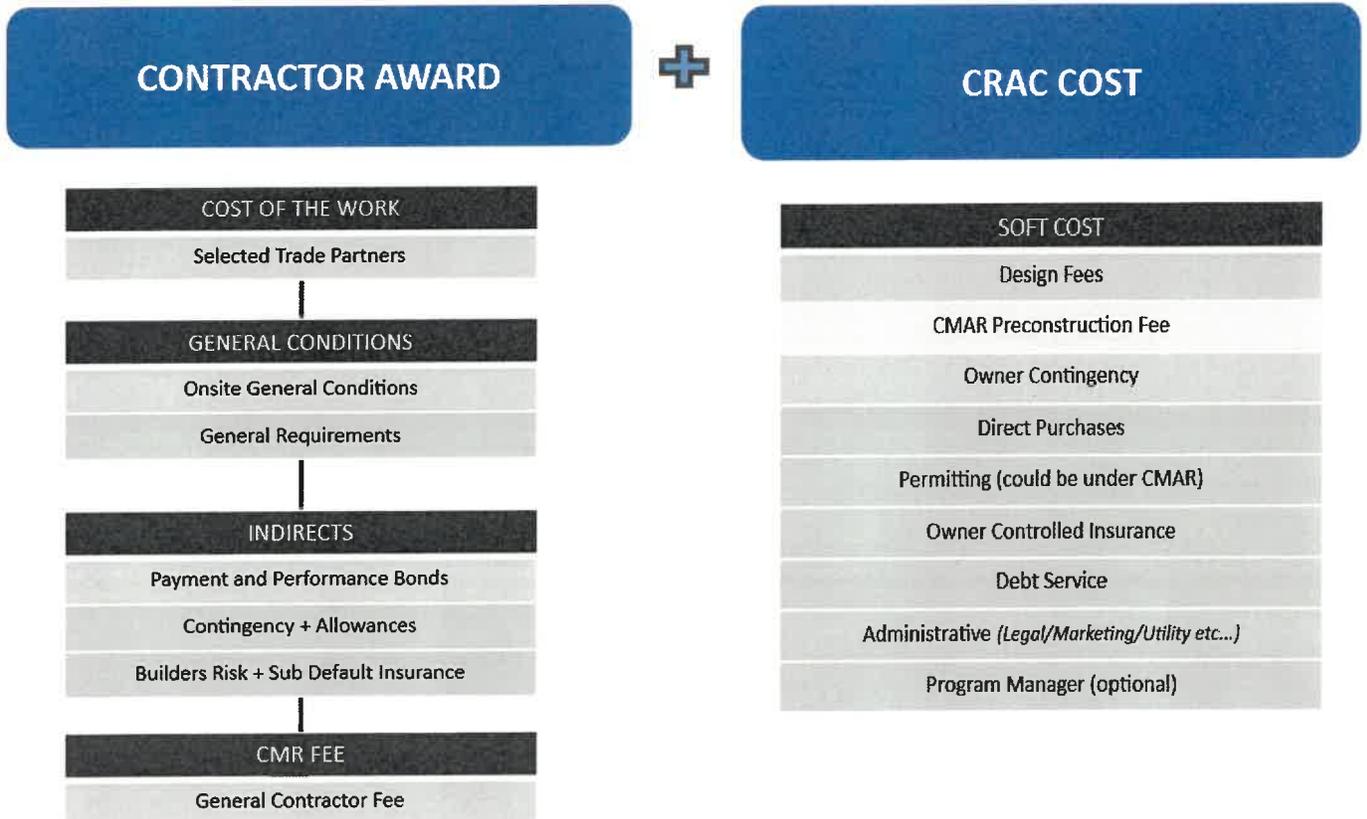
d. Cost Estimate Presentation for Consolidated Security Checkpoint

Before Mr. Tummula introduced Ms. Anderson, he stated the consolidated security screening checkpoint supports the *Enhance the Passenger Experience* strategy priority by streamlining passenger flow and reducing wait times. Additionally, this initiative aligns *Operational Excellence and Innovation* strategic priority through facility modernization in turn improving operational flows and overall efficiency.

During the Finance & Audit Committee meeting, a question was raised regarding how the staff would communicate with passengers during the construction phase. Mr. Madrigal presented an overview of a comprehensive communication strategy that is still in development, considering its significant impact.

Ms. Anderson provided an overview of the previously reviewed walkthrough of the consolidated security checkpoint before sharing the details of the cost estimates.

Construction Cost Estimate =



Construction Cost Estimate

Square Footage: 216,000 GSF

01 EXECUTIVE SUMMARY

The total project cost for the scope of this project:

SUBTOTAL DIRECT COST (COST OF WORK)	\$ 178,393,169
DESIGN EVOLUTION	<u>\$ 35,678,634</u>
ESTIMATED CONSTRUCTION COST (ECC)	\$ 214,071,803
CMAR CONTINGENCY	<u>\$ 10,703,590</u>
ESTIMATED CONSTRUCTION COSTS (Final)	\$ 224,775,393
ESCALATION \$	<u>\$ 19,770,645</u>
TOTAL PROJECT COSTS	\$ 244,546,038
CMAR FEE	<u>\$ 8,559,111</u>
TOTAL ESCALATED PROJECT COST W/ FEE	\$ 253,105,149

Design Evolution:

The estimate carries 20% design evolution to carry project to Guaranteed Maximum Price (GMP) Set.

Construction Manager at Risk (CMAR) Contingency

Estimate carries 5% CMAR Contingency.

CMAR Contingency is part of the GMP to cover costs such as:

- Trade scope gaps
- Acceleration costs
- Product changes due to availability/procurement timeframe
- Constructability

Escalation:

Costs Basis Year of 2025

Initial Escalation Rate: 4.5% beginning in 2026 and Compounding Annually

06 ESCALATION

Cost Basis Year of 2025

Initial Escalation Rate: 4.50% beginning in 2026 and Compounding Annually per table below.

Overall Project Escalation: 8.80%, \$19,770,645

		Escalation Rate Applied Per Year	Compounding Escalation	Escalation \$'s Per Year
Cost Basis Year	2025	4.50%	0.00%	\$0
Construction Award Year	2026	4.50%	4.50%	\$4,045,957
	2027	4.50%	9.20%	\$6,205,487
Construction Finish Year	2028	4.50%	14.12%	\$9,519,201

CMAR Fee:

Estimate carries 3.5% CMAR Fee

This fee is the CMAR's fee to perform the work.

Mr. Suchee, Project Executive with Gresham Smith, gave a brief comparison of similar projects and their associated costs to provide a realistic cost estimate of the consolidated security checkpoint project present today to the Commission.

2. Planning & Construction Committee

Committee Chair Dibble stated that the Planning & Construction Committee did not meet this month; however, an item needing Commission approval is next on the agenda.

a. Award of Contract for East Side Grading Project

Mr. Tummala reviewed the following resolution:

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

WHEREAS, on October 30, 2025, the Commission issued Invitation for Bid #25-2504 (the “IFB”), which IFB was published through the Commonwealth of Virginia’s eVA e-procurement marketplace website, to solicit bids for its East Side Grading Project (the “Project”), which encompasses the following Project scope of work:

Clearing and re-grading of approximately 5.5 acres of land on the east side of the Airport. The scope includes replacing existing stormwater conveyance ditches within this tract of land with large-diameter RCP storm pipe and grading the land to drain towards installed storm sewer inlets and the existing culvert under East Side Road at the east end of the project site. The project includes selective tree clearing, erosion control, grading, storm sewer installation, and fine grading to provide the designed finished grades. The storm sewer system includes custom-designed concrete junction boxes and a custom-designed end wall at the outlet of the proposed storm sewer; and

WHEREAS, on or before the submission deadline of January 6, 2026, the Commission received a total of three (3) bids, all of which were deemed responsive bids, as summarized below:

Responsive Bidders	Bid Price	Difference
JSG Corporation, Williamsburg, VA	\$2,110,914.00	
Webb Development, LLC, Midlothian, VA	\$2,664,292.00	\$553,378.00
Laurita Excavating dba Laurita, Inc, Morgantown, WV	\$5,194,000.00	\$3,083,086.00

WHEREAS, JSG Corporation of Williamsburg, Virginia, submitted the lowest bid, and its bid conformed to the Invitation for Bid. The cost difference between the lowest bid and the second lowest bid is \$553,378.00, or approximately 26%. The cost difference between the lowest bid and the highest bid is \$3,083,086.00, or approximately 146%. The low bid is \$20,484.00, or approximately one percent (1%), higher than the engineer's estimate of \$2,090,430.00 for this project; and

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 East Side Grading Project in the amount of \$2,110,914.00 be awarded to JSG Corporation of Williamsburg, 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 enter into grant agreements with federal and state agencies for the acceptance and use by the Commission of funding, if any, 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 moved to approve the award of the East Side Grading Project to JSG Corporation. Commissioner Miller seconded the motion, which was approved unanimously.

3. Executive Committee

a. Resolution of Policy – Capital Region Airport Commission

Policy for Remote Participation during Commission Meetings

Mr. Harless reviewed the following resolution:

WHEREAS, in Article III, Section 1, of its Bylaws, the Commission has provided that regular Commission meetings shall be held on the last Tuesday of each month other than December;

WHEREAS, in Article III, Section 4, of its Bylaws, the Commission has provided that a majority of the Commissioners in office shall constitute a quorum for the transaction of business of the Commission;

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 as standing committees of the Commission the Executive Committee, Finance and Audit Committee, and Planning and Construction Committee to conduct the affairs of such standing committee and whose actions shall be subject to the final authority of the Commission;

WHEREAS, historically the Commission has not permitted remote participation by Commissioners during the meetings of the Commission or its standing or special committees;

WHEREAS, pursuant to Virginia Code § 2.2-3708.3, as amended, the Virginia General Assembly has adopted rules governing the use of remote participation during meetings of the Commission held in the absence of a declared state of emergency;

WHEREAS, before the Commission may allow members to use remote participation, the Commission must first adopt a policy, by recorded vote at a public meeting, that (1) shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the Commissioner requesting remote participation or the matters that will be considered or voted on at the meeting; (2) describes the circumstances under which remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and (3) fixes the number of times remote participation for personal matters can be used per calendar year, not to exceed the limitations set forth in Virginia Code § 2.2-3708.3, as amended.

WHEREAS, the Commission deems the necessity and importance of empowering the members of the Commission and of the standing and special

committees of the Commission to participate remotely in the meetings of the Commission and its committees, all in compliance with Virginia Code § 2.2-3708.3, as amended.

NOW, THEREFORE, BE IT RESOLVED, pursuant to Virginia Code § 2.2-3708.3, as amended, that the Commission hereby adopts the accompanying *Capital Region Airport Commission Policy for Remote Participation During Commission Meetings* (“Policy”) to govern the use of remote participation by Commissioners during meetings of the Commission held in the absence of a declared state of emergency; and

BE IT RESOLVED FURTHER that the Policy shall also apply, making necessary alterations while not affecting the main point, to meetings of any committee, subcommittee, or other entity however designated of the Commission to perform delegated functions of the Commission or to advise the Commission.

At Chairman Macfarlane’s request, Commissioner Carroll moved to approve the Resolution of Policy regarding remote participation during Commission meetings. Commissioner Schneider seconded the motion, which passed unanimously.

IV. NEXT MEETINGS

The next **Capital Region Airport Commission** meeting will be held on Tuesday, March 31, 2026, at 8:00 a.m.

The Branding/Visioning Committee will be held on Tuesday, March 31, 2026, at 9:30 a.m., following the Commission meeting.

The **Executive Committee** meeting will be held on Tuesday, April 28, 2026, at 9:30 a.m., following the Commission meeting.

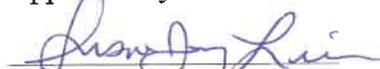
The **Finance & Audit Committee** meeting will be held on Tuesday, March 17, 2026, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, April 16, 2026, at 8:00 a.m., all in the Commission boardroom in the terminal building.

V. ADJOURNMENT

Chairman Macfarlane adjourned the meeting at 9:29 a.m.

Approved by the Commission:


Recording Secretary

Charles S. Macfarlane, Chairman


Date 3/31/26