

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

**June 30, 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 June 30, 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, Macfarlane, Miller, Roundtree, 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; Martin Rubinstein, Chief Growth Officer; Michelle Barnett, Operations & Community Engagement Coordinator; Troy M. Bell, Director –Air Service Development & Corp. Comms; Carol Gaddis, Director – IT and Innovations; Richard Greatti, Director – Finance; Aaron Haynes, Marketing Specialist; Scott Knight, Director – Properties and Concessions; Jessica Lockwood, Manager – Marketing & Customer Experience; Ken Madrigal, Director – Marketing & Customer Experience; Susan Rowland, Specialist – Corp. Comms & PR; Director – Operations & Security; Nagesh Tummalala, Director – Capital Development; Kenneth Tyler, Environmental Services; Scott Walker, Interim Director – Maintenance; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

Special invited guests included Jay Hugo, Managing Principal, Andrea Almond, Director at 3North, and Brad Sucher, Senior Vice President at Gresham Smith.

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

Commissioners Lynch and Nelson were absent.

**II. OPEN MEETING AGENDA**

**A. CONSIDERATION OF AGENDA AMENDMENTS**

There were none.

**B. CHAIRMAN'S COMMENTS**

**1. 2026-2027 Officer Nominating Committee Report**

At Chair Macfarlane's request, Nominating Committee Chair, Commissioner Roundtree, presented the Nominating Committee's slate of proposed officers for 2026-27, which was the following:

- Charles Macfarlane, Chair – City of Richmond
- Tyrone Nelson, Vice Chair – Henrico County
- Susan Dibble, Treasurer – Hanover County
- Kevin Carroll, Secretary – Chesterfield County.

**2. 2026-2027 Officer Election**

Chairman Macfarlane thanked Commissioner Roundtree and asked if there were any further nominations from the floor to be entertained. Hearing none, Chairman Macfarlane requested a vote on the slate of proposed officers which the Commission approved unanimously.

Chairman Macfarlane thanked the Commission for their support and commitments this past year and expressed that he is looking forward to the upcoming year and next week's workshop.

**3. Charrette Presentation by 3North**

Chairman Macfarlane introduced Mr. Hugo and Ms. Almond from 3North, along with Brad Sucher from Gresham Smith, who provided an executive summary of the Charrette that occurred two months ago.

Mr. Hugo explained that the goal of the Charrette is to provide information about upcoming capital projects at the airport and to introduce a new layer of placemaking that celebrates the region's unique character and spirit. The Charrette generated a significant amount of material, and today's presentation does not reflect the extensive effort that went into it. The impactful outcome resulted from the involvement of over 50 diverse community stakeholders who continue to express their enthusiasm and desire to serve as airport ambassadors.

Ms. Almond explained the Intangible Qualities (IQ) process, a proprietary visioning and engagement method that reveals and celebrates the essential characteristics of a specific place.

**The top five charrette superlatives:**

- Highest concentration of well-traveled airport aficionados ever gathered at a charrette.
- Record-breaking coffee consumption fueled a full day of enthusiasm and ideas for RIC.
- Strongest campaign for an indoor water feature and unwavering enthusiasm for the James River

- Most heartfelt “Postcards from the Future,” painting a compelling vision for RIC’s future.
- Deepest love and admiration for a place (RVA) ever expressed at a charrette.

#### Key Observations:

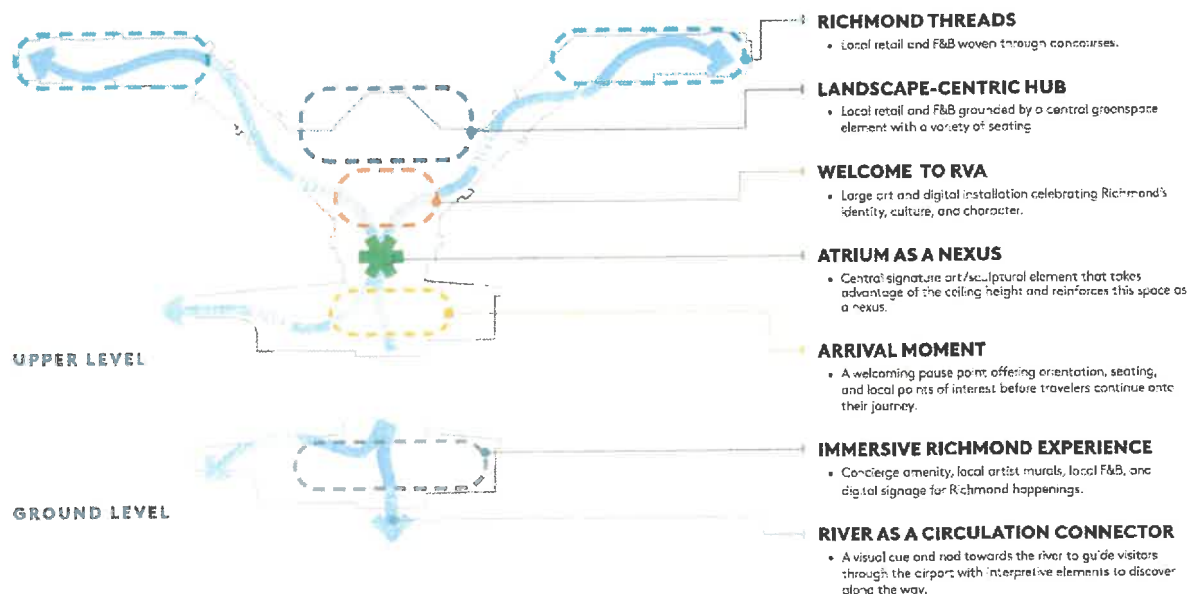
- Participants most often remember experiences that are rooted in local identity, culture, and landscape, creating a strong sense of place shared amongst the group.
- Word-focused exercises helped to define the character of the Richmond region and how to apply it to the airport.

#### ESSENCES USE YOUR WORDS

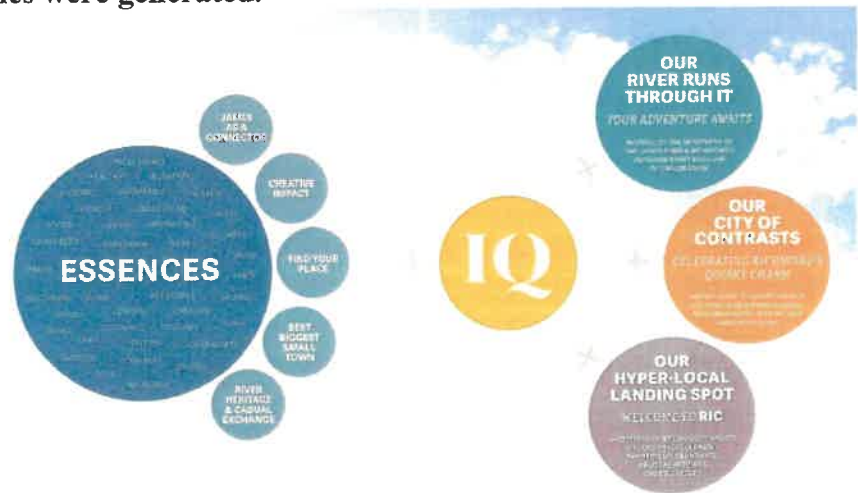


- Participants emphasized the importance of highlighting Richmond’s businesses, food, art, history, and culture to create a unique airport experience that connects people to Richmond.
- Several mapping activities provided the group with identifying where things should go in the airport.

#### ROCKS & RIBBONS TYING IT ALL TOGETHER



Three themes were generated.



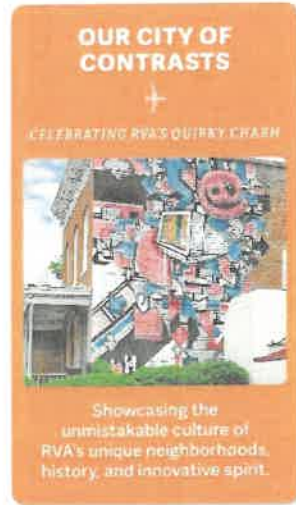
## THEMES DIAGRAM



## THEMES



## THEMES

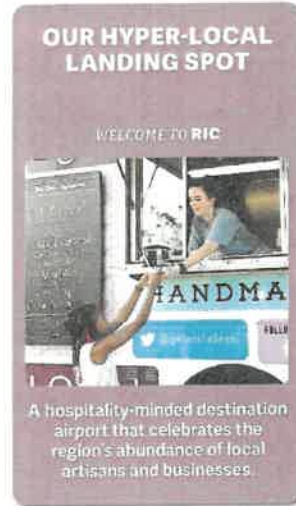


- Incorporate a variety of design elements, features, and spatial characteristics to represent some of the more notable contrasting essences of Richmond (Historic / Progressive / Urban / Natural / Refined / Gritty / Edgy)
- Layered design inspired by Richmond's history, art, and culture, balancing digital and material experiences.
- Explore how edge conditions where contrasting elements meet can create fertile opportunities for innovation and connection
- Spaces that balance the city's energy and movement with moments of calm and quiet, celebrating the contrast between open and intimate experiences

- Ensure that RIC has a lived-in, textured and human character — not polished or sterile
- Include quirky artistic elements and experiences that will make for memorable photographic moments
- Engaging programming moments through both digital + physical storytelling to share RIC and Richmond history, not mini-museums
- Provide a strong, clear story and perspective — clarity over clutter
- Lean into art and culture as an experience with murals, art installations, and live/visible creation happening in a variety of indoor and outdoor environments

## THEMES

RIC SUMMARY



- Creating a hyper-local experience by incorporating LOCAL vendors, experiences, products, makers, and programming into RIC; craftsmen-made elements, film screening theater, rotating vendors, incubator style retail, food trucks/pop-ups
- Letting visitors to RIC feel like they're locals who are "in the know" by providing a concierge style Visitor's Center with knowledgeable docents and connections to programs, institutions, and experiences in the region
- Embrace RIC as a destination — not just a pass-through — through memorable experiences for all travelers, from play spaces and work spots to yoga and quiet rooms.

- Real-time "what's happening in RVA" digital experience to create a strong sense of "You Are Here" for visitors
- Connect with the VA is for Lover's brand with a 'reuniting' space with photo opportunities
- RIC should be its own living, breathing ecosystem, and community that embodies the region's sense of hospitality and warmth

## THEMES

RIC SUMMARY

**OUR RIVER RUNS THROUGH IT**  
YOUR ADVENTURE AWAITS



**OUR CITY OF CONTRASTS**  
CELEBRATING RVA'S QUIRKY CHARM



**OUR HYPER-LOCAL LANDING SPOT**  
WELCOME TO RIC



## CHARACTER PALETTE

RIC SUMMARY





#### IMMERSIVE NATURE EXPERIENCES

- Using technology, the airport should have moments where visitors are immersed in a sensory experience of nature.
- This experience should use activate multiple senses, using sounds, smells, visuals, etc. to create this experience.

01



#### COHESIVE CLEAR WAYFINDING

- The airport should have a clear brand, seen all the way down to signage and wayfinding.
- Like the airport itself, the signage should have efficient and clear.

02



#### INTERPRETIVE RIVER STORYTELLING

- Using interpretive signage and technology to create an interactive learning experience for airport visitors.
- Storytelling can range from history of the James river to suggestions activities to do while visiting the city.

03



#### NATURE-INSPIRED ART

- Art pieces inspired by Richmond's immense greenery and natural spaces.
- Art pieces can range from installations, to mosaics and floor to murals.

04



#### OUTDOOR GATHERING SPACES

- Outdoor connection on the airside through large windows, skylights, and an outdoor terrace.
- Connection to the outdoors provides visitors a moment of relief after moving through security.
- It can also be an exciting "behind-the-scenes" for visitors to see the runways.

05

## PROOF POINTS TOP 15

10 SUMMARY



#### INTERPRETIVE EXHIBITS

- These exhibits are not intended to replicate what Richmond's museums already state, but give visitors a hint to what Richmond has to share.
- These exhibits represent and guide people to the countless attractions of the city.

06



#### BROADER CAMPUS CHARACTER

- Creating an arrival experience that extends beyond the campus that includes thoughtful signage and wayfinding, native landscapes, local art and sculpture, and cohesive architecture.

07



#### PHOTO OPPORTUNITIES

- A space/moment created to allow visitors a photo opportunity.
- This moment can be an art or an installation, or create a unique experience.

08



#### ART IN RESIDENCE

- RIC will engage with local artists for art installations and murals, etc.
- This is an opportunity to showcase Richmond's diverse and rich art culture.

09



#### VARIETY OF SPACES

- Offer a range of spaces, intimate and meditative, to large gathering areas.
- A range of seating types to fit different programs and gathering abilities.

10

## DELIVERABLES PROOF POINTS TOP 15

10 SUMMARY



#### CONCIERGE VISITOR CENTER

- The concierge service gives visitors a direct link into current Richmond events and allows them to tailor their trip to their wants and interests.

11



#### LOCAL MUSIC & FILM

- Either through listening booths or live music, the airport will have opportunities for visitors to engage with Richmond's local music scene.

12



#### LOCALLY-MADE PRODUCTS

- Showcasing the wide range of diverse craftsman and artisans through local retail spaces in the airport.
- Provide visitors an opportunity to bring home uniquely Richmond memories and merchandise.

13



#### LOCAL F&B

- Representing Richmond's food scene through local food & beverage establishments in the airport.

14



#### FAMILY-FRIENDLY PLAYSACE

- A subtle and aesthetically playful space for children to release energy.

15

## DELIVERABLES PROOF POINTS TOP 15

10 SUMMARY



Chairman Macfarlane thanked Mr. Hugo and Ms. Almond for their presentations and stated looking forward to the final deliverables at the airport.

**C. APPROVAL OF MAY 26, 2026, MINUTES**

At Chairman Macfarlane's request, Commissioner Cooper moved to approve the minutes of May 26, 2026. Commissioner Roundtree seconded the motion, and the minutes were approved unanimously.

**D. PRESIDENT'S REPORT**

Dr. Perry Miller noted that he has participated in three charrettes in the past and believes this one is by far the best. The results are impressive. He is eager to see how the designs will be integrated to create a true sense of place and taste in the airport.

**1. Employee Recognition**

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

Mr. Rutledge acknowledged Mr. Tyler, noting that this recognition was originally scheduled for November; however, Mr. Tyler was unable to attend due to illness. Mr. Tyler started working at the airport on November 20, 2000. He has built a reputation for professionalism and reliability. As a veteran of Varina High School and the U.S. Army, Mr. Tyler's readiness to assist with any task exemplifies the Commission's vision of making RIC the region's preferred gateway to the world.

**2. Aviation Activity Report**

At Dr. Perry Miller's request, Mr. Bell gave the following report:

**Passenger Traffic:** In May, Richmond International Airport (RIC) welcomed 445,979 passengers, a decrease of 1.8% compared to the same month a year ago. For fiscal year-to-date 2026 (FYTD26), passenger traffic has increased 2.6% year over year.

American Airlines was the month's market leader with a 28.8% share of passengers, closely followed by Delta (28.6%) and United (13.9%). For the month, United (+28.6%), JetBlue (+19.6%), and Allegiant (+12.0%) reported the largest year-over-year passenger increases.

**Cargo:** Total cargo increased 10.3% in May with both components, freight and mail, showing robust gains. For FYTD26, total cargo is up 4.7%.

**Operations:** Commercial operations increased 1.8% during the month despite reduced general aviation and military activity. For FYTD26, aircraft operations are up 4.6% compared to last year.

### Additional Comments

- New service to **Cancún (CUN), Mexico**, with **Breeze Airways** remains on track for a January 8, 2027, start. The twice-weekly flights will operate on Fridays and Mondays and will be the first scheduled flights to be cleared by **U.S. Customs** in the renovated and recommissioned **Federal Inspection Services (FIS)** facility.
- RIC attended the **2026 ACI-NA JumpStart** air service development conference in Chicago in early June, part of an industry gathering of approximately 570 aviation professionals, 30 airlines, and 215 airports that conducted 1,548 targeted one-on-one meetings over a two-day period.
- During the second half of FY26, air carriers will offer **38 nonstop destinations** from RIC.
- **Scheduled seat capacity and departures** as of June 23, 2026, via Airline Data, Inc.:

| Month          | Seats   | YOY Change | Departures | YOY Change |
|----------------|---------|------------|------------|------------|
| May 2026       | 570,054 | +1.2%      | 5,007      | +4.2%      |
| June 2026      | 557,200 | -2.5%      | 4,866      | -0.8%      |
| July 2026      | 573,912 | -1.6%      | 4,999      | -1.2%      |
| August 2026    | 562,746 | +2.4%      | 5,003      | +3.0%      |
| September 2026 | 515,831 | +2.0%      | 4,656      | +1.6%      |
| October 2026   | 601,396 | +4.0%      | 5,344      | +4.9%      |

### 3. Other

At the President's request, Mr. Rubinstein provided an update to the Commission regarding the Minimum Revenue Guarantee for international air service. The staff continues to engage with the community. In the private sector, Jeff Wright from Allianz and Andy Kerr from Atlantic Union Bank have effectively communicated the financial necessity for securing this service. Additionally, the local jurisdictions have committed to funding contributions. Nonetheless, a deficit remains that the state needs to address. There is a pressing need to resolve this issue this year; if the required funding is not secured in time, it will be pushed to next year.

## E. COMMISSION STANDING COMMITTEE REPORTS

### 1. Finance and Audit Committee

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

#### a. **Monthly Financial Update May 31, 2026**

Mr. Dosunmu reviewed the following:

For the 11 months of Fiscal Year 2026 (FY26), operating revenue totaled \$73.8 million. This amount reflects an increase of approximately \$7.3 million, or 11%, primarily due to parking, concession income, landing fees, rental income, and apron fees, which aligns with the passenger traffic.

Operating expenses totaled approximately \$41.8 million, which is \$1.3 million, or 3.0%, below budget. The primary factor contributing to this difference is personnel expenses. There are 207 approved full-time employees (FTEs), of which 181 are currently filled, leaving 26 vacancies. Other factors contributing to the lower expenses include costs related to personnel, professional services, parking expenses, utilities, and insurance.

This year's gross margin is 43%, contributing approximately \$32 million to revenue. This amount is about \$8.6 million above the budget.

In May, interest income reached nearly \$5.9 million, surpassing the budget by \$4.5 million. The current annual yield stands at 3.1%.

Additionally, year-to-date enplanements totaled 2,256,385 passengers, exceeding the budget by approximately 14,849.

2. **Planning & Construction Committee**

a. **Award of Contract for Ramp and BHS Surveillance System Project**

Before Mr. Tummala reviewed the contract award resolution, he noted that this resolution supports the Operational and Innovation Excellence outlined in the Commission's Strategic Plan, *Wheels Up 2030*.

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 April 22, 2026, the Commission issued Invitation for Bid #26-2518 (the "IFB"), which IFB was published through the Commonwealth of Virginia's eVA e-procurement marketplace website, to solicit bids for its Ramp and BHS Surveillance System Project (the "Project"), which encompasses the following scope of work: a complete Closed-Circuit Television (CCTV) surveillance system, consisting of new cameras and associated infrastructure, to support

monitoring of aircraft ramp operations and the Baggage Handling System (BHS), in strict accordance with the Contract Documents, including the drawings and specifications; and

**WHEREAS**, on or before the submission deadline of June 4, 2026, the Commission received a total of three (3) bids, all of which were deemed responsive bids, as summarized below:

| <b>Responsive Bidders</b>                               | <b>Bid Price</b> | <b>Difference from Low Bid</b> | <b>Percentage Difference</b> |
|---------------------------------------------------------|------------------|--------------------------------|------------------------------|
| M.C. Dean, Inc., Tysons, VA                             | \$1,463,367.73   |                                |                              |
| Acme Technical Group, LLC, Fredericksburg, VA           | \$1,931,169.00   | \$467,801.27                   | 32%                          |
| Johnson Controls Building Solutions, LLC, Rockville, VA | \$2,240,056.13   | \$776,688.40                   | 53%                          |

**WHEREAS**, M.C. Dean, Inc. of Tysons, Virginia, submitted the lowest bid, and its bid conformed to the IFB.

**WHEREAS**, Commission staff estimate that the source of funding for 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 Ramp and BHS Surveillance System Project in the amount of \$1,463,367.72 be awarded to M.C. Dean, Inc., of Tysons, 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 seconded the motion made by the Planning and Construction Committee to approve the award of the Contract for Ramp and BHS Surveillance System Project to M.C. Dean, Inc., which passed unanimously.

3. **Executive Committee**

a. **Purchase of Aircraft Rescue Fire Fighting Vehicle**

Mr. Rutledge reviewed the following resolution stating this support the Commission's Strategic Plan, *Wheel Up 2030* by improving the Passenger Experience, Operational Excellence & Innovation in safety, and Regional Impact & Resilience.

Staff recommends, with the concurrence of the Executive Committee, that the Capital Region Airport Commission (the "Commission") adopt the following resolution:

**WHEREAS**, in connection with the Commission's transition from its historically federally-mandated use of aqueous film-forming foam ("AFFF") in firefighting operations at Richmond International Airport (the "Airport") in response to updated federal guidelines and requirements and Chapter 340, Virginia Acts of Assembly of 2026, the Commission desires to replace its Aircraft Rescue and Fire Fighting ("ARFF") vehicles that have utilized AFFF with new ARFF vehicles; and

**WHEREAS**, the Commission has received a proposal and purchase order from Rosenbauer Minnesota, LLC ("Rosenbauer Minnesota") for the purchase and sale of one Rosenbauer Panther 6x6 ARFF vehicle (the

“ARFF Purchase Order”) for the sum of One Million Three Hundred Thirty-Five Thousand Three Hundred Thirty-Five and 00/100 Dollars (\$1,335,335.00), with delivery to occur within 700 days following acceptance of the ARFF Purchase Order and payment due upon delivery; and

**WHEREAS**, the ARFF Purchase Order is being entered into in accordance with Section 2.2-4304 of the Virginia Public Procurement Act, on a cooperative procurement basis, pursuant to that certain Master Agreement #082025 (the “Master Agreement”) between Sourcewell and Rosenbauer America, LLC and its subsidiaries, including Rosenbauer Minnesota (082025-RSD), the original procurement of which Master Agreement was conducted on behalf of Sourcewell, a local government and service cooperative created under the laws of the State of Minnesota.

**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 the President and CEO is authorized, for and on behalf of the Commission, to execute and enter into the ARFF Purchase Order with Rosenbauer Minnesota, LLC in the amount of \$1,335,335.00, upon the terms and conditions set forth therein with such additional or modified terms and conditions as the President and CEO, upon advice of legal counsel, may deem appropriate, 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.
2. 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 ARFF Purchase Order.
3. 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 ARFF Purchase Order.

At Chair Macfarlane's request, Commissioner Carroll seconded the motion made by the Executive Committee to approve the purchase of an ARFF Vehicle, which passed unanimously.

**b. Foreign Trade Zone (FTZ) Usage Driven Application – Lego Systems, Inc.**

Mr. Knight reviewed the following resolution, stating that it aligns with the Strategic Plan, *Wheels Up 2030's* Enterprise Revenue and Growth.

Commission staff recommends, with the concurrence of the Finance and Audit Committee, that the Commission adopt the following resolution:

**WHEREAS**, the Capital Region Airport Commission (the "Commission"), as grantee of Foreign-Trade Zone #207, operates the FTZ under the "Alternate Site Framework," as approved by the U.S. Foreign-Trade Zones Board in 2014, which designation allows greater flexibility and responsiveness to serve single-operator/user locations. Under the Alternate Site Framework, a "usage driven" site is designated for a company ready to pursue conducting FTZ activity. The designation is tied to the specific company and limited to the space needed by the company; and

**WHEREAS**, LEGO Systems, Inc. ("LEGO") is organized in Delaware and authorized to do business in Virginia, with its headquarters located in Boston, Massachusetts. Established in 1973, it is the American division of the LEGO Group, an importer and manufacturer of consumer toy products. LEGO intends to operate a Regional Distribution Center in a 2,003,640 square-foot warehouse facility at an approximately 46-acre site located at 9275 Wells Station Road, Prince George, Virginia (the "RDC Site"); and

**WHEREAS**, the Commission previously sponsored LEGO's affiliate, LEGO Manufacturing Richmond, Inc., in its application for usage-driven status for its manufacturing facility in Chesterfield County, which is

projected to employ more than 1,700 people in a range of professional and production positions; and

**WHEREAS**, the RDC Site will support the Chesterfield manufacturing facility as part of a global supply strategy to locate factories and distribution centers close to major markets and ensure capacity to support future growth in the United States; and

**WHEREAS**, Commission staff has met with LEGO representatives and LEGO is preparing the required documents and fees to initiate the application action. The annual fees for the usage-driven status of the RDC Site shall be in accordance with the Commission's FTZ schedule of rates and charges pertaining to distribution activities.

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with Chapter 380, Virginia Acts of Assembly of 1980, as amended, that the Capital Region Airport Commission, Grantee of FTZ #207, hereby authorizes its President and CEO to make application to the Foreign-Trade Zones Board of the United States on behalf of LEGO Systems, Inc. for a federal grant of authority, and further authorizes the President and CEO to execute the applicable agreement(s) to establish a foreign trade usage-driven site at LEGO's RDC Site, which is to be used and operated by LEGO, all subject to review by the Commission's legal counsel.

At Chair Macfarlane's request, Commissioner Carroll seconded the motion made by the Executive Committee to approve the FTZ Usage Driven Application for Lego Systems, Inc., which passed unanimously.

**c. Resolution Authorizing Execution of FAA Grant Funding for Design of Two Taxiway Connectors**

Mr. Rutledge reviewed the following, stating that this resolution supports the *Wheels Up 2030* Strategic Plan Enterprise Revenue & Growth.

Staff recommends that the Commission adopt the following:

**WHEREAS**, Section 8 of the Commission's Enabling Act, 1980 Acts of Assembly, Chapter 380, as amended (hereinafter "Enabling Act"), authorizes the Commission to apply for and accept grants of money or

other financial assistance from the United States of America and agencies and instrumentalities thereof; and

**WHEREAS**, the Capital Region Airport Commission (the "Commission" or "Sponsor") submitted to the U.S. Department of Transportation Federal Aviation Administration ("FAA") on April 30, 2026, an Application for Financial Assistance ("Project Application") seeking the grant of Federal funds for the design of two (2) new taxiway connectors from Taxiway M to a proposed taxi-lane at Richmond International Airport (the "Airport"); and

**WHEREAS**, the FAA has submitted to the Commission a Grant Offer for Airport Improvement Program ("AIP") Project No. 3-51-0043-087-2026, offering to the Commission the maximum obligation of the United States payable under the Grant Agreement of \$500,000.00 ("AIP Funds"); and

**WHEREAS**, under the terms of the Grant Agreement, the Commission wishes to grant authority to execute the Grant Agreement to the individual signing the grant, i.e., the Sponsor's Representative, and the Grant Agreement must be executed by the Sponsor's authorized representative no later than July 17, 2026, for the grant to be valid; and

**WHEREAS**, the President and CEO of the Commission, on June 23, 2026, executed the Grant subject to the Commission granting him authorization to do so and its ratification, adoption, and affirmation of the same at its meeting on June 30, 2026; and

**WHEREAS**, the Commission wishes to authorize its legal counsel to execute the Grant Agreement, thereby certifying that the Commission is empowered to enter the Grant Agreement under the laws of the State of Virginia and that the Sponsor's Representative is authorized by the Commission to execute the Grant Agreement.

**WHEREFORE, BE IT RESOLVED**, in accordance with and under the authority granted by Section 8 of Chapter 380 of the Virginia Acts of Assembly of 1980, as amended, that the Commission wishes to be bound by, and to ratify and adopt all assurances, statements,

representations, warranties, covenants, Grant Assurances, terms, and conditions of the Grant Agreement, and to accept the AIP Funds subject to the terms of the Grant Agreement; and

**BE IT FURTHER RESOLVED** that the Commission's President and CEO is hereby authorized to execute and bind the Commission to the Grant Agreement, to accept on behalf of the Commission funding to the Airport up to \$500,000.00 in accordance with and subject to the terms and provisions thereof, and to undertake such additional actions as are necessary to fulfill the terms, obligations, and conditions of the Grant Agreement and to receive the AIP Funds, all subject to review by legal counsel; and

**BE IT FURTHER RESOLVED** that Commission hereby ratifies, adopts, and affirms the President and CEO's execution of the Grant Agreement as the Sponsor's Representative on June 23, 2026; and

**BE IT FURTHER RESOLVED** that the Commission hereby authorizes its legal counsel to certify this action to the U.S. Department of Transportation Federal Aviation Administration as part of the acceptance of the Grant Agreement by the Commission.

At Chairman Macfarlane's request, Commissioner Schneider moved to approve the resolution authorizing execution of FAA Grant Funding for Design of Two Taxiway Connectors. Commissioner Cooper seconded the motion, which passed unanimously.

### **III. CLOSED MEETING**

The Commission convened in closed session at 9:20 a.m. Chairman Macfarlane entertained a motion made by Commissioner Dibble and seconded by Commissioner Miller, to go into closed meeting pursuant to Virginia Code § 2.2-3712 (A), the chair will now entertain a motion to go into closed meeting to consider the following matters:

1. Personnel issues involving employment, assignment, appointment, and performance review of the Chief Executive Officer of the Commission as permitted by Virginia Code § 2.2-3711 (A)(1);

The motion passed unanimously.

#### **IV. REOPENED MEETING**

The Commission reconvened in an open session at 10:05 a.m. Chairman Macfarlane made a motion, which was seconded by Commissioner Dibble that 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. CEO's Annual Performance Review**

Upon motion made by Chair Macfarlane, and seconded by Commissioner Schneider, the Commission unanimously approved the following compensation package for the President and CEO for Fiscal Year 2027:

- A base salary of \$488, 000;
- A single performance-based payment of \$95, 000;
- Vehicle allowance of \$18,000;
- An executive deferred comp award of \$35,665; and
- A retention arrangement of \$63,000.

The executive deferred compensation award of \$35, 665 and retention arrangement payment of \$63,000 are not payable immediately but rather will be credited to the Present and CEO's deferred compensation account which vests no later than his 65<sup>th</sup> birthday in June 2028.

#### **V. NEXT MEETINGS**

The next **Capital Region Airport Commission meeting** will take place on Thursday and Friday, July 9-10, 2026 (Commission Retreat), at 9:00 a.m. at the Hilton Richmond Hotel Spa/Short Pump – Henrico Room.

The **Finance & Audit Committee** meeting will be held on Tuesday, July 14, 2026, at 8:00 a.m.

The **Planning & Construction Committee** meeting will be held on Thursday, August 13, 2026, at 8:00 a.m., all in the Commission Boardroom in the Terminal Building.

**VI. ADJOURNMENT**

Chair Macfarlane adjourned the meeting at 10:07 a.m.

Approved by the Commission:



Recording Secretary

Charles S. Macfarlane, Chairman



Date

