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

July 09, 2026

I. CALL TO ORDER

Chairman Charles S. Macfarlane called Day One of the Capital Region Airport Commission's retreat to order at 9:00 a.m. on July 9, 2026. The meeting took place at the Richmond Hilton Hotel & Spa, in the Henrico Room. A quorum was present.

The following members were present: Commissioners Carroll, Cooper, Dibble, Fulton, Hazzard, Heston, Hylton, Lynch, Macfarlane, 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; Susan Joy Linn, Recording Secretary; and W. David Harless, legal counsel from Christian & Barton, LLP.

Commissioners Miller and Nelson were absent.

II. OPEN MEETING AGENDA

The following items were discussed:

A. Welcome by Chair Macfarlane

1. Approval of June 30, 2026 Minutes

At Chairman Macfarlane's request, Commissioner Heston moved to approve the minutes of June 30, 2026. Commissioner Schneider seconded the motion, and the minutes were approved unanimously.

B. Overview by Dr. Perry Miller

III. CLOSED MEETING

The Commission convened in closed session at 10:21 a.m. Chairman Macfarlane entertained a motion made by Commissioner Schneider and seconded by Commissioner Fulton 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. Discussion or consideration of the investment of public funds as air carrier marketing and operational incentives to encourage expansion of air carrier service at Richmond International Airport where competition or bargaining is involved, and where, if made public initially, the financial interest of the governmental unit would be adversely affected, as permitted by Virginia Code § 2.2-3711 (A)(6).

The motion passed unanimously.

V. REOPENED MEETING

The Commission reconvened in an open session at 10:57 a.m. At Chairman Macfarlane's request, Commissioner Schneider made a motion, which was seconded by Commissioner Hylton 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.

The following items were discussed:

C. FBO Facilities by John Rutledge & Martin Rubinstein
D. Employee Satisfaction by Uday Nethula
E. Customer Satisfaction Target Areas by Martin Rubinstein
F. Prioritization of Capital Projects by John Rutledge
G. Sustainable Funding Strategies by Basil Dosunmu
H. Close-Out by Dr. Perry Miller

IV. ADJOURNMENT

The Commission adjourned the meeting at approximately 1:35 p.m.

Approved by the Commission:

Recording Secretary

Tyrone E. Nelson, Vice Chairman

Date 7/28/26