

**CHESAPEAKE AIRPORT AUTHORITY**  
**MINUTES**  
**MARCH 8, 2022**

The regular meeting of the Chesapeake Airport Authority was on Tuesday, March 8, 2022 at 7:00 p.m., at the Chesapeake Airport, Chesapeake Virginia.

**MEMBERS PRESENT:** Chad Diederich, Wynn Dixon, Kevin Beethoven, CT Cowling and Richard Cheliras

**VIA ZOOM TECHNOLOGY** Meredith Kennedy and Gregg Benschhoff

**AIRPORT MANAGER:** Chris Schrantz

**ACCOUNTING MANAGER:** Mary Cover

**LEGAL COUNSEL:** Anita Poston, Vandeventer Black, LLP  
Ross Green, Pender & Coward

**CALL TO ORDER**

Chairman Cowling called the March 2022 meeting to order at 7 pm.

**CLOSED MEETING**

Vice-Chairman. Dixon made the following motion: I move that the Chesapeake Airport Authority convene in a closed meeting in accordance with Virginia Code Section 2.2-3711(A)(7): to enter into consultation with our legal counsel with briefing by staff and consultants pertaining to actual or probable litigation where such consultation in open meeting would adversely affect the negotiating position of the Authority. The motion was properly seconded and unanimously passed.

**OPEN MEETING**

Following the Closed Meeting, the Open Meeting resumed at approximately 7:20 p.m.

Vice-Chairman Dixon moved for adoption of the following resolution: Now, therefore, be it resolved that the board of the Chesapeake Airport Authority hereby certifies that to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Code, 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 in the closed meeting. The motion was duly seconded and a roll call vote to certify the Closed Meeting was taken as follows:

Mr. Benschhoff	Yes
Mr. Dixon	Yes
Ms. Kennedy	Yes
Mr. Diederich	Yes
Mr. CT Cowling	Yes
Mr. Chileras	Yes
Mr. Beethoven	Yes

A motion was made to grant the manager negotiating authority with regard to the Land Easement, up to the limits approved by the FAA. The motion was duly seconded and approved 7-0.

**MOTION TO APPROVE THE MINUTES FROM OCTOBER MEETING**

A motion was made and duly seconded, to accept the minutes from the December 2021, January 2022 and February 2022 meetings. The motion passed unanimously.

**MOTION TO APPROVE FINANCIAL STATEMENTS**

Ms. Kennedy reviewed the financial statements for December 2021/January 2022 and made a motion to accept them as presented. The motion was duly seconded and passed unanimously.

**INVOICES OVER \$4,999**

Mr. Schrantz recited the invoice for approval:

12/01/2021	Julian Swain Builders	Counter-tops Replacement	\$ 6,039.00
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**Invoices Previously Approved:**

12/01/2021	City of Chesapeake	Note Semi-Annual Payment	13,500.00
12/08/2021	US Bank	Bond Payment	9,493.00
12/08/2021	City of Chesapeake	Stormwater Fees	33,284.04
12/13/2021	Dominion Virginia Power	Utility Payment	2,114.84
12/16/2021	Dominion Virginia Power	Utility Payment	1,440.29
12/16/2021	Slurry Pavers	CS6-55 PR 3	57,150.33
12/16/2021	Talbert & Bright	AIP6-23 Inv. 11	19,218.30
12/27/2021	Union Bank and Trust	Credit Card	2,450.66
01/07/2022	US Bank	Bond Payment	9,493.00
01/10/2022	US Bank	Trustee Payment	1,210.00
01/11/2022	Union Bank & Trust	Credit Card	1,630.87
01/18/2022	Dominion Virginia Power	Utility Payment	1,998.33
01/20/2022	Pender & Coward	Acquisition Easement	4,507.50
01/24/2022	Suburban & Propane	Propane Payment	1,775.36
01/24/2022	Talbert & Bright	AIP6-23 Inv. 12	6,406.10
01/24/2022	Talbert & Bright	CS6-54 Inv. 4	1,626.99
01/24/2022	Talbert & Bright	CS6-58 Inv. 2	4,507.94
01/27/2022	Dominion Virginia Power	Utility Payment	1,468.60
02/01/2022	VRSA	Worker's Comp	2,867.00
02/07/2022	US Bank	Bond Payment	9,493.00
02/08/2022	Dominion Virginia Power	Utility Payment	2,875.73
02/17/2022	Talbert & Bright	AIP6-23	12,812.20
02/17/2022	Dominion Virginia Power	Utility Payment	1,660.82
02/18/2022	Forrest Septic	Snow Removal	2,125.00
02/22/2022	Suburban Propane	Propane Payment	1,289.04
02/22/2022	Pender & Coward	Acquisition Easement	15,841.68

A motion to approve the invoices over \$4,999 as presented was made. The motion was duly seconded and passed unanimously.

## **COMMITTEE REPORTS**

Ms. Kennedy asked that the RFP discussion and vote be tabled until the next meeting.

## **OLD BUSINESS**

### **REVIEW OF MOA WITH CITY GARAGE**

Mr. Schrantz discussed the memorandum of Agreement and recommended that the Authority approve that document. A motion to approve the Memorandum of Agreement with the City Garage as presented was made. The motion was duly seconded and passed unanimously.

### **BOND RESOLUTION**

Mr. Schrantz introduced Jimmy Sanderson, Davenport & Co., our financial advisor and Chris Culp, Hunton Andrews Kurth LLP, bond attorney for the Authority, to discuss the status of the bond package. Mr. Sanderson discussed the process that he has had with the City in getting them comfortable with the bond process so that we can get the City support for the bond. Mr. Sanderson discussed the resolution that needs to be approved and then sent to City Counsel for their resolution approval as well. A motion to approve the Bond Resolution was made and passed with a vote of 6 to 0 with Mr. Diederich abstaining from the vote.

### **ENGINEERS REPORT Submitted By Steve Peterson, Talbert & Bright T-Hangar Pavement Rehabilitation – Phase 1 (Construction)**

The contractor will be out next week to begin looking at the area of concern. A core will be made to confirm the integrity of the asphalt. The contractor has been waiting for asphalt plants to open before investigating in the event the area will need to be milled up and re-paved.

### **T-Hangar Pavement Rehabilitation – Phase 2 (Construction)**

TBI will be meeting with the contractor on site next week to discuss the scope of work and phasing. This project has been on hold until weather breaks. We are anticipating a notice to proceed sometime in late April.

### **Maintenance Building – Design**

A 60% set of plans has been prepared and submitted to the airport manager for review. Only minor comments provided. Plan to submit to the city to begin the site plan review process in the next couple of months.

### **Runway and Taxiway Lighting Rehabilitation**

After discussions with the FAA, this project will be bid on March 20<sup>th</sup> with bids opening sometime in mid-April. The FAA anticipates issuing a grant some time in June of the 2022.

### **FBO Hangar Replacement Cost Estimates**

The architect has been given a notice to proceed to prepare cost estimates for the three hangar options. Anticipate having those completed by the end of March.

## **MANAGER'S REPORT**

Mr. Schrantz discussed the following:

### **Snow Events**

We had two snow events and the sweeper performed flawlessly.

**Employee Resignation**

Greg Dorson resigned to take a job over at Norfolk International Airport.

**Family Leave**

Mr. Schrantz will be away from the office for two weeks in Minnesota.

Chairman Cowling thanked everyone for all they do to further the Authority's goals along.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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CT Cowling  
Chairman