

CHESAPEAKE AIRPORT AUTHORITY
MINUTES
MARCH 14, 2023

The regular meeting of the Chesapeake Airport Authority was on Tuesday, March 14, 2023 at 7:03 p.m. at the Chesapeake Airport, Chesapeake Virginia.

MEMBERS PRESENT: Wynn Dixon, Meredith Kennedy, Kevin Beethoven, Greg Benschhoff, Chad Diederich, Morris DeSimone and Derrick Dudash, and Richard Cheliras

PRESENT THROUGH ZOOM CT Cowling

AIRPORT MANAGER Chris Schrantz

ACCOUNTING MANAGER: Mary Cover

OTHER INVITED GUESTS: Steve Peterson, Talbert & Bright
Anita Poston, Woods Rodgers Vandeventer Black, PLC

CALL TO ORDER

Chairman Dixon called the meeting to order at 7:00 pm.

MOTION TO APPROVE THE MINUTES FROM FEBRUARY MEETING

A motion was made and duly seconded to accept the minutes from the February 2022 meeting. The motion passed unanimously by all present with one abstention by Mr. Richard Cheliras abstained.

MOTION TO APPROVE FINANCIAL STATEMENTS

CT Cowling reported that he has reviewed the current financials and recommends their approval. A motion to approve and accept the financial report was made, seconded and passed unanimously with one abstention by Richard Cheliras.

INVOICES OVER \$4,999

Invoices over \$4,999 to be approved:

Oessco	Fuel Farm Repairs (50% Grant)	\$12,108.42
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Invoices over \$1,000 that were already approved previously:

US Bank	Bond Payment	\$ 9,670.00
Talbert & Bright	AIP6-27 Inv. 3 Easement Acquisition	5,5891.40
Suzanne Puryear	Facilitator	1,750.00
Oessco	Fuel Farm Repairs	2,489.41
Oessco	Fuel Farm Repairs	2,103.82
Dominion Power	Utility Bill	2,810.02
Dominion Power	Utility Bill	1,269.12
Dominion Power	Utility Bill	2,008.85
Talbert & Bright	CS6-60 Inv 3 Thang Txwy Rehab	31,544.44
Pender & Coward	Easement Acquisition	1,382.85

A motion to approve the invoices over \$4,999, seconded and passed unanimously. (9-0)

OLD BUSINESS

Ms. Kennedy discussed the status of the Request for the FBO and advised that it will be advertised for 8 weeks.

NEW BUSINESS

Chairman Dixon requested a Closed Meeting to deal with specific personnel matters.

CLOSED SESSION

Ms. Kennedy made the following motion which was seconded and unanimously approved:

I move that the Board of the Chesapeake Airport Authority convene in a closed meeting pursuant to the exemption at Virginia Code § 2.2-3711. (A)(1): Personnel. For discussion and consideration assignment, appointment, promotion, performance, salaries, of specific employees of the Authority and Virginia Code 2.2- 3711(A)(7): Legal Advice. For consultation with legal counsel and briefings by staff members pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Authority; and consultation with legal counsel retained by the Authority regarding specific legal matters requiring the provision of legal advice by such counsel.

Certification of Closed Meeting

Now, therefore, be it resolved that the Board of the Chesapeake Regional 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.

Roll Call:

Mr. Dixon Yes
Mr. Cheliras Yes
Ms. Kennedy Yes
Mr. Cowling Yes
Mr. Beethoven Yes
Mr. Dudash Yes
Mr. Desimone Yes
Mr. Diederich Yes
Mr. Benshoff Yes

Following the certification, the Chairman called upon Ms. Kennedy to discuss the preparations of the budget and the changes anticipated from last year.

TALBERT & BRIGHT – REPORT SUBMITTED BY STEVE PETERSON
Corporate Hangar Construction

Contracts have been executed and the contractor is currently in the process of developing the building plans and securing permits. The preliminary schedule is:

- Late April/early May - mobilize and start underground site work.
- Late May/early June - start footing/foundation and prep building slab.
- Mid/late June - pour slab.
- Late June/early July - start erection of buildings.

Schedule is contingent on the delivery of steel and building materials. A pre-construction meeting will be scheduled in the next 2-weeks.

Runway and Taxiway Lighting Rehabilitation

A late spring to early summer start is anticipated. The contractor is confirming lead times for material deliveries. Submittals have been reviewed and returned to the contractor. Currently working with the contractor to schedule a pre-construction meeting.

T-Hangar Taxiway Phase 3 Design

Construction plans including grading and drainage improvements are being developed. The construction plans will be submitted to Manager and the DOAV in late April. This project is scheduled for August VAB funding. The project will be bid in early June with a bid opening in late June. The deadline for the bid package submission is July 19th. The project is currently on schedule.

MANAGER'S REPORT

The Manager's Report was previously distributed by email.

1. The first phase water loop design is finished. City water will terminate at Airport Dr. The city has provided a stub out for connecting the airport to the water. I have begun talks with the city manager and his staff about getting us on the city's system and the great benefit of city water in attracting corporate clients. This is a momentous change and needed ever since the airport was built.
2. To market the Corporate Hangars, I have contacted Ben White with Chesapeake Economic Development. His office has a business development manager who I will be working with to market the new hangars to corporations east of the Mississippi. I will be putting together a "Offering Memorandum" with them for that purpose.
3. Fuel Farm is operational. The dispenser suction pump was rebuilt. Another filter element was installed and the fuel delivered is "clear and bright". We have not done the confined entry cleaning of the 100 Low Lead AVGas tank. That operation may not be necessary but I will confer with the rehabilitation provider to make that final decision.
4. Furniture replacement project and interior amenities project is under way.
5. Chesapeake Regional Airport partnered with Chesapeake Police Department Crime Prevention office to do our 3rd party security assessment. I am waiting for their final report and then take their recommendations and develop a plan of implementation. The security audit afforded the airport funding opportunities for security initiatives. It also gives us bonus points for regular capital projects within the priority scoring system.

6. One limit switch was found to be malfunctioning on the slide gate operator for gate 1 at the J hangar. That component is on order and will be installed soon. That will fix the gremlins in gate 1.

CHAIRMAN'S REPORT.

Chairman Dixon expressed appreciation to the members for their work for the Authority.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Wynn Dixon
Chairman