

**CHESAPEAKE AIRPORT AUTHORITY**

**MINUTES**

**April 11, 2023**

The regular meeting of the Chesapeake Airport Authority was on Tuesday, April 11, 2023 at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

**MEMBERS PRESENT:** Wynn Dixon, Kevin Beethoven, Chad Diederich, Morris DeSimone and Derrick Dudash, and Richard Cheliras

**MEMBERS ABSENT:** Greg Benshoff

**PRESENT THROUGH ZOOM** Meredith Kennedy; CT Cowling (joined after the meeting began). The voice of members participating remotely could be heard by other members at the primary meeting.

**AIRPORT MANAGER** Chris Schrantz

**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.

The Chair announced that Meredith Kennedy and C.T. Cowling notified him that they were participating remotely. Ms. Kennedy was unable to attend due to a family vacation in North Carolina. Ms. Kennedy has participated one time remotely due to a personal matter. Cowling was participating remotely from his home which is located more than 60 miles from the meeting location.

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

A motion was made and duly seconded to accept the minutes from the March 2023 meeting. The motion passed unanimously by all present and Ms. Kennedy approved through Zoom.

**INVOICES OVER \$4,999**

Invoices over \$4,999 to be approved: None.

Invoices over \$1,000 that were already approved previously:

Oessco	Fuel Farm Repairs (50% Grant)	\$12,108.42
ADB Safegate	CF6-28 Runway Lights	35,075.13
US Bank	Bond Payment	9,670.00
Talbert & Bright	Corporate Hangar	7,623.75
Talbert & Bright	Corporate Hangar	6,099.00
Talbert & Bright	Corporate Hangar	4,161.38
Austin Electric	AWOS Inspection	1,200.00
Suburban Propane	Utility	1,879.84
Dominion Power	Utility	2,568.04
Dominion Power	Utility	1,687.73

Talbert & Bright	CS6-28 Rnwy Lights Rehab	3,937.08
Talbert & Bright	CS6-60 T-Hangar Txwy Rehab	8,932.28
FAA	AIP6-28 Airfield Lighting Flight Check	9,763.74

A motion to approve the invoices was made, seconded and passed unanimously. (7-0 with Ms. Kennedy approving through Zoom)

**PRESENTATION BY STEVE PETERSON**

Mr. Peterson gave a presentation about the Lighting Rehabilitation Project and the status of the corporate hangar.

**Runway and Taxiway Lighting Rehabilitation**

All submittals have been received and we are waiting on the high intensity runway lights and the regulators. The manufacturer is currently having trouble with getting certain components. The ship date is the end of July.

**Corporate Hangar Construction**

The contractor is preparing the final plans. A pre-construction meeting will be set in next few weeks which will also include a review of the final architectural drawings. The contractor anticipates starting foundation work in May.

**T-Hangar Taxiway Phase 3 Design**

We are still moving forward with the design of the Phase 3 plans. This will include rehabilitation of the area between the J-hangars, the A-hangar, and the FBO hangar. Part of this project will require the replacement of a pipe that has failed which has resulted in a small sinkhole near an inlet. Plans are scheduled to be submitted to CAA in the next two weeks and to the VAB for funding in August.

**OLD BUSINESS**

**BUDGET COMMITTEE REPORT**

Mr. Cheliras, on behalf of the Budget Committee, discussed the final draft of the budget however The draft previously submitted for review by the Board included a 4% pay raise for employees. The city subsequently approved a 5% pay raise for City employees, so the Budget Committee is recommending the FY 2024 Operating Budget with the 5% pay raise for the Airport Manager and the Accounting Manager. The motion from the Committee was approved unanimously. (7-0 with Ms. Kennedy approving through Zoom)

**NEW BUSINESS**

**CONSIDERATION OF NEW SIGNAGE FOR HORIZON**

Mr. Schrantz stated that Horizon Aviation submitted a request to add signage for designation as a Garmin dealership. A motion to approve the signage request, was seconded and passed. (6-0 with Ms. Kennedy approving through Zoom and Mr. Diedrich abstained)

## **MOTION TO APPROVE FINANCIAL STATEMENTS**

CT Cowling reported that he has reviewed the current financials and recommends approval. A motion to approve and accept the financial report was made, seconded and passed. (8-0)

## **MANAGER'S REPORT Submitted by Mr. Chris Schrantz through Email**

1. Waste water treatment plant shows a consistently increasing volume of waste water being processed. Public Utilities is being contacted to discuss the volume and ways to address the increasing flows.
2. Public Utilities has approached Chesapeake Regional Airport asking for items relating to our waste water treatment discharges, well water reports and sewerage projections. Timing of HRSD is unknown but the request was for a forecast of the next 30 months.
3. The request for proposals to crack fill the ramp, taxiway and runway along with restriping was advertised last week. Our lowest bid price must be in to the department of aviation by April 24.
4. The Manager is working with the service provider awarded the contract to rehabilitate the fuel farm to coordinate that overhaul to coincide with the runway crack fill and seal coat project. The runway will need to be closed a number of days to allow for the crack fill portion of the project. The runway will be closed during the heat of the day and reopened at night. The only exception will be the nights that the runway is being marked. The last time this project was done, the runway was closed for 5 days over the course of a week and a half and the runway striping took 2 nights to complete.
5. Furniture replacement project scope was reduced due to funding constraints. The priorities are the conference table and executive chairs, the counselor's desk, the pilots lounge chairs and sleep room chairs and 2 work station desks in pilot's lounge. Final bid price for the reduced package will be delivered by 4/24.
6. Dan Bigley has expressed interest in taking the Field Maintenance supervisor position.
7. Gate 1 operator has been repaired. The limit switches and one main control board were replaced. The control board was under warranty but the labor was not. The limit switches were out of warranty.
8. The Airport will be hosting the Ford Tri-Motor plane in June. Ruffin Hangar will be housing the plane.

## **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.

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**Wynn Dixon**  
**Chairman**