

CHESAPEAKE AIRPORT AUTHORITY
MINUTES
MAY 9, 2023

The regular meeting of the Chesapeake Airport Authority was on Tuesday, May 9, 2023 at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

**MEMBERS PRESENT
IN PERSON:** Wynn Dixon, Kevin Beethoven, Greg Benshoff, Chad Diederich, Derrick Dudash, and Meredith Kennedy

PRESENT THROUGH TEAMS Richard Cheliras (joined after the meeting began) and CT Cowling. The voice of members participating remotely could be heard by other members at the primary meeting.

MEMBER ABSENT: Morris DeSimone

AIRPORT MANAGER Chris Schrantz

OTHER INVITED GUESTS: George Hrichak, City Liaison
Steve Peterson, Talbert & Bright

PRESENT THROUGH TEAMS 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 Richard Cheliras and C.T. Cowling requested to participate remotely. Mr. Cowling was participating remotely from his home, which is located more than 60 miles from the meeting location. Mr. Cheliras was out of town on a personal matter; Mr. Cheliras participated one time remotely.

MOTION TO APPROVE THE MINUTES FROM APRIL MEETING

A motion was made and duly seconded to accept the minutes from the April 2023 meeting. The motion passed unanimously (7-0 with Mr. Cowling approving through Teams.)

MOTION TO APPROVE FINANCIAL STATEMENTS

The treasurer, CT Cowling, reported that he reviewed the current financials and recommends approval. A motion to approve and accept the financial report was made, seconded, and passed.

INVOICES OVER \$4,999

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

Invoices over \$1,000 approved previously:

Carolina Time & Parking Group	Gate Repair	\$1,008.14
Atlantech	HVAC Repair	1,049.62
US Bank	Bond Payment	9,670.00
Dominion Power	Utility Bill	2,492.97
Union Bank & Trust	Credit Card	2,366.79

Talbert & Bright	CS6-60 THangar Txwy Rehab Design Inv. 5	4,486.11
Paragon Paving	Pavement Repairs	6,514.00
Artis	WWTP Pump Out	1,260.00
Univar	WWTP Supplies	1,040.52
Univar	WWTP Supplies	1,170.03

A motion to approve the invoices was made, seconded and passed unanimously. (7-0 including Mr. Cheliras)

OLD BUSINESS

Wastewater Treatment Update

Mr. Schrantz gave an update on the Wastewater Treatment Plant and its increasing influent flow. Mr. Schrantz is investigating methods for an equitable adjustment in subscriber fees and anticipates a report at the next meeting.

NEW BUSINESS

Appointment Of Selection Committee

Mr. Schrantz advised that it is time to prepare for the election of officers. Mr. Dixon appointed Mr. Beethoven and Mr. Dudash to the nominating committee.

Stormwater Fees Discussion

Mr. Schrantz discussed the increase in stormwater fees and the need to amend the budget to increase the city contribution.

Consideration Of FY 24 Amended Budget

Ms. Kennedy discussed changes in the amended FY 24 Budget and recommended that the Authority adopt the budget as amended. The budget was approved by a vote of 8-0 with Mr. Cheliras and Mr. Cowling approving through Teams.

ENGINEER PRESENTATION BY STEVE PETERSON

Runway and Taxiway Lighting Rehabilitation

A pre-construction meeting will be held with the contractor on May 15th. The contractor is still waiting for the delivery of materials. Part of the conversation will be construction schedule. The contractor is looking at August, but we are pushing for a start sometime in June/July.

Corporate Hangar Construction

A pre-construction meeting was held about two weeks ago. As part of this meeting a full review of the plans was conducted. The contractor should be finishing up plan changes this week and submitting applications for building permits next week. The preliminary schedule is to mobilize by the first of June with completion in late winter.

T-Hangar Taxiway Phase 3 Design

We are still on schedule to have plans complete and ready for bidding in June to meet the submission deadline for August funding from the Virginia Aviation Board. No major issues

have been found other than the need to replace a section of concrete pipe that has exhibited distress.

MANAGER'S REPORT

1. The request for proposals to crack fill the ramp, taxiway, and runway along with restriping had one respondent. The bid will be presented to the Virginia Aviation Board for funding on 5/25.
2. The furniture bid was presented to the Department of Aviation and will be considered for funding at the 5/25 meeting.
3. The storm water fees for the city of Chesapeake increased last year. Chesapeake Regional Airport pays a discounted rate to the city for storm water management. We were not informed that the rates had increased nor did the billing system adjust the fees for the first half of FY 23. Consequently, CAA received a bill for storm water that included arrears and new rates. The new storm water management fees for the Airport are \$102,796 per year. The \$35,400 increase will come out of our contingency fund and put us over budget as we close out the books for FY23. The FY 24 budget should reflect the new rates for those fees.
4. The large tractor is in the shop for repairs. The engine management system malfunctioned and is a warranty item that is being addressed. The previous repair to the engine management system lasted less than 40 hours.
5. The video conferencing system has been installed in the conference room and is a Microsoft Teams driven amenity.
6. No questions have been submitted on the FBO RFP. RFP deadline is May 23, 2023
7. Mr. Schrantz gave an update on the Kubota repairs.

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