

CHESAPEAKE AIRPORT AUTHORITY

MINUTES

July 11, 2023

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

MEMBERS PRESENT: Wynn Dixon, Kevin Beethoven, Meredith Kennedy, Derrick Dudash, Morris DeSimone

MEMBERS ABSENT: C.T. Cowling

AIRPORT MANAGER: Chris Schrantz

ACCOUNTING MANAGER:

LEGAL COUNSEL: Anita Poston, Vandeventer Black, LLP

CALL TO ORDER

Chairman Dixon called the July 2023 meeting to order at 7:01 pm.

MOTION TO APPROVE THE MINUTES FROM JUNE 2023 MEETING

A motion was made by Ms. Kennedy and duly seconded by Derrick Dudash, to accept the minutes from the June 2023 meeting. The motion passed unanimously.

OLD BUSINESS-Engineer Proposal Review Committee Report

ENGINEERING PROPOSAL REVIEW COMMITTEE REPORT

Mr. Beethoven reported that he and Derrick Dudash had reviewed the proposals for engineering and consultation services. After careful consideration and a thorough review of the two proposals received, the committee recommended to the Authority the acceptance of the proposal submitted by Talbert & Bright, Engineering Consultants. Chairman Dixon entertained discussion and called for a motion and vote. The motion to accept committee recommendation passed unanimously.

MOTION TO ACCEPT NOMINATING COMMITTEE RECOMMENDATIONS

The nomination committee restated the recommendations for officers as presented at the June 2023 meeting. No nominations from the floor were received. Chairman Dixon called for a motion to accept the nominating committee recommendation for the FY 2024 CAA Slate of Officers. The motion passed unanimously. The slate of officers for 2024 is:

Wynn Dixon – Chairman

Kevin Beethoven – Vice Chairman

Derrick Dudash – Secretary-Treasurer

MOTION TO APPROVE FINANCIAL STATEMENTS

Derrick Dudash reported that he reviewed the financial statements for June 2023 and made a motion to accept them as presented. The motion was duly seconded and passed unanimously.

INVOICES OVER \$4,999

There were no pending invoices over \$4999 needing approval

Invoices Previously Approved:

HEPACO – Hazardous Waste Removal	\$ 5,652.70
City of Chesapeake – Promissory Note balloon payment	\$ 47,600
U.S. Bank – Series 2022 Bond Payment (interest)	\$ 14,436.00
City of Chesapeake – Stormwater Fees	\$ 69,511.56
Austin Electrical – AWOS Inspection	\$ 1,225.00
Dominion Power – Utility Bill	\$ 1,655.83
RRMM Architect – Furniture Replacement A&E	\$ 1,482.00
Dominion Power – Utility Bill	\$ 1,560.33
Woods Rogers Vandeventer Black LLP – May and June Bill	\$ 1,000.00
Talbert & Bright – Taxiway Lighting Rehabilitation Project	\$ 2,624.72
Talbert & Bright – Maintenance Equipment Storage Building	\$ 2,859.97
Talbert & Bright - T-Hangar Taxilane Phase 3 (Design)	\$ 28,995.35
U.S. Bank – Trustee Fee	\$ 1,450.00
VSC Fire and Security – Pump House Inspection	\$ 2,540.00

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

NEW BUSINESS

FY 2024 CHECK WRITING RESOLUTION

**RESOLUTION OF THE CHESAPEAKE AIRPORT AUTHORITY
DESIGNATING THE CHAIRPERSON, SECRETARY-TREASURER OR AIRPORT MANAGER
TO SIGN CHECKS AND OBLIGATIONS AGAINST THE GENERAL ACCOUNTS**

Whereas, Article VIII of the by-laws of the Chesapeake Airport Authority (the Authority) specifies that: “the Authority will designate, by resolution, an individual or individuals who each, individually, shall be authorized to sign checks and obligations against the general accounts. This individual (these individuals) shall be the chairperson, the secretary-treasurer and/or the airport manager.”; and

Whereas, it is necessary for the efficient conduct of the business of the Authority that routine expenditures be made on a daily basis; and

Whereas, the Authority has employed an airport manager to conduct the day-to-day business of the authority; and

Whereas, it is essential that more than one person be authorized to sign checks and obligations to ensure the orderly conduct of the business of the Authority in cases of illness or absence;

Now, therefore be it resolved, that the Chesapeake Airport Authority hereby designates the chairperson (Wynn Dixon.), the secretary-treasurer (Derrick Dudash), and the airport manager (Charles C. Schrantz) as the persons, any one of whom is authorized to sign checks and obligations against the general accounts of the authority; provided, however, that with the exception of routine and periodic bills for utility services, none of the persons so designated shall pay invoices or requests for payment in excess of \$4,999.00 until so authorized by the majority consent of the Authority at a regularly scheduled or special meeting of the Authority. Consent for a designated person to sign checks in excess of \$4,999.00 shall be deemed to have been given when necessary to make partial or final payments for goods or services in accordance with a contract previously approved by the Authority. This designation of individuals to sign checks voids any previous designation and shall remain in effect until superseded by a subsequent resolution of the authority.

In witness whereof, I have hereunto set my hand and cause the seal of the Chesapeake Airport Authority to be affixed hereto this eleventh day of July, in the Year of Our Lord, two thousand and twenty-three.

Wynn Dixon
Chairman

A motion to accept check writing resolution as presented was made. The motion was duly seconded and passed unanimously.

ENGINEERS REPORT Submitted By Steve Peterson, Talbert & Bright

MANAGER'S REPORT

1. We are waiting for updated pricing for the furniture replacement project. Airport staff solicited input from users and guests of the terminal building regarding final finishes for lobby furniture.
2. Chesapeake Regional Airport received only one bid to complete phase 3 of the T-hangar taxilane rehabilitation project. That project is a bit more complex in that there is a failed run of pipe that crosses the ramp area between the leased line hangar and the A Hangar complex. The DOAV participated in a camera inspection of the pipe run and determined that the replacement of the structure is an eligible item. Additionally, I asked for ramp underdrains to be included in the project to eliminate ground water intrusion on the new pavement. That will alleviate the premature degradation of the seal coat.
3. July 31st is the start date for the airfield lighting rehabilitation project. August 8 is the projected start date for the ramp crack fill, and taxiway remarking project. I am going to have the fuel farm rehabilitation done while the other projects are impacting the runway.
4. I will be meeting with our budget office liaison this week to discuss capital funding needs and City cost participation in upcoming projects such as phase 3 of the T-hangar Taxilane project and the airfield lighting rehabilitation.

5. The waste water treatment plant was serviced by our technicians and is working more efficiently.
6. Our city manager office liaison is now Bob Geis, CPT, USN (ret). Bob Geis is a former Naval Aviator and very familiar with aviation specific considerations. Previously, our city manager's point of contact was Mr. Brian Solis. Brian remains an advocate for the Chesapeake Regional Airport for economic development roles.
7. The Kubota Zero Turn mower had a mower drive transmission failure. The repairs are eligible for 50% DOAV funding. Quotes to repair have been solicited. In the interim I have asked for quotes to rent a temporary mower.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:39 P.M.

Wynn Dixon
Chairman