

**CHESAPEAKE AIRPORT AUTHORITY**  
**MINUTES**  
**OCTOBER 10, 2023**

The regular meeting of the Chesapeake Airport Authority was on Tuesday, October 10, 2023 at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

**MEMBERS PRESENT** Scott Bechtold, Kevin Beethoven, C.T. Cowling, Morris Desimone, Derrick Dudash, Andrew Hochhaus, Meredith Kennedy and Thomas Russell.

**MEMBERS ABSENT** Wynn Dixon

**AIRPORT MANAGER** Chris Schrantz

**OTHER INVITED GUESTS:** Bill Griffiths, City Liaison

**PRESENT THROUGH TEAMS** Anita Poston, Woods Rodgers Vandeventer Black, PLC  
Leslie Roberts, Brown Edwards

**CALL TO ORDER**

In the absence of the Chairman Vice-Chairman Beethoven presided and called the meeting to order at 7:00 pm.

**WELCOME TO NEW MEMBERS**

Vice-Chairman Beethoven welcomed the new members to the Airport Authority: Andrew Hochhaus, Scott Bechtold, and Thomas Russell.

**FY 2023 ANNUAL AUDIT REPORT – BROWN EDWARDS**

Leslie Roberts, Managing Partner, gave a presentation about the results of FY 2023/Annual Audit. A motion was made and duly seconded to accept and approve the FY 2023 Annual Audit Report prepared by Brown Edwards. (8-0)

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

A motion was made and duly seconded to accept the minutes from the July 2023 meeting. The motion passed unanimously (8-0)

**MOTION TO APPROVE FINANCIAL STATEMENTS**

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

**INVOICES OVER \$4,999**

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

Invoices over \$1,000 approved previously:

Brown Edwards	Audit Billing	\$11,500.00
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Union bank & Trust	Credit Card	3,738.75
Roof Tech & Associates	Roof Inspection	1,300.00
US Bank	Series 2011	9,670.00
US Bank	Series 2022	14,977.00
Cooper Tacia	Corporate Hangars	33,097.56
Cooper Tacia	Corporate Hangars	9,500.00
Dominion Virginia Power	Utility Billing	3,161.64
Dominion Virginia Power	Utility Billing	1,027.56
Union Bank & Trust	Credit Card	1,209.70
Talbert & Bright	CF6-28	10,531.80
Talbert & Bright	Corporate Hangars	4,161.38
Townscapes	Landscaping	1,245.00
Ken Wheeden & Associates	DBE Plan	8,110.00
Brown Edwards	Audit Billing	5,609.50
US Bank	Series 2011	9,670.00
US Bank	Series 2022	14,977.00
Dominion Virginia Power	Utility Billing	2,864.62
REMAC	Paving Project	340,786.55
Talbert & Bright	AIP6-28	33,434.23
Appalachian Foothills	Lighting Project	349,492.98
Talbert & Bright	CS6-64	7,845.49
Talbert & Bright	CS6-65	5,175.06
Univar	WWTP	1,040.62
DEQ	Annual Fee	2,290.00
Jason Babb	Tree Topping	4,500.00
Brown Edwards	Audit billing	2,855.00
Union Bank & Trust	Credit Card	1,372.73
Talbert & Bright	CS6-P Rnwy Rehab	5,694.85
Atlantic Emergency	Fire Fighting Equip	8,170.00
Atlantech Mechanical	HVAC FBO	3,925.00

A motion to approve the invoices was made, seconded and passed unanimously. (8-0).

### **OLD BUSINESS**

None

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### **NEW BUSINESS**

#### **COMMITTEE ASSIGNMENTS**

Tabled until next meeting.

### **ENGINEER REPORT FROM TALBERT & BRIGHT.**

**Submitted by Steve Peterson read into the Record by Chris Schrantz**

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

Lights and signs have been installed in Phase 1 and 2. The contractor is approximately 90% complete for Phase 3 work. The contractor is anticipated to be complete with Phase 3 later this week and move into Phase 4 by next week. Installation of the PAPI, REILs, runway lights and

taxiway lights (inside of the RSA) will begin around October 29<sup>th</sup>. Final completion is anticipated for the end of November.

### **Corporate Hangar Construction**

The contractor is continuing to work on foundations for Hangars #1 and #2. Piers for each building have been poured and forms have been installed for the slabs. The contractor is currently installing the forms for the floor drains and the under-slab plumbing is scheduled to begin next week. Substantial completion is scheduled for the end of February.

### **South Aircraft Parking Apron Rehabilitation - Design**

The survey and geotechnical data have been received and the plan set preparation has begun. Currently working on construction phasing and establishing grades for the apron. The next phase of design will include a site inspection and development of the final pavement design. We are anticipating full depth reclamation similar to the T-hangar pavement rehabilitation. We will also be developing an underdrain layout for the apron to coincide with the pavement design. The project schedule is as follows:

60% Submittal (DOAV/Owner)	December 13, 2023
DOAV/Owner Review Complete	January 19, 2024
100% Submittal (DOAV/Owner)	February 15, 2024
Advertise	March 3, 2024
Bid Opening	April 9, 2024
Bid package due to DOAV	April 16, 2024

### **T-Hangar Taxiway Phase 3 Design**

This project is scheduled to start in the spring. The contractor is currently providing submittals for review in advance of the start.

### **MANAGER'S REPORT**

1. Mr. Schrantz stated that the new furniture should be installed in the first week of November.
2. The contractors are rehabilitating the fuel farm at this time.

### **CHAIRMAN'S REPORT.**

None

### **MEMBER'S COMMENTS**

Mr. C.T. Cowling suggested to the members that meet with Chris Schrantz and Mary Cover for a personal briefing on the financials. He also pointed out that the individual members have no authority to operate the airport or to make operational decisions; the members of the Authority board must work together as an appointed body to set policy and see that airport employees are managing operations competently.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

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**Kevin Beethoven**  
**Vice-Chairman**