

**CHESAPEAKE AIRPORT AUTHORITY**  
**MINUTES**  
**NOVEMBER 14, 2023**

The regular meeting of the Chesapeake Airport Authority was on Tuesday, November 14, 2023 at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

**MEMBERS PRESENT**                      Wynn Dixon, Kevin Beethoven, C.T. Cowling, Morris Desimone, Derrick Dudash, Meredith Kennedy and Thomas Russell.

**MEMBERS ABSENT**                      Scott Bechtold and Andrew Hochhaus

**AIRPORT MANAGER**                      Chris Schrantz

**AIRPORT COUNSEL**                      Anita Poston, Woods Rodgers Vandeventer Black, PLC

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

**CALL TO ORDER**

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

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

A motion was made and duly seconded to accept the minutes from the October 2023 meeting. The motion passed unanimously (7-0)

**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. (7-0)

**INVOICES OVER \$4,999**

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

Invoices over \$1,000 approved previously:

US Bank	Series 2011 Bond	\$ 9,670.00
US Bank	Series 2022 Bond	17,768.00
Brown Edwards	Audit Billing	11,500.00
Home Depot	Credit Card	4,871.73
Carter Machinery	Generator Repairs	1,814.74
Four C Construction	Light Replacement	2,863.44
Dominion Power	Utility Billing	3,102.29
Appalachian Foothills	AIP6-28 Light Replacement	214,737.83
Talbert & Bright	AIP6-28 Light Replacement	27,231.55
Union Bank & Trust	Credit Card	1,255.15
Talbert & Bright	Corporate Hangar Inv. 9	8,322.75
Talbert & Bright	CF6-P Rnwy Txwy	15,472.34
Talbert & Bright	CS6-64 South Apron Pavement	26,550.64

Talbert & Bright	CS6-65 THangar TXWY	9,007.42
City of Chesapeake	Fuel Billing	2,030.64

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

### **OLD BUSINESS**

None

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

Submitted by Steve Peterson

#### **Corporate Hangar Construction**

Heavy steel and walls have been constructed for Hangar #1. Heavy steel is in the process of being erected for Hangar #2. The office foundations are being prepared for concrete. All rough-in plumbing has been installed. All steel erection work done to dates has been accomplished in about 2-weeks. Cooper Tacia has been good to work with and they have had quality sub-contractors on the job. They are still on track to have both buildings completed by February 24<sup>th</sup>.

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

The contractor is currently performing night work which has required the closing of the runway. All lights have been installed for the parallel taxiway and connectors that are outside of the safety area. Work inside of the safety area will include taxiway lights, replacement of runway light fixtures, installation of new REILs and PAPIs. The contractor is on track to finish the week of December 7<sup>th</sup>.

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

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

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

We are continuing to work on the construction documents. Our original schedule has changed. Instead of providing a 60% submittal for December 13<sup>th</sup>, we plan to submit a 90% set. Right now we are ahead of the design schedule. The plan is to bid this project in time for the May VAB board meeting.

#### **Snow Removal Equipment Building**

The funding for the final design and construction of the building will be done through FAA BIL funds. This will allow the authority to receive 98% grant money instead of 80% from the DOAV. We are coordinating with the FAA and waiting for the grant offer to be sent.

## **NEW BUSINESS**

### **COMMITTEE ASSIGNMENTS**

Tabled until next meeting.

### **BUDGET COMMITTEE AND EXECUTIVE COMMITTEE RECOMMENDATION**

Under advice from lawyer, Ms. Kennedy was advised that she should recuse herself during the budget discussion and vote due to a conflict of interest. Ms. Kennedy left the room.

Due to the budget being due to the city by close of business, November 22, the executive committee stepped out of the meeting and came to an agreement on the amount of compensation that would be added to the budget for the employees. During the time of the executive meeting, the tape was turned off because at that point, there were only 4 members in the meeting room and no business was being conducted. When the executive committee returned, the tape was turned back on.

It was then decided to let Steve Peterson do his presentation before the budget discussion and Ms. Kennedy was asked back into the meeting.

After Steve Peterson's presentation, Chairman Dixon on behalf of the Executive Committee, Mr. Beethoven and Mr. Dudash, recommended that the \$48,250 be added to the Salary and Wage Item Expense and added to the request for the city contribution on the budget for employee compensation. After further discussion, a motion to approve the budget plus the executive recommendation for the employee compensation was made, seconded and passed 6 to 0 with Ms. Kennedy abstaining.

### **MANAGER'S REPORT**

Mr. Schrantz stated:

1. The based aircraft report is due the first week of December instead of January as its usually done.
2. HVAC project will be put in front of the VAB board on Thursday and is expected to be funded.
3. We will be hosting the annual deer hunt on Thanksgiving Day in conjunction with the Hunt Club.
4. The fuel farm project has been dragging on with multiple delays by the contractor and we have asked for a third party to come inspect to determine if the job is being done correctly. Interspec will come and take a look at what has been done and verify if the project meets the job specifications. Also, waiting to hear if the DOAV will fund the inspection.

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

Chairman Dixon thanked everyone for their participation in getting the budget done tonight.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned.

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**Wynn Dixon**  
**Chairman**