

CHESAPEAKE AIRPORT AUTHORITY
MINUTES
FEBRUARY 13, 2024

The regular meeting of the Chesapeake Airport Authority was held on Tuesday, February 13, 2024, at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

<u>MEMBERS PRESENT</u>	Wynn Dixon, Kevin Beethoven, Morris Desimone, Derrick Dudash, Andrew Hochhaus, Meredith Kennedy and Thomas Russell.
<u>MEMBERS ABSENT</u>	Scott Bechtold and C.T. Cowling
<u>AIRPORT MANAGER</u>	Chris Schrantz
<u>ACCOUNTING MANAGER</u>	Mary Cover
<u>AIRPORT COUNSEL</u>	Anita Poston, Woods Rodgers Vandeventer Black, PLC
<u>CITY LIAISON</u>	Bill Griffiths, Fleet Management

CALL TO ORDER

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

PRESENTATION on CONFLICTS of INTEREST

Chairman Dixon introduced Ms. Poston who gave a presentation on the Virginia Conflict of Interest Act (COIA) and the Fiduciary Responsibility of the Board. Ms Poston suggested providing a future presentation on the Virginia Freedom of Information Act (FOIA).

MINUTES FROM DECEMBER MEETING

A motion was made, seconded, and unanimously approved to accept the minutes from the December 2023 meeting.

FINANCIAL STATEMENTS

Mr. Dudash reported that he had reviewed the current financials; he highlighted a number of items in the report and recommended approval. A motion to approve the financial report was made, seconded, and adopted unanimously.

APPROVAL OF INVOICES

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

Invoices over \$1,000 approved previously:

12/1/2023	US Bank Series 2011	Bond Payment	7,900.00
12/1/2023	US Bank Series 2012	Bond Payment	24,393.00
12/15/2023	City of Chesapeake	Stormwater Fees	51,407.80
12/15/2023	Talbert & Bright	AIP6-28 Inv. 10 Airfield Lighting	49,573.58
12/15/2023	Appalachian Foothills	AIP 6-28 PR 4 Airfield Lighting	296,563.67
12/15/2023	Talbert & Bright	Corporate Hangar	12,484.12
12/15/2023	Talbert & Bright	CS6-64 Inv. 4 South Apron	13,934.02
12/15/2023	Talbert & Bright	CS6-65 Inv. 4 T- Hangar TxwyLanes	1,862.88
12/18/2023	Talbert & Bright	CF6-58 Inv. 9 T- Hangar TxwyLanes	50,729.08
12/18/2023	Cooper Tacia	Corporate Hangar	323,152.00
12/19/2023	Dominion Power	Utility Bill	1,824.68
12/19/2023	Union Bank & Trust	Credit Card	2,134.22
12/27/2023	Suburban Propane	Utility Bill	1,342.14
12/27/2023	Pender & Coward	Easement Acquisition	1,485.00
1/2/2024	US Bank	Series 2022	26,210.63
1/2/2024	US Bank	Series 2011	7,900.00
1/3/2024	US Bank	Trustee Fee	1,450.00
1/10/2024	Interspect	Fuel Farm Inspection	1,350.00
1/10/2024	Union Bank & Trust	Credit Card	2,890.27
1/12/2024	Dominion Power	Utility Bill	2,759.10
1/17/2024	Atlantech Mechanical	HVAC Installation	23,945.00
1/17/2024	Dominion Power	Utility Bill	1,554.81
1/17/2024	Univar	WWTP	1,040.52
1/19/2024	Campbell Oil	Fuel Farm Tank	4,475.00
1/22/2024	Talbert & Bright	Corporate Hangar	12,484.13
1/22/2024	Talbert & Bright	CF6-28 Inv. 11	35,557.54
1/22/2024	Talbert & Bright	CF6-P Inv. 3	1,955.00
1/22/2024	Talbert & Bright	CS6-64 Inv. 5	16,861.43
Total			<u><u>\$ 979,219.62</u></u>

A motion to approve the invoices was made, seconded and adopted unanimously.

OLD BUSINESS

FBO Agreement. Mr. Schrantz advised that he is preparing the agreement.

REPORT FROM TALBERT & BRIGHT

T-Hangar Taxiway Phase 3 Construction

The contractor plans to start construction in the later part of March or when the weather is dry. All contracts are in place and submittals have been reviewed.

Runway and Taxiway Lighting Rehabilitation

The contractor is still on temporary shutdown. The REILs are on order and should be received by the contractor in the next two weeks. We did a punch list inspection last month and the contractor is preparing to address the items. Substantial completion is expected in the next 30-45 days.

Corporate Hangar Construction

The contractor is finishing the installation of electrical lighting and mechanical equipment. Electrical power will be needed to complete the finishes. There is a meeting planned with Dominion Energy tomorrow to discuss getting power to the building.

MANAGER'S REPORT

See attached Managers Report.

CHAIRMAN'S REPORT.

Chairman Dixon thanked everyone for their participation.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 pm.

Wynn Dixon
Chairman