

CHESAPEAKE AIRPORT AUTHORITY

MINUTES

May 28, 2024

The regular meeting of the Chesapeake Airport Authority was held on Tuesday, May 28, 2024, at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

MEMBERS PRESENT

Wynn Dixon, Kevin Beethoven, Morris Desimone, Derrick Dudash, Andrew Hochhaus, Meredith Kennedy, and Thomas Russell.

MEMBERS ABSENT

Scott Bechtold

PRESENT THROUGH TECHNOLOGY

CT Cowling

AIRPORT MANAGER

Chris Schrantz

ACCOUNTING MANAGER

Mary Cover

AIRPORT COUNSEL

Anita Poston, Woods Rodgers Vandeventer Black, PLC

CALL TO ORDER

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

MINUTES FROM APRIL 2024 MEETING

A motion was made, seconded, and unanimously approved to accept the minutes from the April 2024 meeting.

MANAGER'S REPORT

Mr. Schrantz distributed the following report prior to the meeting:

1. The corporate hangars are in the final stage of construction. There are a few items left to accomplish that will be addressed in the next week or 2 and the hangars will be ready to occupy.
2. Staff is working with our attorney to develop a clean sheet hangar lease for the new corporate hangars. I will have a draft proposed lease form to the FBO committee prior to June meeting of CAA.
3. I am meeting with John Beaulieu to finalize details within the FBO lease document on 5/13 and will have the recommended lease language to the FBO Committee for review prior to the June meeting of CAA.
4. Waste water treatment plant has been running satisfactorily. The sewer sludge was hauled away by ARTIS Septic Tank Cleaning Service out of Suffolk on Sunday 5/5 and tank re-seeded.
5. Fuel Farm final walk through is being done on 5/20. The paint and quality of the refurbishment of the AVGas and JET-A tanks is acceptable. To recap: the piping was reworked to allow for the offloading of 100 LL AVGas to be done without delaying the transport trucks which incurs extra cost/overhead on the fuel. New filter vessels and

elements were installed on both fuel types. Tanks were prepped and painted with 2-part epoxy and the 100 Low Lead AVGas fuel tank was cleaned inside as well. The tanks are expected to last another 20 years before replacement.

6. The LED lighting project is complete. CAA passed the FAA flight check for both Runway 5 and Runway 23. Reports from pilots flying at night have been overwhelmingly positive.
7. The wind cone support was prepped and painted under a service project requirement by a Liberty University Aviation Program student. I supervised the project on Saturday April 27. The painting around the segmented circle and wind cone area has been accomplished through a number of service projects including The Boy Scouts and other Liberty University students. Our investment is materials and the manager's time.

Mr. Schrantz addressed the concerns raised by Ms. Kennedy after the prior meeting on our procurement processes, contract employees, and invoice approvals.

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

Report of Invoices Over \$4,999

None

Report of Invoices over \$1,000

3/25/2024	Donnie Cagle	Pump and Repairs	15,695.00
4/5/2024	Donnie Cagle	Pump and Repairs	10,705.59
4/5/2024	Donnie Cagle	Pump and Repairs	1,200.00
4/2/2024	US Bank	Series 2022	25,343.00
4/2/2024	US Bank	Series 2011	7,900.00
4/9/2024	Dominion Virginia Power	Utility Bill	1,946.15
4/15/2024	Austin Electric	AWOS Inspection	1,200.00
4/15/2024	Suburban Propane	Equip Installation	1,160.17
4/15/2024	Suburban Propane	Equip Installation	1,011.17
4/17/2024	Union Bank & Trust	Credit Card	2,747.46
4/22/2024	City of Chesapeake	Fuel Bill	1,965.08
4/23/2024	Talbert & Bright	CF6-28 Inv. 12 Rnwy Lht Rehab	5,769.27
4/23/2024	Talbert & Bright	Corp Hangar	

			2,496.83
4/23/2024	Talbert & Bright	CS6-64 Inv. 8 South Apron Rehab	4,012.09
4/23/2024	Talbert & Bright	CS-65 Inv. 7 Thang Txwy Rehab	2,328.23
4/26/2024	Suburban Propane	Utility Bill	2,553.86
4/29/2024	Pender & Coward	Legal Fees for Easement Acq	15,065.91

\$103,099.81

OLD BUSINESS

None

NEW BUSINESS

APPOINTMENT OF NOMINATING COMMITTEE FOR FY 2025 OFFICERS

Chairman Dixon appointed Kevin Beethoven and Derrick Dudash to the committee to nominate the officers for the upcoming fiscal year. The committee will present the slate of nominees at the next meeting.

WEBSITE UPDATE DISCUSSION – THOMAS RUSSELL

Mr. Russell discussed the need to update the Airport Authority website and made a motion that Chris Schrantz, Airport Manager, investigate and propose plan to update the website for presentation to the Authority for discussion. The motion was seconded and passed unanimously.

REPORT FROM TALBERT & BRIGHT submitted by Steve Peterson
T-Hangar Taxiway Phase 3 Construction

Due to weather the start date for construction was moved to May 13, 2024. The contract time for this project will be 75 calendar days. The contractor has begun the replacement of the storm sewer pipe and has begun milling of the asphalt. The project should be completed sometime in mid-July.

Runway and Taxiway Lighting Rehabilitation

A final inspection was held on April 25th and all work has been satisfactorily completed. The PAPI's were flight checked on May 1st and were fully commissioned. We are working with the contractor to close out the contract and subsequently close out the federal and state grants.

Corporate Hangar Construction

A punch list inspection was held on May 3rd. The contractor is currently making the necessary changes and corrections. The contractor is expected to be finished with punch list work in the next 30-days. The city issued certificate of occupancies for both buildings. We are currently working with the contractor to close out the contract.

CHAIRMAN'S COMMENTS

Chairman Dixon thanked everyone for their participation.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Wynn Dixon
Chairman