

CHESAPEAKE AIRPORT AUTHORITY
MINUTES
AUGUST 20, 2024

The regular meeting of the Chesapeake Airport Authority was held on Tuesday, August 20, 2024, at 7:00 p.m. at the Chesapeake Airport, Chesapeake Virginia.

MEMBERS PRESENT Kevin Beethoven, Morris DeSimone, Scott Bechtold,
Wynn Dixon, Andrew Hochhaus, and Thomas Russell.

AIRPORT MANAGER Chris Schrantz

ACCOUNTING MANAGER Mary Cover

AIRPORT COUNSEL Anita Poston, Woods Rogers Vandeventer Black, PLC

AIRPORT ENGINEER Steve Peterson, Talbert & Bright

CALL TO ORDER

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

MINUTES FROM JUNE 11 AND JUNE 24 2024 MEETINGS

A motion was made, seconded, and unanimously approved to accept the minutes from the meetings held on June 11 and 24, 2024.

OLD BUSINESS

NOMINATING COMMITTEE RECOMMENDATION/VOTE

The following officers were nominated by the Nominating Committee:

Wynn Dixon – Chairman

Kevin Beethoven - Vice Chairman

Morris DeSimone – Secretary/Treasurer

A motion was made, seconded, and unanimously approved to close the nominations and elect members to the offices to which they were nominated above. (6-0)

BANKING RESOLUTION

Mr. Schrantz read the following banking resolution into the record:

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 (Morris DeSimone), 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.

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

FINANCIAL STATEMENTS

Mr. DeSimone reported that he had reviewed the current financial statements and moved for their approval. The motion to approve the financial statements was seconded and adopted unanimously. (6-0)

NEW BUSINESS

AMEND FY 2025 BUDGET

Mr. Schrantz and Ms. Cover presented a recommendation regarding the need to adjust the budget to include recently discovered increases in the cost of insurance. A motion to approve the amended FY 2025 budget was made, seconded, and adopted unanimously. (6-0)

REVIEW OF INVOICES

Report of Invoices over \$1,000

6/3/2024	US Bank	Series 2011 Bond Payment	7,900.00
6/3/2024	US Bank	Series 2022 Bond Payment	25,243.00
6/3/2024	City of Chesapeake	Stormwater Fees	51,397.80
6/5/2024	Austin Electrical	AWOS Inspection	1,200.00
6/5/2024	Dominion Power	Utility Bill	1,876.21
6/11/2024	Union Bank & Trust	Credit Card	2,412.83
6/13/2024	Around The Clock	IT Billing	5,868.00
6/17/2024	Suburban Propane	Propane Billing	1,036.76
6/26/2024	Atlantech Mechanical	HVAC Services	1,067.00
6/28/2024	VSC Fire & Security	Annual Pump House Inspection	3,580.00
6/21/2024	Pender & Coward	Easement Acquisition	13,709.65
6/24/2024	CMT	Easement Acquisition	3,500.00
6/24/2024	Universal Pest	Pest Control	2,095.00
6/26/2024	Appalachi Foothills	AIP/CF6-028 Rnwy Txwy Lt Reh PR 5	96,441.83

6/26/2024	JR Caskey	CS6-65 Thang Txwy Reha Ph3 C PR 1	188,476.25
7/1/2024	Garlow Insurance	Annual Premium	66,423.00
7/1/2024	US Bank	Series 2011 Bond Payment	10,647.46
7/1/2024	VRSA	Annual Coverage	3,953.00
7/1/2024	US Bank	Series 2022 Bond Payment	25,243.00
7/1/2024	City of Chesapeake	Fuel	1,141.86
7/1/2024	State Auto Insurance	Truck	1,284.00
7/1/2024	Woods Rogers	DEQ	2,000.00
7/2/2024	Pender & Coward	Acquisition Easement	4,514.70
7/2/2024	Brown Edwards	Audit Billing	4,600.00
7/8/2024	Dominion Power	Utility Bill	2,327.39
7/9/2024	US Bank	Trustee Fee	1,450.00
7/10/2024	Talbert & Bright	CS6-64 Inv. 11 South Apron	13,249.18
7/10/2024	Talbert & Bright	CS6-65 Inv. 9 Thang Txwy Reha Ph3 C	19,259.63
7/12/2024	Talbert & Bright	CS6-65 Inv. 8 Thang Txwy ReH Ph3 C	9,257.25
7/15/2024	Talbert & Bright	AIP/CF6-028 Rnwy Txwy Lt Reh Inv. 16	5,042.50
7/16/2024	Dominion Power	Utility Bill	1,468.47
7/19/2024	Union Bank & Trust	Credit Card	2,101.28
7/19/2024	Woods Rogers	Legal Fees	1,610.00
7/19/2024	Dominion Power	3-Phase Installation	62,150.03
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			<u>\$643,527.08</u>

REPORT FROM TALBERT & BRIGHT submitted by Steve Peterson

T-Hangar Taxiway Phase 3 Construction

The contract work is substantially complete including the seal coat and first application of marking. The contractor is waiting before placing the final markings. Other matters that need to be addressed should be fully finished in the next 30 days.

Runway and Taxiway Lighting Rehabilitation

This project is complete and work is underway to close out the grants with the FAA.

Corporate Hangar Construction

The finish of the epoxy floors did not meet specifications. Due to high humidity in July and August, we agreed to allow the contractor to return in September to fix the floors. After that, the project can move to closeout.

South Apron Pavement Rehabilitation

This project was approved at the Virginia Aviation Board meeting in August. We are currently waiting on a grant offer from the DOAV and final funding from the city.

MANAGER'S REPORT

See attached

CHAIRMAN'S REPORT

Chairman Dixon discussed his recent attendance at the VAB meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 P.M.

Wynn Dixon
Chairman

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