

## AGENDA

### Executive Committee

December 8, 2022 – 8:00 a.m.

Capital Region Airport Commission, Booty Armstrong Boardroom,  
1 Richard E. Byrd Terminal Drive, Richmond, VA and via Zoom

*This meeting is open to the public. Members of the public are invited to attend in-person or virtually. Please alert PlanRVA at [input@PlanRVA.org](mailto:input@PlanRVA.org) if electronic transmission of this meeting fails for the public. If such transmission fails, the committee will take a recess until public access is restored. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.*

*If you wish to participate in this meeting virtually, please register via Zoom at the following link:  
[https://planrva-org.zoom.us/webinar/register/WN\\_UFU4-D2nRn6mmO\\_MDdcpZQ](https://planrva-org.zoom.us/webinar/register/WN_UFU4-D2nRn6mmO_MDdcpZQ)*

*Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved. Meetings are also live streamed and archived on our YouTube Channel at [www.youtube.com/c/PlanRVA](http://www.youtube.com/c/PlanRVA).*

1. **Welcome and Introductions** (Davis)
  - a. **Roll Call of Attendees and Certification of a Quorum** (Firestone)
  
2. **Confirmation of Member Participation from a Remote Location**  
(as needed) (Davis)

**Action requested (if there are member requests to participate remotely): motion to confirm that the Chair’s decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the PlanRVA Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).**
  
2. **Request for approval of November 10, 2022, meeting minutes** (Davis) – page 2  
**Action requested: a motion to approve the meeting minutes as presented (voice vote).**
  
3. **Old Business**
  - a. **New Office Space Update** (Heeter)  
**Discussion item: Staff will review recommendations for security practices.**
  
4. **Adjournment – target adjournment time: 8:50 a.m.**

**Executive Committee Meeting Minutes**

**November 10, 2022 – 8:00 a.m.**

**James River Board Room- PlanRVA and Via Zoom**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	Byron Adkins	X
Chesterfield County	Christopher M. Winslow	X
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	
New Kent County	Patricia Paige, Treasurer	X
Powhatan County	Michael Byerly, Vice Chair	X
Town of Ashland	Dr. Daniel McGraw, Secretary	X

The technology used for the PlanRVA Executive Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#). Virtual participation of this meeting by members of the Executive Committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

**1. Welcome and Introductions**

Chair Davis called the meeting to order at approximately 8:01 a.m.

**a. Roll Call and Certification of a Quorum**

Ms. Firestone took roll call of attendees and certified a quorum was present.

**2. Request for Approval of October 13, 2022, minutes**

Cynthia I. Newbille made a motion, seconded by Patricia A. Paige, to approve the October 13, 2022, meeting minutes. The motion was approved (voice vote).

**3. Old Business**

**a. New Office Space Project Budget and Timeline Update**

Ms. Heeter reported that the office construction is progressing on time and under budget. The Certificate of Occupancy is expected to be issued November 23<sup>rd</sup>. A walkthrough is scheduled for November 21<sup>st</sup>. Move-in is expected to start November 28<sup>th</sup>. Staff should be able to begin working in the space the week of December 5<sup>th</sup>.

Staff will be developing guidelines for outside agency use of the new space and security and those will be brought back to the Executive Committee for approval.

Ms. Heeter and Chair Davis explained the parking options and the planned security measures.

Chair Davis noted that the hybrid work schedule currently used by staff has been reviewed. Committee members discussed amending the policy as well as the importance of allowing flexibility.

**b. Key Imperatives- FY2023**

Ms. Heeter provided a brief review of the key imperatives.

**4. Adjournment**

Chair Davis adjourned the meeting at 8:48 a.m.