

**Executive Committee Meeting Minutes**

**December 8, 2022 – 8:00 a.m.**

**Capital Region Airport Commission, Booty Armstrong Boardroom and Via Zoom**

<b>LOCALITY</b>	<b>NAME</b>	<b>X (attended)</b>
Charles City County	Byron Adkins	X
Chesterfield County	Christopher M. Winslow	
City of Richmond	Dr. Cynthia Newbille	X
Goochland County	Neil Spoonhower	X
Hanover County	Sean Davis, Chair	X
Henrico County	Reverend Tyrone Nelson	X
New Kent County	John Lockwood (A)	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 8:08 a.m.

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

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

**2. Confirmation of Member Participation from a Remote Location**

There were no Executive Committee members participating virtually.

**3. Request for Approval of November 10, 2022, minutes**

Neil Spoonhower made a motion, seconded by Cynthia I. Newbille, to approve the November 10, 2022, meeting minutes. The motion was approved (voice vote; John Lockwood abstained).

**4. Old Business**

**a. New Office Space Update**

Ms. Shickle reported on the vendors related to security at the new office and described the building access procedures. She noted that staff will be trained on the security policies. She detailed the efforts being made to ensure cyber security.

Reverend Tyrone Nelson arrived at approximately 8:15 a.m.

Chair Davis reported that, in order to get the FY2022 Financial Audit report accepted by the end of the year, the full Commission would need to authorize the Executive Committee to approve the report. The committee will need to convene a special meeting to review and approve the report.

Mr. Holland, Audit, Facilities and Finance Committee Chair, reported that the report has an unmodified/clean opinion.

Ms. Shickle introduced Dan Van Doornik, Financial Manager, who provided a brief report on the content of the audit report.

#### **4. Adjournment**

Chair Davis adjourned the meeting at 8:47 a.m.