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PlanRVA Commission Meeting Minutes

December 8, 2022 – 9:00 a.m.

Capital Region Airport Commission, Booty Armstrong Boardroom and Via Zoom

Members Present (A = Alternate)

Town of Ashland		Goochland County		New Kent County	
Brent Chambers		Neil Spoonhower	X	John Lockwood (A)	X
Dr. Daniel McGraw	X			Patricia Paige, Treasurer	
Kathy Abbott (A)		Hanover County		Amy Pearson	
		Sean Davis, Chair	X		
Charles City County		Canova Peterson	X	Powhatan County	
Byron Adkins	X	Faye Prichard (A)		Michael Byerly, Vice Chair	X
		Charlie Waddell		Steve McClung	
Chesterfield County		Randy Whittaker	X	Bobby Hall	X
Kevin Carroll	X				
Dr. Mark Miller	X	Henrico County		City of Richmond	
Tim Davey	X	Gregory Baka (virtual)	X	Andreas Addison	X
Gloria Freye		Tyrone Nelson	X	Ann-Francis Lambert	
James Holland	X	Patricia O'Bannon (virtual)	X	Stephanie Lynch	
Jim Ingle	X	Frank Thornton	X	Dr. Cynthia Newbille	X
Chris Winslow		Melissa Thornton		Rodney Poole	
				Ellen Robertson (A)	
				Jacob Giovia	

The technology used for the PlanRVA Commission 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 Commission 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 9:07 a.m.

a. Pledge of Allegiance

The Pledge of Allegiance was led by Vice Chair Byerly.

b. Roll Call of Attendees and Certification of a Quorum

Janice Firestone, Chief Clerk, called the roll and certified that a physical quorum was present in the room.

Two members and alternates were present remotely and requested the Chair's approval:

Particia S. O'Bannon, from her home in Henrico County, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance at the Capital Region Airport Commission location.

Greg Baka, from his home in Henrico County, Virginia. Reason: a personal matter, specifically a scheduling conflict that prevents in-person attendance at the Capital Region Airport Commission location.

c. Confirmation of Member Participation from a Remote Location

Chair Davis announced his approval of the requests from members and alternates to participate remotely.

On motion by Cynthia I. Newbille, seconded by Kevin P. Carroll, the PlanRVA Commission voted to confirm that the Chair's decision to approve the members' 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 members could be heard by all persons at the primary or central meeting location (voice vote).

The quorum was updated to show the presence of the remote members.

c. Public Comments

There were no public comments received or requests to address the Commission.

2. Consent Agenda

a. Agenda Amendments / Approval

Chair Davis announced that an item will be added to the agenda for the Commission to consider authorizing the Executive Committee to review and approve the FY2022 Financial Audit. On motion by Sean M. Davis, seconded by Kevin P. Carroll, the members of the PlanRVA Commission voted to approve the November 10, 2022, meeting minutes (voice vote).

b. Approval of November 10, 2022, Meeting Minutes

On motion by Cynthia I. Newbille, seconded by Daniel McGraw, the members of the PlanRVA Commission voted to approve the November 10, 2022, meeting minutes (voice vote).

3. Standing Committee and Other Reports

a. Executive Committee & Chairman's Report

Chair Davis reported that the Executive Committee was briefed on security procedures and measures at the new office location and asked Martha Shickle, Executive Director to also brief the full Commission.

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.

b. Audit, Facilities & Finance Committee Report

James M. Holland Audit, Facilities and Finance Committee Chair, and Ms. Shickle provided this report, which included the following:

1) New Office Space Update

Ms. Shickle reported that the office construction is nearly complete. The furniture and staff belongings have been delivered. Staff should be able to begin working in the space the week of December 11th.

2) FY2022 Financial Audit

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 and Dan Van Doornik, PlanRVA, provided a report on the audit and informed the Commission that the report has an unmodified/clean opinion. Mark Rhodes, Auditor, was present virtually and offered to answer any questions.

Sean M. Davis made a motion, seconded by James M. Holland, to authorize the Executive Committee to review and approve the FY2022 Financial Audit for purposes of submission to the Virginia Auditor of Public Accounts and the Federal Clearinghouse by December 31, 2022, pending no findings or concerns reported by the auditor (voice vote).

Ms. Shickle briefed the Commissioners on the indirect costs portion of the financial report.

c. Public Outreach & Engagement Committee Report

1) Brand Implementation Update

Tim Davey, Public Outreach & Engagement Committee Chair, reported on recent brand developments. Ms. Shickle announced that staff is working on updating the agenda formatting to better convey PlanRVA's role with respect to the RRTPO and CVTA. She briefed the commission on improvements planned for the website. PlanRVA will be holding a food drive for FeedMore. Food and monetary donations are being accepted.

2) First Look Event

Ms. Shickle reported that the event will be held January 12, 2023, for board, commission and authority members as well as the various vendors that have been involved in the construction of the offices. The event will be in lieu of the January commission meeting.

d. Executive Director's Report

Ms. Shickle did not have a formal report.

4. Special Program – PlanRVA's Data Analysis Capabilities

Sarin Adhikari, PlanRVA, was introduced and provided an overview of current data analysis projects. He discussed future objectives for this Line of Business.

5. Adjourn

Prior to adjourning, Chair Davis opened a discussion on recent comments made by the Governor and potential state legislation. He noted that more information will be shared with the Commission as it is gathered.

Chair Davis adjourned the meeting at 10:29 am.