

CCRAA – Commercial Development & Planning Committee (CDPC)  
Meeting Minutes – March 11, 2021

After timely public notice, the CDPC met at 12:00 pm on March 11, 2021, at the CCR Airport. In attendance were Bill Pope, Jason Jones, George Liner, Joe Leahy, Jay Bender, Rhonda Murray, Andy Shorter, Eric Litchfield, Ed Martin, John Massey, and Charles Cushman. After a Call to Order and circulation of the February 12, 2021 meeting minutes, the following items were discussed at the meeting.

**Small Community Air Service Development Grant.** Litchfield reported that the grant application was submitted with 87 letters of support and announced the Airport received approximately \$125,200 in pledges and in-kind support. Shorter expressed his appreciation. The Department of Transportation should make an announcement on grant awards in May.

**Air Carrier Quarterly Abatement Evaluation.** Rents and fees for air carriers are currently abated and reviewed on a quarterly basis. Shorter reported on the airlines' continued financial distress. The Committee agreed to recommend to the Authority that the abatement be continued for another quarter, through June 2021.

**CARES Act Development Grants.** Shorter and Massey reported that five bids were received for the restroom renovations. Those will be presented to the Authority. Bids exceeded the architects' cost estimates due to increased material costs in the pandemic. The Committee agree to recommend that a grant application be submitted for this project. Other potential future projects were introduced, including an extensive roadway/access/paving plan. TBI's work authorizations for the design and planning process for this project amount to approximately \$170,000. Commissioner Liner recommended allocating a design budget to the Director for efficiency purposes. The Committee agreed that spending the allocated federal money should be a priority. The Authority will be briefed next week.

**Property Acquisition Update.** Cushman updated the Committee on the ongoing efforts to acquire two residential parcels on Clermont Road and the undeveloped lot behind Generation Baptist Church. Cushman presented the administrative settlement framework which will allow an additional \$2,000 be paid for 724 Clermont. All three property acquisitions should close within the next 30 days.

**2022 Budget Planning Items.** No discussion, as all topics were covered in the CARES Act Development Grants discussion previously.

The CDC is a working committee and takes no action on its own. All recommendations and ideas are presented to the Authority for discussion, debate, and approval. The meeting was adjourned at 1:21 pm.

Approved, this the 15 day of <sup>April</sup>~~March~~, 2021.



Bill Pope, CDC Chair