

## Meeting Minutes – Snow & Ice Control Committee Season Closeout Meeting

**Location:** Richmond International Airport Deck Conference Room

**Date:** May 23, 2025

**Time:** 10:00

### Attendance

→ Dereck Tingfah	Capital Region Airport Commission	Airport Operations Manager
→ Jeremy Niles	Capital Region Airport Commission	Supervisor Utilities & Grounds
→ Aaron Keller	Capital Region Airport Commission	Director of Security & Operations
→ Brad Christopher	Capital Region Airport Commission	Director of Maintenance
→ Kevin Mallory	Capital Region Airport Commission	Landside Operations Manager
→ David Anholzer	Capital Region Airport Commission	Operations Supervisor
→ Sean Owen	Capital Region Airport Commission	Operations Officer

\*\*\*A separate SICC Season Closeout Meeting for tenants and stakeholders was held on 4/15/25. Attendance for that meeting is on file.

### Agenda Items

1. Review of 2024-2025 snow season
2. Issues and recommendations for changes
3. Airport clearing operations discussion topics

### Notes

1. Review of 2024-2025 snow season
  - a. Snow fall total – 9.71”
    - i. DEC/MAR – 0.00”
    - ii. JAN – 4.72”
    - iii. FEB – 4.99”
  - b. Declared snow events
    - i. Snow Alerts declared 1/5/25, 1/10/25, 2/11/25, and 2/19/25
    - ii. Snow Watch declared 1/21/25
    - iii. Storm #25-01
      1. Snow Desk opened at 18:00 on 1/5 and closed at 08:10 on 1/6.
      2. Total snowfall 3”.
      3. 100+ passengers in Terminal overnight due to deicing issues and cancellations.
    - iv. Storm #25-02
      1. Snow Desk opened at 19:00 on 1/10 and closed at 15:00 on 1/11.
      2. Total snowfall 1 ¾”
    - v. Storm #25-03
      1. Snow Desk opened at 07:00 on 2/11 and closed at 22:00 on 2/11.

2. Total snowfall 2+”
3. Aircraft deicing operation unauthorized in movement area at Gate B9.
- vi. Storm #25-04
  1. Snow Desk opened at 07:00 on 2/19 and closed at 15:00 on 2/20.
  2. Total snowfall 3”.
  3. Rental car ramp problematic through the day (slick)
  4. Glycol spill from truck overfill at Gate 60.
  5. Multiple requests from air carrier tenants for assistance with clearing snow from leased areas, and treatment of icy conditions morning of 2/20.
  6. Freezing overnight temps resulted in icy ramp surfaces morning of 2/20.

## **2. Issues and recommendations for changes**

- a. Lack of, or inadequate snow clearing efforts in air carrier leaseholds.
  - i. Improve communication effort in beginning of season.
  - ii. Stakeholder meetings with tenants to understand their snow removal plan.
- b. Towbar-less pushback tugs struggled with snow accumulations.
- c. Aircraft at Gate B9 pushed with tail over Movement boundary line resulted in deicing ops partially conducted on Movement Area.
- d. Ramp conditions during hard freezes resulting in icing.
  - i. Prioritize use of sand around gate areas and in push back lanes.
- e. Chocks & miscellaneous equipment on ramp, not cleared before snow accumulations become hidden hazards.
  - i. Enhance education and training efforts to promote good housekeeping practices in advance of storms.
- f. Employees without proper PPE or warm weather gear.
  - i. Enhance education and training efforts to promote personal protective gear and cold weather apparel and footwear.

## **3. Airport clearing operations discussions topics**

- a. Discussed changes to Priority 1, and Priority 2 routes with upcoming ARFF Station construction.
- b. Discussed impact of current and upcoming construction projects on 2025-2026 snow season.
- c. Discussed the need for additional staff training with upcoming westside taxiway nomenclature changes.
- d. Director Christopher addressed the need for airline tenants to ensure areas around jetways were cleared of significant snow to prevent jetbridge malfunctions or damage.
- e. Discussed planned snow removal equipment additions to include dedicated airfield snow blower and multi-tasking equipment (MTE) to improve efficiency.
- f. Discussed airport staffing challenges during more significant winter storms.
- g. Recommendation from Director Christopher to test ODIN systems in parking decks and at rental car garages prior to a winter storm event.
- h. Landside Operations Manager Kevin Mallory discussed the impacts on parking capacity due to lighting and technology improvements. Group agreed that more attention should be paid to planning for capacity issues, and strategy for snow and ice control on garage level 4.
- i. Grounds Supervisor Jeremy Niles indicated he would like to enhance training on snow and ice treatment chemicals.

- j. Director Christopher recommended more OJT or “seat time” for equipment operators, especially those less experienced.
- k. Supervisor Niles reported that four U&G team members, and one Auto Shop team member recently attended AAAE Basic Airport Winter Operations Specialist training.
- l. Supervisor Niles reported that a number of RIC’s based air carriers failed to adequately report monthly totals on glycol fluid usage.
  - i. Operations Manager Dereck Tingfah recommended obtaining contact information for those air carrier reps responsible for reporting.
  - ii. Discussed applying penalties for non-compliance.
- m. Landside Operations Manager Mallory emphasized importance of contractor clearing of Terminal parking lots including the Employee Lot, Admin/Manager Lot, and Valet Lot.
- n. Discussion of East Side drive responsibilities included in the landside snow removal contract.
- o. Discussed post-storm recovery efforts to include more enhanced awareness by Operations team members to note items or area that need attention on the airfield, and dedication of resources to re-open closed surfaces, eliminate non-compliant or hazardous conditions, and continuously monitor conditions during freeze-thaw cycles.

**END OF MINUTES**