

PENINSULA AIRPORT COMMISSION

MINUTES

August 10, 2017

PRESIDED: George Wallace

The special meeting of the Peninsula Airport Commission was held on Thursday, August 10, 2017 at 8:00 a.m. in the Airport Banquet Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Walter Jubien, Jr. Steve Mallon, Sharon Scott, George Wallace and David Wasson.

Commissioners not present were:

Rob Coleman

Mr. James S. McNider, III, legal counsel, was also not in attendance.

Interim Executive Director

Mr. Sanford B. Wanner

Assistant Executive Director

Ms. Melissa Cheaney

Director of Air Service, Marketing and P.R.

Ms. Jessica Wharton

Director of Finance and Administration

Ms. Renee Ford

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Dave Ress-The Daily Press

Reema Amin-The Daily Press

Michelle Gowdy- Virginia Municipal League (VML)

COMMENTS FROM THE PUBLIC

Chairman Wallace introduced our new Commission member Mr. David Wasson and welcomed him as our newest member of the Peninsula Airport Commission. Mr. Wasson is pleased to serve the staff and Commission and appreciates the opportunity.

ELECTION OF OFFICERS

Mr. Walter Jubien, Jr. nominating the new officers for August 10, 2017-June 30, 2018 to be as follows:

Chair-George Wallace
Vice Chair- Steve Mallon
Treasurer-Rob Coleman
Secretary-Sharon Scott
Assistant Treasurer-Walter Jubien, Jr.
Assistant Secretary- David Wasson

RESOLVED, that the Peninsula Airport Commission adopt the new Election of Officers for August 10, 2017 through June 30, 2018 as presented.

Commissioner Walter Jubien, Jr. made the motion to adopt the new Election of Officers for August 10, 2017 through June 30, 2018 as presented and Commissioner Steve Mallon seconded the motion.

Voting yes were:

Walter Jubien, Jr., Steve Mallon, and George Wallace.

Voting no were:

Sharon Scott, Ms. Scott stated that she did not know who the Nominating Committee was and also felt the Commission could benefit from new leadership since both the Chair and Vice Chair were here when the situation with the People Express occurred.

Abstaining were:

David Wasson

RESOLUTION FOR RESTORATION OF STATE FUNDING FOR NNWIA

Mr. Sanford Wanner, Interim Executive Director, presented the Resolution for Restoration of State Funding for the Newport News/Williamsburg International Airport. This resolution for the Honorable Secretary Layne incorporates the requirements set forth by the Honorable Secretary Layne to have Restoration of State Funding restored to the Newport News/Williamsburg International Airport. This resolution shows that the Commission accepts these conditions, commits to fulfill these conditions and has

begun substantial actions to meet these conditions.

Chairman Wallace stated that once the Resolution is signed, it will be sent to the Honorable Secretary Layne so he knows we are moving forward to meet the requirements.

Commissioner Mallon asked if a FOIA officer has been appointed and Mr. Wanner stated not at this time. Commissioner Scott asked if the new FOIA officer would be at the FOIA training scheduled for August 24, 2017. Mr. Wanner stated that this person would be at training but he/she had not been appointed.

Commissioner Scott asked about term limits for Commissioners being instituted and should that be a part of the Resolution. Mr. Wanner stated that this would be a discussion where a change would need to be made to the ByLaws. Commissioner Mallon also stated that a change would need to be made to the Acts of Assembly.

RESOLVED, that the Peninsula Airport Commission approve the Resolution for Restoration of State Funding for the Newport News/Williamsburg International Airport.

Commissioner Steve Mallon made the motion to approve the Resolution for Restoration of State Funding for the Newport News/Williamsburg International Airport and Commissioner Walter Jubien, Jr. seconded the motion.

Voting yes were:

Walter Jubien, Jr., Steve Mallon, Sharon Scott, George Wallace and David Wasson.

ATLANTIC AVIATION HANGAR CONSTRUCTION

Mr. Wanner reported to the Commission that Atlantic Aviation would like to build a second hangar based on general aviation demand and at the February meeting a temporary lease was approved by the Commission. We have run into an issue in the permit process in that we no longer have staff capabilities that we once had of having a building code official on staff. We have been working with the Commonwealth of Virginia and in cooperation with the City of Newport News. Ms. Cheaney reported that the new hangar would be approximately 19,000 square feet and that we submitted the site plan to the City of Newport News this week.

We found that we will need to have a building code official on staff or we can use the City of Newport News' building code official. We have not had a building code official on staff for some time. Commissioner Mallon stated that we could use a third party but Ms. Cheaney reported that the State would like for us to either have a building code official on staff or use the one from the City of Newport News. Mr. Wanner reported that the urgency is to meet the requirements of the company as they are making a significant investment into this hangar. Commissioner Mallon stated that the Commission needed to understand the Airport Master Plan and make sure we are getting the right economic

benefit from these actions and have a cost benefit analysis done.

Mr. Wanner stated that information was provided at the February meeting when the Resolution was approved by the Commission and unfortunately Commissioner Mallon was not at that meeting. Mr. Wanner said that he reviewed the history of these types of projects and it is consistent with previous types. Mr. Wanner reported that after the final investment is made, a final lease will be drawn. Commissioner Scott asked who would own the property once Atlantic Aviation leaves. Ms. Cheaney reported that she would have to look at the lease to see what would happen if Atlantic Aviation left their leasehold investment. Commissioner Scott stated we should have this information before the building of the hangar starts and she would like to see this issue addressed.

Mr. Wanner stated he will send the current lease to Commissioner Scott and Commissioner Mallon. Commissioner Mallon stated there should be an addendum to this lease that deals with this and that the Commissioners should be able to review leases and documents prior to voting. As long as this is mutually beneficial we should keep moving forward and support it but he would like to see the resolution that was referred to today. Also, our attorney should be able to create an addendum for insurance purposes and new improvements. Mr. Wanner read the letter that was sent to Atlantic Aviation reciting the approval of the lease Resolution and to keep the Commission posted with a construction schedule and that PAC will need to approve construction documents to insure conformity to PAC building standards.

INTERIM EXECUTIVE DIRECTOR REPORT

Mr. Wanner gave the following report:

- RFP for Legal Services-8 firms responded to the RFP for Legal Services from the Hampton Roads area, Washington D.C. and Richmond. Proposals are still being reviewed for responsiveness and responsibility. Mr. Wanner used an outside local government attorney to assist in the vetting process and have determined there are three (3) firms that should be interviewed by the Commission. Mr. Wanner suggested the Commission review their calendars to set up times/dates available for interviews. We are hoping the contract will be approved by the 28th of September. The RFP's are in Mr. Wanner's office for the Commission to review at their leisure.
- Executive Director Search Update- this is an apolitical process and twenty-five (25) confidential resumés were received by the August 4th closing. Thirteen (13) resumés are being reviewed by the management staff and local government chief administrative officers of Newport News, Williamsburg, James City, Hampton and York County. Three (3) members of the Hampton Roads community (Williamsburg, James City and York Counties) are authorized a seat on the Commission and they perceive this as an effort of us working with them as they consider joining the PAC. They will be meeting next week with Mr. Wanner to go over the

resumes. The Executive Search Firm, ADK, will then help to vet the resumes and perform further assessments of the the capability of the applicants and their profile to fit our needs. The firm also will do criminal background checks. Commissioner Scott asked to see all the resumés and Mr. Wanner stated that this is an apolitical process and not appropriate for the Commissioners to see the resumes at this stage. Commissioner Scott asked if there were applicants from other Executive Directors and Mr. Wanner replied yes. Chairman Wallace said we will honor this process unless there were any other discussions.

- Media-we are still being bombarded by the media for FOIA requests. When a request comes in, Mr. Wanner notifies the Commission. Media stories may continue for four to six months. Chairman Wallace asked how much staff time was being used and Mr. Wanner stated that so far staff time has been inconsequential.

COMMISSION REQUESTS OR DIRECTIVES

- Atlantic Aviation Lease to Commissioner Mallon and Commissioner Scott
- Commissioner Mallon stated to fully understand all leases and documents with the Commission. Economic terms for lease term extension. Chairman Wallace stated that Commissioners could meet with Mr. Wanner at any time.
- Mr. Wanner will review Bylaws and Acts of Assembly relative to term limits, quorum, etc. Commissioner Mallon said it may not be in our power to change things and we may need to convey that to the communities and legislature and with our two cities.
- Commissioner Scott would like to have lease agreements with all tenants evaluated and make sure we are in compliance with them.
- Commissioner Wallace stated that each Commissioner could make an appointment with staff to come in and get information as they individually need to.

Commissioner Scott stated that there needed to be a better level of communication so that Commissioners have all information. She feels the Commission is making decisions she doesn't agree with and also thinks that if a decision is being made on behalf of the Commission she should be included in that. Chairman Wallace stated that she was aware of aware of everything and Commissioner Scott feels like she was not and that there there needs to be a better level of communication within the Commission.

Mr. Wanner reported that we are still awaiting ABC license applications from the Commissioners. We need these to be able to obtain the ABC license for the restaurant. Ms. Cheaney stated that the Commissioners would need to have their official DMV transcript and license.

Mr. Wanner asked the Commission to start looking at dates/times on their calendars for

interviews for the Executive Director. He also wanted to know if we would like to do Skype interviews or if the interviews need to be face to face. Commissioner Mallon stated he thinks they do need to be in person. The interviews will be done in closed session. Commissioner Mallon also stated we would cover their travel expenses to come to the interview. Commissioner Wasson reported that it was normal corporate policy to reimburse travel expenses for the candidates.

RECESS

At 9:45 a.m. the Commission took a fifteen (15) minute recess to set up for Conflict of Interest Act (COIA) Training.

CONFLICT OF INTEREST ACT (COIA) TRAINING

Ms. Michelle Gowdy, Virginia Municipal League Legal Counsel, provided Conflict of Interest Act (COIA) training to the Commissioners and staff through an hour and a half power point presentation. Ms. Gowdy provided a copy of the power point presentation along with a Virginia Freedom of Information Act and Virginia Conflict of Interests Act booklet to each attendee to retain as a permanent reference.

ADJOURNED

There being no further business, the meeting was adjourned at 10:10 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, August 24, 2017 at 8:00 a.m. in the Commission Room.

**A RESOLUTION FOR RESTORATION OF
STATE FUNDING FOR THE
NEWPORT NEWS/WILLIAMSBURG INTERNATIONAL AIRPORT**

WHEREAS, the Virginia Secretary of Transportation on July 12, 2017 in an open meeting of the Peninsula Airport Commission stipulated conditions for restoration of State funding for the Newport News/Williamsburg International Airport, and

WHEREAS, these conditions included:

1. Every Commission member will need to take the Virginia Municipal League's program on Conflict of Interest and Freedom of Information Act Training.
2. A Commitment that all Commission members and senior staff will take a 101 Training Course developed by the Department of Aviation Board once it is available.
3. The Commission will designate an individual (a trained FOIA officer) that reports to the Commission on FOIA matters. This person would be someone other than a Commissioner or the Executive Director that the Commissioners will have at their disposal. This FOIA officer also would participate in the annual FOIA training sponsored by the Virginia Freedom of Information Act Council.

NOW, THEREFORE, BE IT RESOLVED, the Peninsula Airport Commission, accepts these conditions, commits to fulfill these conditions, and has begun actions to meet these conditions.

Adopted this 10th day of August, 2017

IN WITNESS WHEREOF, the Commission by motion made on August 10, 2017 made a Commitment to meet the stipulations set forth by the Virginia Secretary of Transportation to restore State funding to the Newport News/Williamsburg International Airport, and by the Chairman and Interim Executive Director, Sanford Wanner, has executed this resolution both in duplicate, as of this day.

Executed this 10th day of August 2017.

PENINSULA AIRPORT COMMISSION




George Wallace, Chairman

SANFORD B. WANNER



Interim Executive Director

Attest:



Rhonda Wissinger, Executive Assistant