

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

August 25, 2016

PRESIDED: George Wallace

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, August 25, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

### **Commissioners present were:**

James Bourey, Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

### **Executive Director**

Mr. Ken Spirito

### **Assistant Executive Director**

Ms. Melissa Cheaney

### **Director, Air Service, Marketing & P.R.**

Ms. Jessica Wharton

### **Director, Finance and Administration**

Ms. Renee Ford

### **Legal Counsel**

Mr. Herbert V. Kelly, Jr.

Ms. Robyn Hansen

### **Executive Assistant**

Ms. Rhonda Wissinger

### **Public in Attendance**

Jay Talbert- Talbert & Bright

Dave Ress-The Daily Press

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

## **MINUTES OF COMMISSION MEETING HELD July 28, 2016**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held July 28, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the July 28, 2016 minutes and Commissioner Steve Mallon seconded the motion.

Voting yes were:

James Bourey, Aubrey Fitzgerald, Steve Mallon and George Wallace.

### **PRESENTATION FOR JIM BOUREY**

Mr. Spirito, Executive Director, presented Mr. Bourey with an Air Force One Model to thank him for serving as Chairman of the Airport Commission for the last 2 years. Mr. Bourey did a great job in leading us over his 2 years of service as the Chairman.

### **ASSISTANT EXECUTIVE DIRECTOR**

Ms. Cheaney, Assistant Executive Director, gave the following report:

- Parking Garage Repairs-The parking garage is 10 years old and the 3<sup>rd</sup> floor of the parking garage has sustained some wear and tear from the elements since it is not covered. We will be doing joint sealing in the garage and it is being completed in August.

### **TIMBER HARVESTING PHASE 3**

The Commission authorized Clearwater Environmental and Forestry (CEF) to solicit bids for harvesting approximately 39 acres of airport property in between the runways. The majority of the trees in this area are old mature pine and hardwood with very little smaller trees underneath the forest canopy. As a result, the majority of the trees in this area will be removed which will allow young trees to naturally regenerate. Buffers along the front of the property will shield the cut area from view from houses and vehicles along Oriana.

CEF received two bids:

- |                                     |          |
|-------------------------------------|----------|
| 1) Eastern Virginia Tree Harvesters | \$74,000 |
| 2) American Hardwood Industries     | \$68,831 |

The project will yield approximately \$74,000 in revenue, and CEF will be paid a 6% commission of the total amount received.

Ms. Cheaney recommends the Commission award the bid of timbering of this area to Eastern Virginia Tree Harvesters.

**RESOLVED**, that the Peninsula Airport Commission award the bid of timbering of this area to Eastern Virginia Tree Harvesters.

Commissioner Steve Mallon made the motion to award the bid of timbering of this area to Eastern Virginia Tree Harvesters and Commissioner James Bourey seconded the motion.

Voting yes were:

James Bourey, Aubrey Fitzgerald, Steve Mallon and George Wallace.

### **DIRECTOR OF AIR SERVICE, MARKETING AND PUBLIC RELATIONS**

Ms. Jessica Wharton, Director of Air Service, Marketing and Public Relations, gave the following report:

- Passenger numbers for the month of July were down by 6% due to 32 total cancellations. 4 were from Delta and the rest were from American Airlines and were a combination of mechanical problems and crew availability. American Airlines will be removing the Dash 8 in December and replacing it with the ERJ145 which is more operationally efficient. Richmond numbers were flat and Norfolk airport numbers were increased by 4%.
- New Photos for Commissioners-We will be taking new headshots for the Commissioners to be displayed on the wall outside of the Commission office. These will be taken at either the September or October Commission meeting and an email will go out to let you know which month the photographer will be available.

### **DIRECTOR OF FINANCE & ADMINISTRATION**

Renee Ford, Director of Finance & Administration gave the following report:

Ms. Ford reported the Airport's revenues were 4.3% better than budget and 3.3% above July 2015. Our expenditures for July 2016 totaled 2.5% below budget and 6.9% below July 2015.

Ms. Ford also reported that our annual flu vaccines will be given on September 29<sup>th</sup> and we will send out an email to all Commissioners with more information.

(Commissioner Sharon Scott arrived at 8:12 a.m.)

### **CLOSED MEETING**

**BE IT RESOLVED**, that the Commission enter into a Closed Meeting pursuant to the Virginia Freedom of Information Act; Section 2.2-3711.A. pertaining to:

Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Specifically, to discuss the disposition of publicly held real property.

Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Specifically, to discuss perspective business in the expansion of existing air service where no previous announcement has been made.

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probably litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retain by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Specifically, to consult with counsel regarding compliance with lease terms by an existing Airport tenant.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner Sharon Scott to hold a closed meeting.

Voting yes were:

James Bourey, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

The Commission entered into a Closed Meeting at 8:15 a.m. and reconvened in Open meeting at 10:06 a.m. Upon reconvening, it was

**RESOLVED**, that to the best of the Commission's knowledge, only public business matters lawfully exempt from open meeting requirements, and only such public business matters as were identified in the motion by which the Closed Meeting was convened, were heard, discussed or considered in Closed Meeting.

Voting yes were:

James Bourey, Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

(Commissioner Rob Coleman arrived at 8:25 a.m.)

## **EXECUTIVE DIRECTOR 'S REPORT**

Mr. Ken Spirito, Executive Director, gave the following report:

## **APPROVE FAA GRANT FOR CONSOLIDATED SECURITY CHECKPOINT**

Mr. Spirito reported that we have secured a \$1.1 million FAA entitlement grant to go towards the Consolidated Security Checkpoint.

**RESOLVED**, that the Peninsula Airport Commission accept the \$1.1 million FAA entitlement grant to go towards the Consolidated Security Checkpoint. Commissioner Aubrey Fitzgerald made the motion to accept the grant and Commissioner Steve Mallon seconded the motion.

Voting yes were:

James Bourey, Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

## **ADJOURNED**

There being no further business, the meeting was adjourned at 10:08 a.m.

## **NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Thursday, September 22, 2016 at 8:00 a.m. in the Commission Room.