

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

January 29, 2016

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Friday, January 29, 2015 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

### **Commissioners present were:**

Herbert H. Bateman, Jr., Jim Bourey, Aubrey Fitzgerald, Steve Mallon and George Wallace.

(Commissioner LaDonna Finch was not in attendance)

### **(Executive Director**

Mr. Ken Spirito

### **Assistant Executive Director**

Ms. Melissa Cheaney

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

Ms. Renee Ford

### **Legal Counsel**

Mr. Herbert V. Kelly, Jr.

### **Executive Assistant**

Ms. Rhonda Wissinger

### **Public in Attendance**

Heather Wilson-PAC Operations

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

## **MINUTES OF COMMISSION MEETING HELD DECEMBER 16, 2015**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held December 16, 2015.

Commissioner Steve Mallon made the motion to adopt the December 16, 2015 minutes. Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., James Bourey, Aubrey Fitzgerald, Steve Mallon and George Wallace.

### **ASSISTANT EXECUTIVE DIRECTOR**

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

- Consolidated Checkpoint Project- we just finished a phase of the project where we had 13-16 inches of concrete removed. The next benchmark will be structural steel that will be put into place and this should come in on March 8, 2016.
- Snow Event-we had a snow event this past weekend and ice posed a challenge to the runways. Our Maintenance and Operations crew did a great job of staying ahead of it and keeping the runways clear.

### **DIRECTOR OF MARKETING AND PUBLIC RELATIONS**

Ms. Jessica Wharton, Director of Marketing and Public Relations, was not in attendance and Mr. Spirito, Executive Director, gave the following report in her absence:

- Passenger numbers for the month of December were decreased by 7.8%. Next month our seat growth should be in good shape. In January, 3 of 6 Charlotte flights will be converted to larger regional jets. Delta also upgraded to a Boeing 717 and on March 1, 2016 this will turn into an MD80 and give us an extra 34 seats in the market. Delta will also have a schedule change in their spring/summer schedule and will keep 4 flights in this market.
- Public Air Service Forum- we will be holding a Public Air Service Forum on March 10, 2016 at the City Center Marriott in Newport News. We have been working with the Chamber of Commerce for this event to get invites sent out and are making steady progress.

Commissioner George Wallace commended Mr. Spirito for the presentation he gave at the City of Hampton's breakfast event. He said Mr. Spirito had a great knowledge and awareness of the airline industry. Mr. Spirito said that it was a good update and he is happy to present. He will also be presenting to the Newport News Bar Association and

Old Point Bank Board of Directors at the end of February.

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

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

- Annual reports for 2015 were given out to all Commissioners.
- Our Audit firm, Dixon, Hughes and Goodman, will be at the next meeting to give the Audit Report for 2015. We have received a good report.

Ms. Ford reported the Airport's revenues were 4.7% below budget and 1.8% below last December 2015. Our expenditures for December 2015 totaled 8% below budget and 3.1% greater than December 2015.

### **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, the Commission will 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 probable 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 retained 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 Steve Mallon to hold a closed meeting.

Voting yes were:

Herbert H. Bateman, Jr., James Bourey, Aubrey Fitzgerald, Steve Mallon and George

Wallace.

The Commission entered into a Closed Meeting at 8:25 a.m. and reconvened in Open meeting at 9:32 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:

Herbert H. Bateman, Jr., James Bourey, Aubrey Fitzgerald, Steve Mallon and George Wallace.

### **EXECUTIVE DIRECTOR 'S REPORT**

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

Mr. Spirito had nothing more to report at this time. Chairman Bourey asked Commissioner Aubrey Fitzgerald to work with him on Mr. Spirito's evaluation.

### **ADJOURNED**

There being no further business, the meeting was adjourned at 9:33 a.m.

### **NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Thursday, February 25, 2016 at 8:00 a.m. in the Commission Room.