

PENINSULA AIRPORT COMMISSION

MINUTES

July 28, 2016

PRESIDED: Aubrey Fitzgerald

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, July 28, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, and Sharon Scott.
(Commissioners George Wallace and James Bourey were not in attendance)

Executive Director

Mr. Ken Spirito

Assistant Executive Director

Ms. Melissa Cheaney

Director, Finance and Administration

Ms. Renee Ford

Legal Counsel

Ms. Robyn Hansen

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Alan McDonald- RS&H

Chief Rittenhouse- PAC Department of Public Safety

Sergeant Matthew Greene- PAC Department of Public Safety

John Borden- PAC Facilities Manager

Andy Olson-PAC Maintenance Supervisor

Howard Lavelle-PAC Maintenance

Jared Alexander-PAC Operations Manager

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD June 23, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held June 23, 2016.

Commissioner Steve Mallon made the motion to adopt the June 23, 2016 minutes and Commissioner Sharon Scott seconded the motion.

Voting yes were:

Aubrey Fitzgerald, Steve Mallon and Sharon Scott.

(Commissioner Rob Coleman abstained as he was not at the June 23, 2016 meeting)

ASSISTANT EXECUTIVE DIRECTOR

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

Ms. Cheaney had nothing to report at this time.

EMPLOYEE RECOGNITION

Mr. Spirito, Executive Director reported that several months ago Ms. Cheaney, Assistant Executive Director, set up a program for Employee Recognition. Last December the Commission approved the new Employee Recognition Program. Every six months nomination packages will be reviewed by the airport directors and awards will be presented to recipients at the July and January Commission meetings.

From January until June, fourteen airport employees were nominated by their peers and supervisors for this award. The airport directors reviewed the packages and selected Howard "Skeeter" Lavelle from the Grounds Maintenance Department and Sgt. Matthew Greene from the Department of Public Safety. Each recipient will receive a plaque, lunch with the Executive Director, one paid day off, and a gift card. Mr. Spirito, Executive Director, congratulated them on a job well done.

DIRECTOR OF AIR SERVICE, MARKETING AND PUBLIC RELATIONS

Ms. Jessica Wharton, Director of Air Service, Marketing and Public Relations, was on vacation, and Mr. Spirito, Executive Director, gave the following report in her absence:

- Passenger numbers for the month of June were increased by about 1%. We were expecting the numbers to be higher but we recognized that Delta's fares for the first part of June were extremely high. Delta said it was a computer glitch and it reflected in their passenger load. The fares were corrected for the second half of the month so the numbers should pick up. We are up about 6% for seat capacity. August should show more positive passenger numbers.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 3.8% below budget and 4.9% below last June 2015. Our expenditures for June 2016 totaled 2.2% below budget and 7.3% below June 2015.

EXECUTIVE DIRECTOR 'S REPORT

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

- We secured a \$1.1 million grant from the FAA to go towards the Consolidated Security Checkpoint. The FAA has funded 90% of this project. Senator Warner will be putting out a brief press release about the grant.
- Board Retreat- Mr. Spirito would like to get together with the Commissioners for a day to set goals and visions for the airport and get a strategic plan set for the year. Next month we will get some dates together for a retreat in early to mid-fall.

Ms. Cheaney, Assistant Executive Director, recognized department heads: Chief Rittenhouse, Chief of Department of Public Safety, Mr. Jared Alexander, Operations Manager and Mr. John Borden, Facilities Manager. Ms. Cheaney stated that Mr. Alexander and Mr. Borden initiated the Employment Recognition Program and helped to get it started. Ms. Cheaney also introduced Alan McDonald, one of our Civil Engineers with RS&H.

Ms. Cheaney also reported that the Consolidated Checkpoint construction should be complete at the end of December. We will do the TSA swap over in January after the holidays. In October, we will be shutting down the existing Concourse B and opening Concourse A so that we can complete construction in Concourse B.

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 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.

Commissioner Steve Mallon made the motion, seconded by Commissioner Rob Coleman to hold a closed meeting.

Voting yes were:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, and Sharon Scott.

The Commission entered into a Closed Meeting at 8:29 a.m. and reconvened in Open meeting at 9:09 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:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, and Sharon Scott.

ADJOURNED

There being no further business, the meeting was adjourned at 9:10 a.m.

NEXT MEETING

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