

PENINSULA AIRPORT COMMISSION

MINUTES

June 23, 2016

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, June 23, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

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

Executive Director

Mr. Ken Spirito

Assistant Executive Director

Ms. Melissa Cheaney

Director, Air Service, Marketing & PR

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

Xaiver Williams-City of Hampton

Jared Alexander-PAC Operations Supervisor

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD May 26, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held May 26, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the May 26, 2016 minutes and Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

(Commissioner George Wallace arrived at 8:02 a.m.)

ASSISTANT EXECUTIVE DIRECTOR

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

- Consolidated Checkpoint- The structure for the Consolidated checkpoint is starting to form and the concrete has been poured for the bottom floor. There have been 2 chillers put into place and the airport generator so this project is moving along nicely and is still on time for an end of December completion.
- Virginia Aviation Airspace Workforce Plan- Ms. Cheaney and Mr. Spirito are working with Dr. Tate from Virginia Tech and the Department of Aviation on the Virginia Aviation Airspace Workforce Plan. They had a phone conversation with Dr. Tate and are working on how Virginia is a top place for airspace and aviation. There are 3 phases to this plan and the current phase being worked on is the Fact Finding phase where surveys are being conducted and information received from the general public on how things can be done better.
- Environmental Processes- there are some environmental processes being worked on and the first is the 200 acres of land release. We are about 60 days from getting approval for this. We are also working on the Environmental perimeter road and the Taxiway Alpha Shoulders & Lighting projects. These projects are moving along nicely and we will continue to report on their progress.

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 May were decreased 1.6%, this is related to American Airlines having 18 cancellations due to crew issues, maintenance and weather. Hopefully we will see the numbers leveling out

as we move into summer. Norfolk Airport passenger numbers were increased by 10% for May and this is due to seasonal service returning for the summer. Richmond Airport passenger numbers were increased by 1.4% for the month of May.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 24.9% better than budget and 2.3% above last May 2015. Our expenditures for May 2016 totaled 2.2% below budget and 7.3% below May 2015.

Commissioner George Wallace introduced Xavier Williams, he is a sophomore at Hampton High school and is shadowing Mr. Wallace for the day.

APPROVAL OF RATES & CHARGES POLICY

Ms. Renee Ford, Director of Finance & Administration presented the FY 2017 Rates and Charges Policy. They are the same as FY 2016, we made no changes this year. Ms. Ford recommends the Rates and Charges Policy be approved as presented.

RESOLVED, that the Peninsula Airport Commission approve the Rates and Charges Policy for FY 2017 as presented.

Commissioner George Wallace made the motion to approve the Rates and Charges Policy for FY 2017 and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

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 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 legal counsel regarding compliance with lease terms by an existing Airport tenant.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner George Wallace 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 8:21 a.m. and reconvened in Open meeting at 9:24 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, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

EXECUTIVE DIRECTOR 'S REPORT

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

APPROVAL OF MOU WITH NEWPORT NEWS PUBLIC SCHOOLS

Mr. Spirito reported the PAC and the NNSB will be establishing a partnership to build a new and improved Denbigh Aviation Academy. The Academy will be constructed to accommodate 500 students. The current enrollment is 325 students and growing.

The points outlined in the MOU have been negotiated, reviewed and agreed to by both legal counsels and staff. There are many steps still to take before the PAC can proceed with construction. However, this MOU is a very important step towards that goal. Several elements included in the MOU are very straight forward. The PAC and the NNSB will have to execute a lease and many of the MOU points will be more descriptive and defined. For example, the NNSB will have the right to sublease unused space; however, 100% of the revenue generated will go into a special fund to off-set

capital improvements and maintenance costs of the Academy. The NNSB anticipates full use of the facilities. But, in case demand is not at the projected levels, we felt this would be a good way to generate revenue to put back into the Academy.

Management anticipates the construction of the Academy will stimulate many opportunities at PHF.

Mr. Spirito reported that we will do the research on what is the most deliverable method of this project with timing and affordability. The Newport News School Board approved the MOU at this past Tuesday night's board meeting. Mr. Spirito recommends approving the MOU as written.

RESOLVED, that the Peninsula Airport Commission approve the MOU as written. Commissioner Steve Mallon made the motion to approve the MOU as written and Commissioner Sharon Scott seconded the motion.

Voting yes were:

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

PAC 2016-2017 OFFICER SELECTION

Commissioner Aubrey Fitzgerald and Commissioner George Wallace came up with recommendations for the Officer Selection for the PAC 2016-2017 year. The recommendations are as follows:

George Wallace-Chair

Aubrey Fitzgerald-Vice Chair

James Bourey-Secretary

Sharon Scott-Treasurer

Steve Mallon-Assistant Secretary

Assistant Treasurer position- to be determined upon appointment of new Commissioner

RESOLVED, that the Peninsula Airport Commission approve the PAC 2016-2017 officer selection as presented. Commissioner Aubrey Fitzgerald made the motion to approve the PAC 2016-2017 officer selection as presented and Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

ADJOURNED

There being no further business, the meeting was adjourned at 9:35 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, July 28, 2016 at 8:00 a.m. in the Commission Room.