

PENINSULA AIRPORT COMMISSION

MINUTES

March 25, 2016

PRESIDED: James Bourey

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

Commissioners present were:

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

Executive Director

Mr. Ken Spirito

Assistant Executive Director

Ms. Melissa Cheaney

Director, Marketing and Public Affairs

Ms. Jessica Wharton

Director, Finance and Administration

Ms. Renee Ford

Legal Counsel

Mr. Herbert V. Kelly, Jr.

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

none

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD FEBRUARY 25, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held February 25, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the February 25, 2016 minutes. Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

ASSISTANT EXECUTIVE DIRECTOR

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

- Consolidated Security Checkpoint Construction is going well. The underground utilities have been installed and the structural steel is out. We are making good progress and the project is expected to be completed by the end of December.

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

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

- Passenger numbers for the month of February were increased to 7.4%. Delta and American Airlines both had increased numbers this month. American Airlines had 23 departure cancellations in February but their numbers were still increased and they are doing well. Richmond Airport had increased by 7% for the month of February and Norfolk Airport increased by 10.75%. We are pleased with our passenger numbers and should continue to see an upward trend.

(Commissioner George Wallace arrived at 8:06 a.m.)

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 2.3% better than budget and .5% below last February 2016. Our expenditures for February 2016 totaled 5.3% below budget and 4.9% greater than February 2016.

EXECUTIVE DIRECTOR 'S REPORT

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

- Speaking in the Community- for the last month Mr. Spirito has been very active in speaking in the Community. Most recently he attended the Civic Leadership program in Norfolk. It was well attended by about 60 professionals and Mr. Spirito presented Transportation Strengths and Weaknesses with Secretary Lane and Mr. Robert Bowen, Executive Director of the Norfolk International Airport. The most interesting aspect of the talk was that everyone was intrigued by the Aviation Academy and the opportunity to take the school to another level. There were professionals in the audience from Thomas Nelson Community College, Norfolk State University, Christopher Newport University and Old Dominion University and there was a good discussion about the education piece. They are glad to see that we are taking the initiative on this project. Mr. Spirito also did a few Rotary presentations as well and everyone is intrigued by what is going on in the air service community.
- Public Air Service Forum- the Public Air Service Forum was held on March 10, 2016 at the City Center Marriott in Newport News. Mike Lopez was the speaker for the event and presented a good component of what's going on in the airline industry. There were positive comments from the audience and the event was fairly well attended.

(Commissioner LaDonna Finch arrived at 8:10 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, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body. Specifically, to discuss the performance of employees of the Commission.

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 George Wallace to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:12 a.m. and reconvened in Open meeting at 9:42 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, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

APPROVE 4% INCREASE FOR EXECUTIVE DIRECTOR

Mr. Bourey reported that the Commission has been pleased with Mr. Spirito's performance as Executive Director over the past year and the Commission recommends a 4% increase with 1% going into deferred compensation.

RESOLVED, that the Peninsula Airport Commission approve a 4% increase for Executive Director, Ken Spirito, with 1% going into deferred compensation.

Commissioner Aubrey Fitzgerald made the motion to approve the 4% increase and Commissioner LaDonna Finch seconded the motion.

Voting yes were:

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

ADJOURNED

There being no further business, the meeting was adjourned at 9:45 a.m.

NEXT MEETING

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