

PENINSULA AIRPORT COMMISSION

MINUTES

May 25, 2017

PRESIDED: George Wallace

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, May 25, 2017 at 8:00 a.m. in the Airport Banquet Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Rob Coleman, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace.

Interim Executive Director

Mr. Sanford Wanner

Assistant Executive Director

Ms. Melissa Cheaney

Director of Air Service, Marketing and P.R.

Ms. Jessica Wharton

Director, Finance and Administration

Ms. Renee Ford

Legal Counsel

Mr. James S. McNider, III

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Jay Talbert-Talbert & Bright, Inc.

Alan Archer- Assistant City Manager, City of Newport News

Jared Alexander-PAC Operations Supervisor

Chief Starks-PAC Fire Chief

Dave Ress-The Daily Press

Viveca Munger-Legal Assistant

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

APPROVAL OF MINUTES OF COMMISSION MEETINGS HELD APRIL 27 and MAY 15, 2017

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meetings held April 27, and May 15, 2017.

Commissioner Steve Mallon made the motion to adopt the April 27 and May 15, 2017 minutes and Commissioner Rob Coleman seconded the motion.

Voting yes were:

Rob Coleman, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace

ASSISTANT EXECUTIVE DIRECTOR

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

- The FAA Safety and Certification Inspection was held yesterday, May 24, 2017 and we had excellent feedback from our inspector. He stated that it was evident that our team takes pride in everything they do. Ms. Cheaney recognized Jared Alexander, Operations Manager and Chief Starks, Fire Chief for a job well done preparing for the inspection and making sure everything was ready.
- The Tri-Annual Exercise was held on May 17, 2017 and we had a nice turn out. There were over 40 mutual aid agencies that came out to support us and we had volunteers from both the Denbigh Aviation Academy and Hampton University. The Daily Press did a nice article about the exercise.

FOOD SERVICE PROVIDERS (VENDOR)

Ms. Cheaney reported that the Peninsula Airport Commission publicly advertised and solicited bids for food service providers (vendors). Qualified companies had to provide pricing on a list of items provided by staff for a specific week. Additionally, the companies were asked to provide references and company history to include service on the Peninsula. The Peninsula Airport Commission received bids from Performance Food Group (PFG) and U.S. Foods.

References for both companies were checked and sufficient. In addition to providing the written information required, PFG came to the Airport and gave a briefing about their company's mission and performance to staff. In comparing bid submission, U.S. Foods did not offer all the items requested by staff. Additionally, when comparing all items,

PFG was lower in cost. Ms. Cheaney recommends that the Commission select Performance Food Group as the Airport restaurant's food service provider (vendor).

RESOLVED, that the Peninsula Airport Commission select Performance Food Group as the Airport restaurant's food service provider (vendor).

Commissioner Steve Mallon made the motion to select Performance Food Group as the Airport restaurant's food service provider (vendor) and Commissioner Rob Coleman seconded the motion.

Voting yes were:

Rob Coleman, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace

Ms. Cheaney reported the hiring process for the restaurant is going well. We currently have seven people hired now. Commissioner Coleman asked if that would be enough staff to run the restaurant and Ms. Cheaney said that we are still continuing to hire but we will be able to open with seven staff members. The restaurant will open around 4:15 a.m. and will be closing around 8:15 p.m. or after the last departure of the day. There will be a supervisor on duty at all times or the Food and Beverage Manager. When the bar is not open there will be two full time staff on duty and when the bar does open (once we receive our ABC license) we will have a minimum of three people on staff.

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 April were increased by 2%. Richmond passenger numbers were down .4% for the month and were increased by 3.3% YTD. Norfolk passenger numbers were not in yet.
- Newport News Public Schools invited the Commission to partner in a STEM program, about Aviation, for second and third graders at Newsome Park Elementary School on June 9, 2017 at 10:30 a.m. All second and third graders from the Newport News school district will be participating. We are the only partner and will be doing giveaways for the students. Ms. Wharton will be bringing Mr. Jared Alexander, PAC Operations Manager, and Mr. John Borden, PAC Facilities Manager to help with the program. Ms. Cheaney also reported that the Newport News Public School system will be recording a virtual field trip at the Airport for their students.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 1% better than budget and 1% below April 2016. Our expenditures for April 2017 totaled 7.2% above budget and 12.9% above February 2016. Our expenditures totaled 13.7% above budget and 10.2% above last April. Year to date we are 47% increased from where we anticipated against budget. We are behind from last year due to Administrative costs. We have hired a food service manager and had expenditures for food given away to passengers and also expenditures for flight services. Ms. Cheaney reported that we had hired our Airline Services Manager who will be handling the ground handling equipment. He is also preparing all training documents and has filled in as a Shuttle bus driver. Commissioner Scott asked how many shuttle buses run daily. Ms. Cheaney reported that we have one shuttle bus daily that operates until the last flight has arrived. Commissioner Scott also asked how many tenants we currently have at the Trailer Park and Ms. Ford reported that we have about 98 or 99. Chairman Wallace asked how many sites we have at the Trailer Park and Ms. Ford will check on this and let the Commission know. Commissioner Mallon asked if we were renewing leases once they expired and Ms. Ford stated that we are renewing them on a yearly basis. Commissioner Mallon stated that we had discussed not renewing leases once they expired due to our twenty year Master Plan and that the land would eventually be redeveloped and used for commercial use. Commissioner Coleman stated that the trailer park is a good revenue stream. Chairman Wallace said that we will re-visit this process and figure out which direction we would like to go with it.

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:

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, the closed meeting shall be held to discuss legal issues relating to the VDOT audit, the People Express Airlines, Inc. loan, and the New Dominion Clubs litigation

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

Voting yes were:

Rob Coleman, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace.

The Commission entered into a Closed Meeting at 8:22 a.m. and reconvened in Open meeting at 10:22 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, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace.

INTERIM EXECUTIVE DIRECTOR 'S REPORT

Mr. Sanford Wanner, Interim Executive Director, gave the following report:

RETENTION RECORD POLICY ADOPTION

Mr. Wanner reported that he had provided a copy of the Retention Record Policy for review and that it had been recommended to the Peninsula Airport Commission in August 2010. At that time, it was never adopted as there was the question of who would be the Records Management Administrator. This policy is in accordance with the Library of Virginia and the Virginia Public Records Management Manual. By adopting this policy, we will be consistent with the State of Virginia. This policy has also undergone vetting and recommendation from our former legal counsel. Mr. Wanner stated that Rhonda Wissinger or the Executive Assistant will be the Records Manager Administrator and recommends adoption of the Retention Records Policy.

RESOLVED, that the Peninsula Airport Commission adopt the Retention Record Policy as presented.

Commissioner Rob Coleman made the motion to adopt the Retention Record Policy as presented and Commissioner Sharon Scott seconded the motion.

Voting yes were:

Rob Coleman, Walter Jubien, Jr., Steve Mallon, Sharon Scott and George Wallace

PERSONNEL POLICY ADOPTION

Mr. Wanner reported that there had been significant updates made in 2016 to our Personnel Policy by our previous legal counsel. These updates were reviewed by our Finance and Administration Director, Ms. Renee Ford, and Mr. Wanner made a couple of changes. One change will be to section 708 Outside Employment. Mr. Wanner recommends changing it so that anyone working a part-time job outside of the airport, would need to let us know where they are working and have approval from their

supervisor to hold that position. Commissioner Scott has concerns on this policy in that she feels like it is not our business, and also if it does not interfere with their job here then it shouldn't matter. She also stated that she didn't think other companies had such a policy. Commissioner Coleman reported that the Sheriff's office and the Police Department for the City of Newport News do have such a policy in place and it is more for safety precautions to be sure that the employee is able to carry out their regular job. Chairman Wallace was concerned about if there were such a conflict in carrying out their job at the airport, how would that be handled? He felt that part of the policy needed to be more definitive. Commissioner Mallon stated that he also thought that this policy needed to be more defined and recommends that over the next 30 days, Mr. Wanner reach out to surrounding political subdivisions and airports to see what their policy states regarding outside employment so that our policy can mirror that.

Commissioner Scott had some further questions and concerns regarding the Personnel Policy to include:

1. Part-time Employees receiving 100% employee benefits-Ms. Ford stated that this was for Aflac and legal resources but not for health insurance or paid vacation.
2. Temporary Employees do they get vacation/sick pay? Any other allowances including gas allowance? Ms. Ford stated that there was one intern and they have received compensation for housing. Commissioner Scott asked how we came to offering a housing allowance. Ms. Cheaney stated that she and Mr. Spirito, former Executive Director, had looked at AAAE policies, and other airport policies and a paid internship could be offered at a lower rate of pay with the offset of a housing allowance. Commissioner Scott and Commissioner Mallon disagreed with this policy. Commissioner Mallon asked that the Internship program be re-evaluated and stated it should not include housing or vacation pay.
3. Performance Evaluation-this does not say anything about the Executive Director. Mr. Wanner reported that this is incorporated into the Executive Director's contract.
4. Termination-how we decide if money is owed back to employees.
5. Payment for moving expenses-is this for full time or part time? Mr. Wanner stated that we had a recent case where someone asked for this and this had not been clearly defined so it is now in the manual.
6. Early off on Friday- Commissioner Scott states work day is 8:00 a.m.-5:00 p.m. and feels employees need to revert back to a 40 hour work week.
7. Wellness Program-Commissioner Scott would like to see a copy of the Wellness Program. Mr. Wanner is in the process of changing it by July 1st.
8. Employee Internet/Social Media Policy states employees can use computers for personal items and on social media and Commissioner Scott doesn't think we need to do that.

Mr. Wanner stated that he appreciates the feedback and we will research this and come back with amendments and other adoptions to the policy.

Mr. Wanner also reported that the previous ad from the Executive Director Search firm has been placed at their desk for review. He asked the Commissioners to look at and make changes to and/or highlight information they would like to have in the new ad for the Executive Director. Mr. Wanner will be posting an RFP by the end of the day today seeking Executive Search Firms. Their responses will be due by June 8, 2017. Mr. Wanner stated that he will bring the responses and updated profile to the June meeting.

Commissioner Scott asked that our website person remove the previous Executive Director from the website.

Mr. Wanner reported that his contract had been authorized by the Chairman to continue employment for the next three months while the search for a new Executive Director is done. Also, Mr. Wanner reported that he will be on unpaid vacation in the mornings during the week of May 29-June 9th and will be at the airport in the afternoons.

ADJOURNED

There being no further business, the meeting was adjourned at 10:54 p.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, June 22, 2017 at 8:00 a.m. in the Banquet Room.