

PENINSULA AIRPORT COMMISSION

MINUTES

May 26, 2016

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, May 26, 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

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

Administrative Assistant

Ms. Pat Speno

Public in Attendance

Jay Talbert- Talbert & Bright

Katharine Westfall- Jones, Blechman, Woltz & Kelly

LeAnne Schocklin-Jones, Blechman, Woltz & Kelly

Heather Wilson-PAC Operations Supervisor

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD APRIL 28, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held April 28, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the April 28, 2016 minutes and Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

(Commissioner Sharon Scott arrived at 8:06 a.m.)

ASSISTANT EXECUTIVE DIRECTOR

Ms. Cheaney, Assistant Executive Director, was not in attendance and Mr. Ken Spirito, Executive Director gave the following report:

- Annual FAA Certification Inspection occurred last week and Mr. Spirito was happy to report that we received zero discrepancies for this inspection. This is a huge undertaking by the Operations Department, Fire Department, Public Safety and Maintenance Departments. They take care of Wildlife Hazards on the Runway, the FBO's and their fueling records as well as many other items that are taken care of on a daily basis. Mr. Spirito congratulated all departments on a job well done as it is very hard to receive zero discrepancies during an inspection.
- Annual Emergency Plan Review- each year there is a meeting for the Emergency Plan review in which we have participants from the City of Newport News, as well as, other mutual aid that will help us during an emergency situation. This exercise helps us to see how we would all work together to respond to an emergency situation. This exercise was to establish security in a crash situation in which a plane was hijacked and crashed upon landing. We exercised our emergency plan with the FBI, Federal Marshalls and other mutual aid. The exercise went well and helps to prepare us in the event of an actual emergency.
- Security Checkpoint Project- Mr. Spirito stated that at the next meeting he could take the board around to see some of the projects being done and the progress that has been made so far on the construction. Mr. Spirito also stated that Ms. Wharton has been communicating with the media and will do a story with them in the next few months once we have some of the construction in place for them to do a walk through.

Chairman, James Bourey asked Mr. Spirito if we are having some of the TSA issues other airports are having with delays in the checkpoint lines. Mr. Spirito reported that since we are a small airport it is not affecting us as much as the larger airports. Ms.

Wharton stated that some of the earlier flights are taking longer to get through the TSA line but only because there are 3-4 flights going out at the same time.

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 1.2%, this is due to having more seats in the market and the airlines doing a better job of filling the seats we have. American Airlines is down slightly for the month due to maintenance cancellations. Mr. Spirito reported that he thinks we will see an increase in June, July and August to match the seat capacity.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 4% better than budget and .3% above last April 2015. Our expenditures for April 2016 totaled 5.4% below budget and 2.8% above April 2015.

APPROVAL OF FY17 BUDGET

Ms. Renee Ford, Director of Finance & Administration presented the proposed operating budget for FY 2017. After discussion, Ms. Ford recommended that the FY 2017 budget be approved as presented.

RESOLVED, that the Peninsula Airport Commission approve the proposed budget as presented for FY 2017.

Commissioner George Wallace made the motion to approve the proposed operating budget for FY 2017 and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

RESOLUTION FOR VRS CONTRIBUTION

Ms. Renee Ford, Director of Finance & Administration reported that four years ago the PAC elected to phase in the 5 percent member contribution for employees hired before July 1, 2012 under Chapter 822 of the 2012 Act of Assembly (SB 497) over a five year period. For fiscal years 2013-2016 we elected a 1% contribution with an offsetting salary increase. The resolution is requiring us to make our election for fiscal year 2017.

PAC must approve the amount of the member contribution that these employees will pay beginning July 1st. PAC must also certify that employees will receive a comparable offsetting salary increase effective July 1st of each year of the phase-in-period. We have included in the fiscal year 2017 budget a 1% increase in salary to offset the increased member contribution required. This is the fifth and final year of the phase-in-period.

Ms. Renee Ford is recommending that the PAC approve the resolution to decrease the employer paid member contribution to 0% and increase the employee paid member contribution to 5%.

RESOLVED, that the Peninsula Airport Commission approve the VRS Member Contribution by Salary Reduction Resolution

Commissioner Steve Mallon made the motion to approve the the VRS Member Contribution by Salary Reduction Resolution and Commissioner George Wallace 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 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 legal advice concerning rights and obligations of PAC with respect to development.

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 8:19 a.m. and reconvened in Open meeting at 9:02 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:

- Mr. Spirito officially welcomed Commissioner Sharon P. Scott to the board. Mr. Spirito and other staff members had an orientation with Ms. Scott this past Monday. Mr. Spirito feels Ms. Scott will be able to contribute a lot to our board and we appreciate her service.
- Newport News School District MOU- Mr. Spirito provided the Newport News School District MOU for the board members to look over. The Newport News School Board is set to approve the MOU at their next meeting on June 21st. Once this is approved we will be able to move forward on obtaining funding for the project. No action is required from the board today. We would like to get approval at the June board meeting once board members have a chance look over the information.

Chairman James Bourey reported that City Council did not reach an appointment for Commissioner Bateman's replacement yet. This will be taken up at the next City Council Meeting.

ADJOURNED

There being no further business, the meeting was adjourned at 9:16 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, June 23, 2016 at 8:00 a.m. in the Commission Room.