

PENINSULA AIRPORT COMMISSION

CORRECTED MINUTES

November 22, 2016

PRESIDED: George Wallace

The regularly scheduled meeting of the Peninsula Airport Commission was held on Tuesday, November 22, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

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

Executive Director

Mr. Ken Spirito

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. Herbert V. Kelly, Jr.

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Jack Hough-MSE

Homer Taylor-MSE

Dave Ress-The Daily Press

Jared Alexander-PAC Operations Supervisor

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD October 27, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held October 27, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the October, 2016 minutes and Commissioner Rob Coleman seconded the motion.

Voting yes were:

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

ASSISTANT EXECUTIVE DIRECTOR

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

- Temporary Security Checkpoint Project- last Thursday, November 17, 2016, we were able to change over the Temporary Security Checkpoint from Concourse B to Concourse A. Mr. Jared Alexander, Operations Supervisor, came in that morning at 3:00 a.m. and the Temporary Security Checkpoint was opened at 4:00 a.m. The transition was smooth and the final checkpoint area should be complete in January 2017.

(Commissioner Sharon Scott arrived at 8:02 a.m.)

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 October were decreased by 4.9%. Hurricane Matthew caused cancellations and delays for a couple of days causing our numbers to be decreased for the month. Norfolk International Airport and Richmond International Airport had not yet reported their numbers.
- Holiday Concerts will begin on December 8th in the airport atrium and will continue through December 21st.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 15.7% better than budget and 8.7% above October 2015. Our expenditures for October 2016 totaled 4.1% below budget and 2.5% below October 2015.

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 opportunities for which no previous announcement has been made. Specifically, business opportunities regarding potential sources of additional revenues in 2017.

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 retain by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Specifically, to discuss probable litigation including the Commission.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner Rob Coleman to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:08 a.m. and reconvened in Open meeting at 9:08 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, Rob Coleman, Aubrey Fitzgerald, Sharon Scott and George Wallace.

(Commissioner Steve Mallon left at 8:30 a.m.)

EXECUTIVE DIRECTOR 'S REPORT

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

- Board Retreat- We will be conducting a retreat for Senior Staff and the Peninsula Airport Commission to include Bert Kelly and Robyn Hansen. The dates are January 11, and 12, 2017 and will be held at The Lodge in Colonial Williamsburg.

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 Tuesday, January 24, 2016 at 8:00 a.m. in the Commission Room.