

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

October 27, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Tuesday, October 27, 2015 at 8:30 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

### **Commissioners present were:**

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

### **(Executive Director**

Mr. Ken Spirito

### **Assistant Executive Director**

Ms. Melissa Cheaney

### **Director, Finance and Administration**

Ms. Renee Ford

### **Legal Counsel**

Mr. Herbert V. Kelly, Jr.

### **Executive Assistant**

Ms. Rhonda Wissinger

### **Public in Attendance**

Jay Talbert- Talbert & Bright

Nick Patterson-RS&H

Katharine Westfall- Jones, Blechman, Woltz & Kelly

Jared Alexander- PAC Operations Manager

Heather Wilson- PAC Operations Supervisor

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

## **MINUTES OF COMMISSION MEETING HELD SEPTEMBER 23, 2015**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held September 23, 2015.

Commissioner Steve Mallon made the motion to adopt the September 23, 2015 minutes. Commissioner LaDonna Finch seconded the motion.

Voting yes were:

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

Commissioner George Wallace abstained

### **ASSISTANT EXECUTIVE DIRECTOR**

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

- Live Fire Training Exercise- Our Live Fire Training Exercise took place October 12-14, 2015. This is an annual requirement of Part 139 for all firefighters and they need this training in order to keep their certifications. A state mobile training unit was brought out for 3 days and the firefighters train in an actual fuselage and have scenarios they have to respond to such as crying babies, barking dogs and hot spots flaring up. The training was very successful.
- Consolidated Checkpoint project- staff has been busy prepping and meeting for this project and now the mobilization has begun.

### **DIRECTOR OF MARKETING AND PUBLIC RELATIONS**

Ms. Jessica Wharton, Director of Marketing and Public Relations was not in attendance, Mr. Spirito, Executive Director, gave the following report:

- September seat capacity is -37% which mirrors our negative passenger numbers of -38.4% for the month of September. This should be the last month we see such drastic numbers. Starting in October, we will no longer be comparing with People Express and our numbers should start being positive.

### **DIRECTOR OF FINANCE & ADMINISTRATION**

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

Ms. Ford reported the Airport's revenues were 1.3% above budget and 15.3% below last September 2014. Our expenditures for September 2015 totaled 5.3% below budget

and 15.3% below September 2014.

### **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, 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 retain 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 Steve Mallon 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 8:37 a.m. and reconvened in Open meeting at 9:49 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.

**EXECUTIVE DIRECTOR 'S REPORT**

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

Mr. Spirito had nothing further to report at this time.

**ADJOURNED**

There being no further business, the meeting was adjourned at 9:49 a.m.

**NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Tuesday, November 24, 2015 at 8:00 a.m. in the Commission Room.