

PENINSULA AIRPORT COMMISSION

MINUTES

October 27, 2016

PRESIDED: George Wallace

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, October 27, 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.

Ms. Robyn Hansen

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Mario Stellute-Blue Sky/New Dominion Clubs

Benneh Stein-Blue Sky/New Dominion Clubs

Bill Swelbar-Inter Vistas

Jeff Wellman- Talbert & Bright

Jeff Tarkington-Talbert & Bright

Jared Alexander-PAC Operations Supervisor

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD September 22, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held September 22, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the September 22, 2016 minutes and Commissioner Jim Bourey seconded the motion.

Voting yes were:

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

ASSISTANT EXECUTIVE DIRECTOR

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

- Temporary Security Checkpoint Project- there was a change in the design of the Temporary Security Checkpoint Project in the way the ceiling was to be constructed so we had to go back to TSA for approval of the new design. In the next 2 weeks we should have the temporary security checkpoint up and running. We are still on time for the end of December/January completion. At the next meeting, we will do a hard hat tour to take everyone for a behind the scenes look at the project.

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

- We have had a lot of miscellaneous tree removal on airport property. One of the largest has been 40 acres off of Oriana Road that affects 4 homes. We have left 15 feet between airport property and the homes. The reason for the removal of these trees is tied to overall safety and security as they border our perimeter fence. The trees will also need to come down for the Renewable Energy initiatives. There is another area in the parking lot where trees will need to be taken out and replaced with something else. These trees are in the islands next to the parking lights and are now obstructions. There is no definitive time period to remove these trees but we will most likely take them out after the winter months.

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 September were increased by .3%. Norfolk International Airport's passenger numbers were increased by 5.34% and Richmond Airport's numbers were increased by 3.9%.

- Executive Headshots will be taken through the end of November.
- Holiday Concerts will be back this year for travelers.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 6.5% better than budget and 7.6% above September 2015. Our expenditures for September 2016 totaled 3.3% below budget and 2.2% higher than September 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 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 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:

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

The Commission entered into a Closed Meeting at 8:15 a.m. and reconvened in Open meeting at 10:52 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, Steve Mallon, Sharon Scott and George Wallace.

EXECUTIVE DIRECTOR 'S REPORT

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

- The November Board Meeting has been re-scheduled to November 22nd. Mr. Spirito will be calling in for this meeting. The December Board Meeting has been cancelled and the January Board Meeting has been re-scheduled to January 24th.
- Board Retreat- the Board Retreat will be held on January 12th and more details will follow once they are put in place.
- Freedom Aviation will be closing down its Newport News location by the end of the year. They have purchased the New London Airport outside of Lynchburg and will be moving its operation there. Mr. Spirito hopes to have a replacement service soon.

AMENDMENT TO AIR SERVICE DEVELOPMENT INCENTIVE POLICY

Mr. Spirito would like the board to consider approving an amendment to the air service development incentive policy to allow the airport to offer airlines ground handling operations at no cost for 2 years. Included in the incentive policy amendment would be offering airlines minimum startup costs for signage, computers and various items required to set up a station.

RESOLVED, that the Peninsula Airport Commission approve the Amendment to the Air Service Development Incentive Policy subject to legal counsel review and approval.

Commissioner Steve Mallon made the motion to amend the Air Service Development Incentive Policy and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

APPROVAL FOR THE PLANNING AND DEVELOPMENT OF A NEW GROUND HANDLING DIVISION AT THE AIRPORT

Mr. Spirito, Executive Director, asked the board for approval to move forward with the planning and development of a new ground handling division at the airport. This will

help the airport fulfill incentives we would offer airlines, as well as, provide a level of service to the passengers.

RESOLVED, that the Peninsula Airport Commission provide the Executive Director, Ken Spirito, approval for the planning and development of a new ground handling division at the airport.

Commissioner Rob Coleman made the motion to approve the planning and development of a ground handling division at the airport and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

AUTHORIZE COUNSEL TO SEND A TERMINATION NOTICE FOR THE NEW DOMINION CLUBS LEASE

Mr. Spirito asked the board to authorize counsel to send a termination notice for the New Dominion Clubs lease.

RESOLVED, that the Peninsula Airport Commission provide authorization for legal counsel to send a termination notice for the New Dominion Clubs Lease.

Commissioner Rob Coleman made the motion to authorize legal counsel to send a termination notice for the New Dominion Clubs Lease and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

Commissioner Steve Mallon abstained.

ADJOURNED

There being no further business, the meeting was adjourned at 10:57 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Tuesday, November 22, 2016 at 8:00 a.m. in the Commission Room.