

PENINSULA AIRPORT COMMISSION

MINUTES

December 17, 2014

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Wednesday, December 17, 2014 at 10:30 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, Steve Mallon and George Wallace.

(Commissioner Aubrey Fitzgerald was not in attendance)

Executive Director

Mr. Ken Spirito

Assistant Airport Director, Operations and Maintenance

Ms. Melissa Cheaney

Assistant Airport Director, Planning and Development

Mr. Ted Kitchens

Director, Marketing and Public Relations

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

Dave Ress -The Daily Press

Jeff Tarkington -Talbert & Bright

Scott Borges - Kimley-Horn, Inc.

Liz Smith - Jones, Blechman, Woltz & Kelly

Nick Patterson- RS&H

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES OF COMMISSION MEETINGS HELD NOVEMBER 21, 2014

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held November 21, 2014.

Commissioner LaDonna Finch made the motion to adopt the November 21, 2014 minutes. Commissioner Herbert H. Bateman, Jr. seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., Jim Bourey, LaDonna Finch, and Steve Mallon

ASSISTANT AIRPORT DIRECTOR, OPERATIONS/MAINTENANCE REPORT

Ms. Cheaney, Assistant Airport Director, Operations and Maintenance gave the following report:

- Holiday Travel Season- we are preparing for the holiday season and all departments are ready for the holiday traffic

ASSISTANT AIRPORT DIRECTOR, PLANNING/DEVELOPMENT REPORT

Mr. Kitchens, Assistant Airport Director, Planning and Development gave the following report:

- The Professional Services Agreement for on-call services with RS&H and TBI has been sent to the FAA for review. We should receive any changes they may have in early January and will bring those to the board at the January meeting.

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

Ms. Jessica Wharton, Director of Marketing and Public Relations gave the following report:

- November passenger numbers were down 9.4%. YTD we are down .8%. Norfolk passenger numbers were down 5.4% for the month of November and down 3.9% YTD. Richmond passenger numbers were increased by 5.3% and YTD increased by 5%.

(Commissioner George Wallace arrived at 10:34 a.m.)

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the financials were not ready at this time but will be sent out once they are available.

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 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.

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 Commission will discuss perspective business in the expansion of existing air service where no previous announcement has been made and consultation with legal counsel and briefings by staff pertaining to actual or possible litigation and consultation with counsel regarding specific legal matters requiring the provision of legal advice.

Commissioner Herbert H. Bateman, Jr. made the motion, seconded by Commissioner Steve Mallon to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 10:34 a.m. and reconvened in Open meeting at 11:52 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:

Jim Bourey, LaDonna Finch, Steve Mallon and George Wallace

(Commissioner Herbert H. Bateman, Jr. left at 10:15 a.m.)

EXECUTIVE DIRECTOR 'S REPORT

Mr. Ken Spirito, Executive Director had nothing more to report at this time.

ADJOURNED

There being no further business, the meeting was adjourned at 11:53 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, January 22, 2015 at 8:00 a.m. in the Commission Room.