

PENINSULA AIRPORT COMMISSION

MINUTES

March 26, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, March 26, 2015 at 8:00 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 and Steve Mallon.

(Commissoner George Wallace 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

Scott Borges- Kimley-Horn, Inc.

Nick Patterson- RS&H

Dave Ress- The Daily Press

Jay Talbert- Talbert and Bright, Inc.

COMMENTS FROM THE PUBLIC

There were no comments from the public.

MINUTES OF COMMISSION MEETING HELD JANUARY 22, 2015

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held January 22, 2015.

Commissioner Aubrey Fitzgerald made the motion to adopt the January 22, 2015 minutes. Commissioner LaDonna Finch seconded the motion.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

ASSISTANT AIRPORT DIRECTOR, OPERATIONS/MAINTENANCE REPORT

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

- Our winter season was tough this year but we were able to keep all the Runways/Taxiways open during all of the snow events that we had. It was one of our busiest snow seasons and we had a successful operation. Ms. Cheaney applauded the maintenance crew for doing a great job keeping everything clear and operational.

(Commissioner Herbert H. Bateman, Jr. arrived at 8:04 a.m.)

ASSISTANT AIRPORT DIRECTOR, PLANNING/DEVELOPMENT REPORT

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

- Mr. Kitchens is working with Talbert and Bright and RS&H on two authorizations that will be brought to the board in April for review and approval. They consist of Construction of Shoulders and LED edge lighting for Taxiway Alpha.
- State Sustainability Advisory Committee-Mr. Kitchens has been asked to represent the airport on a state sustainability plan for the Virginia Department of Aviation. Virginia is the second state in the nation behind Colorado to do a state sustainability plan. Mr. Kitchens stated that our sustainability efforts here at the airport had been noted and that's why he was appointed to the Committee.
- Mr. Spirito reported that he and Mr. Kitchens will be attending an Energy and Sustainability conference in Richmond on April 14, 2015.

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

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

- February passenger numbers were down 20%. We had 37 cancellations in the month of February alone due to the winter weather. US Airways had 29 cancellations and Delta had 8 cancellations. Norfolk passenger numbers were down 5.68% for the month of February and decreased by 4.7% YTD. Richmond passenger numbers were increased by 8.75% for the month of February and YTD increased by 7.7%.
- Virginia Business Travel Association will be holding a meeting this evening in Richmond and they have invited all airports to attend and give an update. Ms. Wharton will be attending this event and presenting the airport update for the Newport News/Williamsburg International Airport. There will also be representatives attending from TSA.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 4.8% below budget and 7.9% below February 2014. Our expenditures for February 2015 totaled 15.2% below budget and 13.1% below February 2014.

Ms. Ford also reported that she is working on the FY16 budget. She will bring the FY16 budget to the board for approval at the May meeting.

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, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. Specifically, to discuss the performance of an employee of the Commission.

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. 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 counsel regarding specific legal matters requiring the provision of legal advice.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner LaDonna Finch to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:07 a.m. and reconvened in Open meeting at 9:48 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., Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

APPROVE 3% INCREASE FOR EXECUTIVE DIRECTOR

Mr. Bourey reported that the Commission has been very pleased with Mr. Spiritio's performance as Executive Director over the past year. He has done an outstanding job of leading us especially under the adverse conditions at the airport this past year.

RESOLVED, that the Peninsula Airport Commission approve a 3% increase for the Executive Director, Ken Spirito.

Commissioner LaDonna Finch made the motion to approve the 3% increase and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

EXECUTIVE DIRECTOR 'S REPORT

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

There was nothing more 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 Thursday, April 23, 2015 at 8:00 a.m. in the Commission Room.