

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

October 30, 2014

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, October 30, 2014 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 H. Fitzgerald, Steve Mallon and George Wallace.

### **Executive Director**

Mr. Ken Spirito

### **Assistant Airport Director, Operations and Maintenance**

Ms. Melissa Cheaney

### **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**

Jay Talbert-Talbert & Bright, Inc.

Mark Wilcer-RS&H

Heather Wilson-PAC Operations

## **COMMENTS FROM THE PUBLIC**

Legal Counsel, Mr. Herbert Kelly, Jr. thanked the Peninsula Airport Commission for hosting a dinner for Lord Richard Faulkner on Sunday, October 26, 2014. Lord Faulkner was visiting the area from the United Kingdom.

## **MINUTES OF COMMISSION MEETINGS HELD SEPTEMBER 25 and OCTOBER 9, 2014**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meetings held September 25 and October 9, 2014.

Commissioner Aubrey Fitzgerald made the motion to adopt the September 25 and October 9, 2014 minutes. Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

### **ASSISTANT AIRPORT DIRECTOR, OPERATIONS/MAINTENANCE REPORT**

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

- Taxiway Alpha Project Update- all of the concrete has been poured and we are currently waiting for the airfield to be painted. The final walk through will be next Friday to accept the project and then the Taxiway will re-open.
- Annual Live Fire Training- we had our annual live fire training which uses a fire simulator to train our firefighters. We also work with the Newport News Fire Department to practice different scenarios throughout the airport and airfield. We also take the Newport News Fire Department on a tour of the airport to familiarize them with all areas since they would be called upon to help out in the event of an actual emergency. This is a great training opportunity.
- The National Intercollegiate Flight Association Region X Competition was hosted by the airport October 8-12, 2014. Ms. Cheaney showed a video to the Commission that was put together by Liberty University. All footage was videotaped here at the airport. This was a competition for the Eastern Region which included about 35 aircraft. Mr. Spirito stated that we will host the competition next year as well and we are in the running to host the National Competition Event in 2016. A Denbigh Aviation Academy student participated in the event and this was the first time ever that a high school student participated. Liberty University won the entire event including Best Pilot. Mr. Spirito also reported that there were about 100 students that stayed in Newport News for a week, at Comfort Suites, to participate in the events.

## **ASSISTANT AIRPORT DIRECTOR, PLANNING/DEVELOPMENT REPORT**

Mr. Kitchens, Assistant Airport Director, Planning and Development was not in attendance. Mr. Spirito gave the following report on his behalf:

### **AWARD FOR ON-CALL ARCHITECTURAL, ENGINEERING & PLANNING SERVICES**

Mr. Spirito reported the on-call Master Agreement with RS&H ends on December 4, 2014. We are required to reselect on-call consultants following FAA Advisory Circular 150-5100-14D.

As reported during previous Commission Meetings, we received substantial interest from A/E/P firms for the RFQ. We sent the RFQ out to 35 firms and received submittals from six (6) teaming arrangements on August 29<sup>th</sup>. Qualifications were received from:

1. RS&H/TBI
2. Kimley-Horn/Leo A Daly
3. Michael Baker/POND
4. Delta Airport Consultants
5. CHA/Campbell and Paris
6. Johnson, Mirmiran and Thompson

The evaluation committee independently reviewed the qualifications and met on October 6, 2014 to shortlist the firms down to two (2). These two firms were invited to conduct presentations on October 21, 2014. After the presentations, the Evaluation Committee discussed the two firms and reached a recommendation.

It is the recommendation of the Evaluation Committee that the Commission award the on-call professional services contract to the Reynolds, Smith and Hills/Talbert Bright, Inc. Team.

There are no budget impacts as this recommendation is for an on-call master agreement. Work authorizations, complete with budget impacts, will be brought to the Commission as projects are initiated.

Mr. Spirito recommends that we continue services with Reynolds, Smith and Hills/Talbert Bright, Inc. Team for the next 5 years.

**RESOLVED**, that the Peninsula Airport Commission award the On-Call Architectural, Engineering and Planning Services contract to the Reynolds, Smith and Hills/Talbert Bright, Inc. Team.

Commissioner Aubrey Fitzgerald made the motion to award the contract to the Reynolds, Smith and Hills/Talbert Bright, Inc. Team and Commissioner Steve Mallon seconded the motion.

Voting yes were:

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

Commissioner Herbert H. Bateman, Jr. commended Mr. Spirtio and Mr. Kitchens on their selection process.

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

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

- September 2014 passenger numbers were increased 41.2% compared to September 2013. Passenger monthly seat capacity has increased 65% this September 2014 over September 2013. Norfolk and Richmond passenger numbers were not in yet.
- Holiday Exodus for USO & Ft. Eustis-we are expecting 800-1,000 troops to be traveling for the Holidays from December 20-22, 2014. We will be coordinating their travel plans with the USO and Ft. Eustis. We will be opening the Banquet Room for them and may even open Concourse A to give them more room to spread out while they are waiting for their flights. They will be returning after the 1<sup>st</sup> of the year as well.
- Chamber of Commerce Business after hours-we will be hosting our annual Christmas Chamber of Commerce after hours event on Thursday, December 11, 2014. This event will be held in Concourse A.

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

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

Ms. Ford reported the Airport's revenues were 22.1% above budget and 19.8% above September 2013. Our expenditures for September 2014 totaled 14.9% above budget and 12.1% above last September.

### **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 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, the Commission will discuss perspective business in the expansion of existing air service where no previous announcement has been made.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner George Wallace to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:16 a.m. and reconvened in Open meeting at 8:30 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, Steve Mallon and George Wallace.

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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 Aubrey Fitzgerald made the motion, seconded by Commissioner George Wallace to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:32 a.m. and reconvened in Open meeting at 9:10 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, Steve Mallon and George Wallace.

### **EXECUTIVE DIRECTOR 'S REPORT**

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

- Rotary presentations- Mr. Spirito reported that he made a presentation to both the Williamsburg/James City County Rotary and the Oyster Point Rotary within the last week giving an update of the airport. He has 4-5 more groups to present to coming up in the next few weeks.
- November and December Commission Meetings- we will be re-scheduling the November and December Commission meetings due to the Holiday Schedule. We will email several dates to see what will work best for everyone. There will also be a Special Meeting to discuss P.R. and we will be sending out a few dates for that as well.

### **ADJOURNED**

There being no further business, the meeting was adjourned at 9:12 a.m.

### **NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Friday, November 21, 2014 at 2:00 p.m. in the Commission Room.