



AGENDA

REGULAR COMMISSION MEETING

April 25, 2019

8:00 a.m.

- | | |
|--|----------------------|
| 1) Call to Order | Chair |
| 2) Comments from the Public | Chair |
| 3) Approval of Minutes of Commission Meeting held
March 28, 2019 & Special Meeting held April 11, 2019 | (Exhibit I)
Chair |
| 4) Assistant Executive Director Report | M. Cheaney |
| 5) Director of Marketing & Public Affairs Report | J. Wharton |
| 6) Treasurer's Report & Director of Finance & Administration Report
-Selection of Audit Firm Resolution | R. Coleman/R. Ford |
| 7) Executive Director's Report | M. Giardino |
| 8) Real Estate Committee Report | Commissioner Joseph |
| 9) Governance Committee Report | Commissioner Joseph |
| 10) Closed Session | |
| 11) Motion to Reconvene in Open Session | |
| 12) New Business | |
| 13) Old Business | |
| 14) Adjourn | |

PENINSULA AIRPORT COMMISSION

MINUTES

March 28, 2019

PRESIDED: Sharon Scott

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, March 28, 2019 at 8:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Rob Coleman, Jay Joseph, Sharon Scott, George Wallace, Tom Herbert, and Lindsey Carney

Executive Director

Mr. Michael Giardino, C.M.

Assistant Executive Director

Ms. Melissa Cheaney, A.A.E.

Director of Finance and Administration

Ms. Renee Ford

Director of Air Service, Marketing and P.R.

Ms. Jessica Wharton

Legal Counsel

Phillip Hatchett, Esq.

Eric Ballou, Esq.

Conrad Shumadine, Esq.

Administrative Assistant

Ms. Patricia F. Speno

Public in Attendance.

Jerri Wilson – City of Newport News

Peter Dujardin – Daily Press

COMMENTS FROM THE PUBLIC

None.

ASSISTANT EXECUTIVE DIRECTOR

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

- Tornado Drill – Ms. Cheaney reported that on March 19th the Commission participated in a State wide tornado drill. She reported that the Commission has a new notification system, Rave, where with one person, one touch, everyone can be notified at once. Notifications include email, text and voice mail. This system also synchronizes with the Commission's PA system and its Flight Information Display System. This is a great tool to have and Ms. Cheaney stated the test for the new Rave system went very well.
- GA Incident – Ms. Cheaney reported there was an incident on Runway 7/25 where a small general aviation aircraft's landing gear collapsed during landing. Ms. Cheaney reported there were no injuries or impacts to operations. She stated that the Commission did need to utilize a crane to lift the aircraft off the runway and onto a flatbed.
- Employer of the Year – Ms. Cheaney reported that the Commission was recently honored with an award, Employer of the Year, by The Virginia Division of Career Development and Transition. The Airport's custodial team works with special needs students, and the Commission was recognized for its program where these students work with Commission custodians. These students clock in and they follow all the procedures of what our custodians do. The goal of the Career Development and Transition program is to create a mirror image and the Airport's custodial staff does just that. Ms. Cheaney stated this is a great, great honor.
- WM Jordan Hangar – Ms. Cheaney reported construction on the WM Jordan hangar is proceeding. The building structure is going up and construction is progressing well.

DIRECTOR OF AIR SERVICE, MARKETING AND PUBLIC RELATIONS

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

- Ms. Wharton reported that the Commission served 25,664 passengers for the month of February 2019 versus 26,333 passengers in February of 2018, a change of (2 ½ %). Ms. Wharton reported that this is a slow time of year for travel, but that passenger activity is expected to increase in the coming months with Spring Break and summer vacation.
- Career Fair – Ms. Wharton reported that the Commission participated in

- Ms. Ford stated that the Airport reported a loss of \$11K for the month against a budgeted loss of \$59K and a loss in February, 2018 of \$18K. Revenues totaled \$612K, which were \$13K or 2.1% greater than budget and \$31K or 5.3% better than February, 2018. Expenditures for the period were \$623K, \$35K or 5.3% below budget and \$25K, or 4.2% above February, 2018.

There is \$1M in unrestricted cash on hand and no outstanding FAA reimbursements.

EXECUTIVE DIRECTOR'S REPORT

Mr. Michael Giardino, Executive Director, gave the following report:

- Mr. Giardino reported that he, Ms. Cheaney and Ms. Ford met with members of the Va. Department of Aviation to discuss the Commission's Capital Improvement programs. The Commission receives entitlement money from the Federal Aviation Administration and from the State and takes steps to ensure that it is in compliance with applicable requirements for allowable expenditures.
- Air Service – Mr. Giardino reported that Airport load factors are high and airplanes are full out of PHF. He is reaching out to the community for resources to attract additional or enhanced air service. The full planes and high load factors are important points in this process. The Commission is also highlighting the many strong points of this wonderful community, including Langley and Huntington Ingles, with a focus on connectivity for the business traveler. All outreach is focused on getting airlines to PHF.
- He had met with the York County School Superintendent and discussed the Aviation Academy.

NEW BUSINESS

- Finance, Governance, Real Estate and Air Service Committees. Chairman Scott addressed the various Committees, with Commissioners indicating their Committee preferences. Committee placements were proposed, whereupon upon motion duly made and seconded, the Commission approved the following resolution:

RESOLVED, that Peninsula Airport Commission approve the [following] Committee assignments as stated.

Mr. Coleman made the motion and Commissioner Herbert seconded the motion.

PENINSULA AIRPORT COMMISSION

RESOLUTION AUTHORIZING WATER SERVICE EASEMENTS

WITH THE CITY OF NEWPORT NEWS

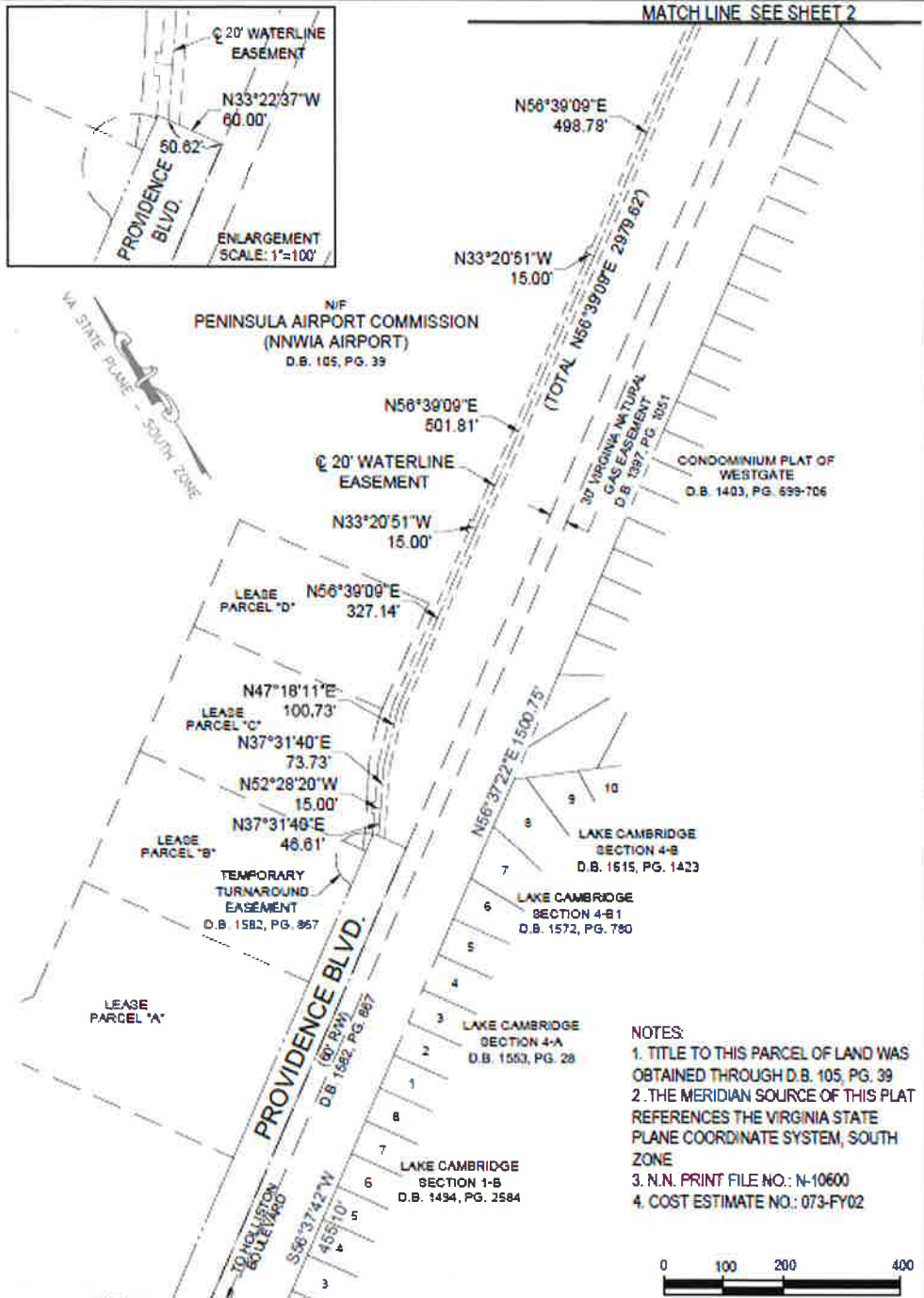
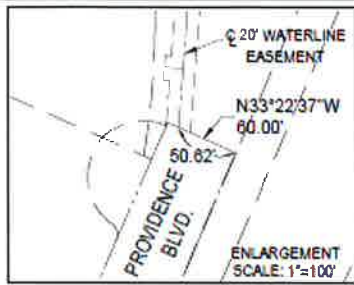
A. The Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended (the “Enabling Act”), and owns and operates Newport News – Williamsburg International Airport (the “Airport”); and

B. The Commission desires to provide for deeds of easement with the City of Newport News for (i) the provision of water service to the W. M. Jordan hangar facility at the Airport, and (ii) the replacement and extension of a new line to the Airport’s cooling tower to replace service provided by an existing line;

NOW, THEREFORE, IN FURTHERANCE OF THE PUBLIC PURPOSE FOR WHICH THE PENINSULA AIRPORT COMMISSION WAS CREATED, BE IT RESOLVED THAT:

1. The Chairman and Vice-Chairman are each authorized and directed to execute appropriate easement agreements or deeds of easement with the City of Newport News for the provision of water service along the approximate locations set forth on the attached **Exhibit A**, subject to review by legal counsel.

2. This Resolution shall take effect immediately upon adoption.



MATCH LINE SEE SHEET 2

N/P
PENINSULA AIRPORT COMMISSION
(NNWIA AIRPORT)
D.B. 105, PG. 39

CONDOMINIUM PLAT OF
WESTGATE
D.B. 1403, PG. 699-706

30' VIRGINIA NATURAL
GAS EASEMENT
D.B. 1397 PG. 1051

LAKE CAMBRIDGE
SECTION 4-B
D.B. 1615, PG. 1423

LAKE CAMBRIDGE
SECTION 4-B 1
D.B. 1572, PG. 780

LAKE CAMBRIDGE
SECTION 4-A
D.B. 1553, PG. 28

LAKE CAMBRIDGE
SECTION 1-B
D.B. 1494, PG. 2584

- NOTES:
1. TITLE TO THIS PARCEL OF LAND WAS OBTAINED THROUGH D.B. 105, PG. 39
 2. THE MERIDIAN SOURCE OF THIS PLAT REFERENCES THE VIRGINIA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE
 3. N.N. PRINT FILE NO.: N-10600
 4. COST ESTIMATE NO.: 073-FY02



PLAT OF
20' WATERLINE EASEMENT PROJECTING ONTO THE
NEWPORT NEWS / WILLIAMSBURG INTERNATIONAL
AIRPORT PROPERTY
HEREBY GRANTED TO THE
THE CITY OF NEWPORT NEWS
BY
THE PENINSULA AIRPORT COMMISSION

SHEET 1 OF 2

NEWPORT NEWS, VIRGINIA
DATE: 2/19/2019 SCALE: 1"=200'

ATCS

690 TOWN CENTER DRIVE, SUITE 201
NEWPORT NEWS, VIRGINIA 23606
(757) 504-2976 FAX (757) 637-0276

PROJECT: 004068

PENINSULA AIRPORT COMMISSION

MINUTES

April 11, 2019

PRESIDED: Sharon Scott

A special meeting of The Peninsula Airport Commission was held on Thursday, April 11, 2019 at 9:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport, pursuant to due notice.

Commissioners present were:

Sharon Scott, George Wallace, Jay Joseph, Tom Herbert and Lindsey Carney

Executive Director

Michael Giardino

Legal Counsel

James S. McNider, III, Esq.

Phillip Hatchett, Esq.

Administrative Assistant

Ms. Patricia F. Speno

Public in Attendance

Viveca Munger-Legal Assistant

Peter Dujardin – Daily Press

The meeting was called to order at 9:00 am.

Following brief introductory remarks, the Board considered the following resolution concerning the litigation between the PAC and Ken Spirito

**NEWPORT NEWS / WILLIAMSBURG INTERNATIONAL AIRPORT
MONTHLY ACTIVITY REPORT**

Mar-19

TOTAL PAX (enpl. + depl.)	Mar-19	Mar-18	% CHG	MKT SHR 2019	MKT SHR 2018	Total Seats Avail.	Total Enpl & Depl	Load Factor
Delta	14,013	14,211	-1.4%	43.3%	42.2%	17,364	14,013	80.7%
American	18,316	19,425	-5.7%	56.5%	57.8%	22,002	18,316	83.2%
Charter	70	0		0.2%	0.0%			
TOTAL	32,399	33,636	-3.7%	100.0%	100.0%			

YOY PAX	4/18-3/19	4/17-3/18	% CHG	MKT SHR 2019	MKT SHR 2018
Delta	155,339	166,641	-6.8%	38.7%	40.9%
American	244,123	239,179	2.1%	60.7%	58.7%
Charter	2,428	1,758	38.1%	0.6%	0.4%
TOTAL	401,890	407,578	-1.4%	100.0%	100.0%

YTD PAX	2019 YTD	2018 YTD	% CHG	MKT SHR 2019	MKT SHR 2018
Delta	36,299	36,114	0.5%	42.5%	41.1%
American	48,442	51,560	-6.0%	60.7%	58.7%
Charter	195	115	69.6%	0.1%	0.1%
TOTAL	84,936	87,789	-3.2%	100.0%	100.0%

FLIGHT OPS	Mar-19	Mar-18	12 Months To-Date 2019	12 Months To-Date 2018	YOY % CHANGE
GA	2,774	3,702	32,471	46,117	-29.6%
Air Carrier	918	779	11,054	10,310	7.2%
Itinerant Mil	678	1,597	9,382	14,936	-37.2%
Local Mil	828	1,266	11,837	18,118	-34.7%
TOTAL	5,198	7,344	64,744	89,481	-27.6%

MONTHLY SCHEDULED

SEAT CAPACITY	Mar-19	Mar-18	% CHG
TOTAL	39,092	43,156	-9.4%

YTD SCHEDULED

SEAT CAPACITY	2019 YTD	2018 YTD	%CHG
TOTAL	110,401	116,907	-5.6%