

# **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.

Ms. Scott stated that the Executive Director asked if the Agenda could be reordered such that the Closed Session portion of the meeting could be held first.

### **CLOSED MEETING**

**ACTION:**            **BE IT RESOLVED**, that the Commission enter into a Closed Meeting pursuant to the Virginia Freedom of Information Act, Section 2.2-3711.A7 and A8, 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, in each case regarding the pending litigation styled *Spirito v. Peninsula Airport Commission* (USDC Newport News).

Rob Coleman made the foregoing motion, seconded by Tom Herbert. Voting yes were:

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

The Commission entered into such Closed Meeting at 8:02 a.m., and reconvened in Open meeting at 9:28 a.m., and thereupon considered a motion pursuant to Virginia Code § 2.2 3712(D) that, to the best knowledge of each Commissioner then present, (i) only such public business matters lawfully exempted from open meeting requirements, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered by the Board and that a statement to such effect would appear in the minutes of the meeting. Such motion was duly made, seconded and approved in a roll call vote with the following Commissioners voting yes:

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

### **APPROVAL OF MINUTES OF COMMISSION MEETING HELD FEBRUARY 28, 2019**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held February 28, 2019.

Commissioner Rob Coleman moved that the Commission approve the February 28, 2019 minutes and Commissioner George Wallace seconded the motion.

Voting yes were: Rob Coleman, Jay Joseph, George Wallace, Sharon Scott, Tom Herbert and Lindsey Carney.

## **ASSISTANT EXECUTIVE DIRECTOR**

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

- Tornado Drill – Ms. Cheaney reported that on March 19<sup>th</sup> 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 the Peninsula Chamber of Commerce Youth Fair at the Hampton Roads

Convention Center last week, speaking with students from several area high schools about all the jobs and positions available with an aviation/airport career. The Commission will also be visiting numerous local high schools hosting their own Career Day events.

- 5K on the Runway – Ms. Wharton reported Sponsorship Forms are now available for the 5K on the runway event. Commission staff has produced a flier describing different sponsorship levels, which can also be customized any level for a sponsor. While the sponsorship goal is \$6,000.00, the Commission hopes to exceed this amount. Ms. Wharton is expecting a good first event. Staff is meeting with local radio stations and hope to partner with them for a live broadcast event on the day of the race.
- Lead Transportation Day- Ms. Wharton reported that the Airport will host the Lead Transportation Day for the Virginia Peninsula Chamber of Commerce on Thursday, April 4<sup>th</sup>. The Commission is sponsoring lunch, and Hampton Roads transit will make a presentation. The Executive Director will also address the gathering, along with an official from the Customs Facility, to be followed by a tour of the facility.

### **TREASURER'S REPORT AND DIRECTOR OF FINANCE & ADMINISTRATION**

Mr. Rob Coleman, Treasurer, gave the following report:

- Mr. Coleman reported the first meeting of the Finance and Audit Committee went very well. The Committee discussed the Mobile Home Park and its management. The last day for our current management company will be April 30<sup>th</sup>, and the Commission has distributed an RFP for a new management company, with proposals due by April 5<sup>th</sup>. Until a replacement is situated, the Executive Director and his team will take responsibility for management. Mr. Coleman stated that the Commission discussed the current Travel Policy, taking a look at the City of Newport News's Travel Policy and how it is structured. Mr. Coleman asked the Commissioners for recommendations of any data they would like to see, as he would be happy to accommodate their request.

Ms. Renee Ford, Director of Finance and Administration gave the following report:

- Ms. Ford reported that the Commission has also distributed an RFP for an external audit, with proposals due on April 15<sup>th</sup>. She reported that Mr. Coleman and Mr. Wallace requested that that personnel from the Cities of Hampton and Newport News participate in the evaluation and selection process. Ms. Ford said the Commission hopes to bring this matter to the Commission at the next meeting.

- 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.

Voting yes:

Mr. Coleman, Mr. Joseph, Ms. Scott, Mr. Wallace, Mr. Herbert and Ms. Carney.

Ms. Scott reported she attended a National League of Cities legislative conference on behalf of the City of Newport News. She attended an all-day session on airplane noise reduction. The FAA was present at this meeting and addressed various ways to divert noise away from communities.

### **OLD BUSINESS**

- Approval of Easement Agreement – As discussed at the last meeting, Ms. Cheaney reported on easements to provide water service to the Airport. She illustrated the water lines that would be installed in the easements with the City of Newport News for water service to the WM. Jordan hangar facility and the replacement and extension of a new line to the Airport's cooling tower to replace service provided by an existing line. Mr. Ballou noted that the agenda packet contained a resolution that approved and authorized these water service easements, whereupon upon motion duly made and seconded, the Commission approved the resolution entitled "*Resolution Authorizing Water Service Easements With the City of Newport News,*" in the form attached to these minutes.

Commissioner Coleman made the motion and Commissioner Wallace seconded the motion.

Voting yes:

Mr. Coleman, Mr. Joseph, Ms. Scott, Mr. Wallace, Mr. Herbert and Ms. Carney.

### **ADJOURNED**

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

### **NEXT MEETING**

The next regular meeting of the Peninsula Airport Commission is scheduled for Thursday, April 25, 2019.

**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

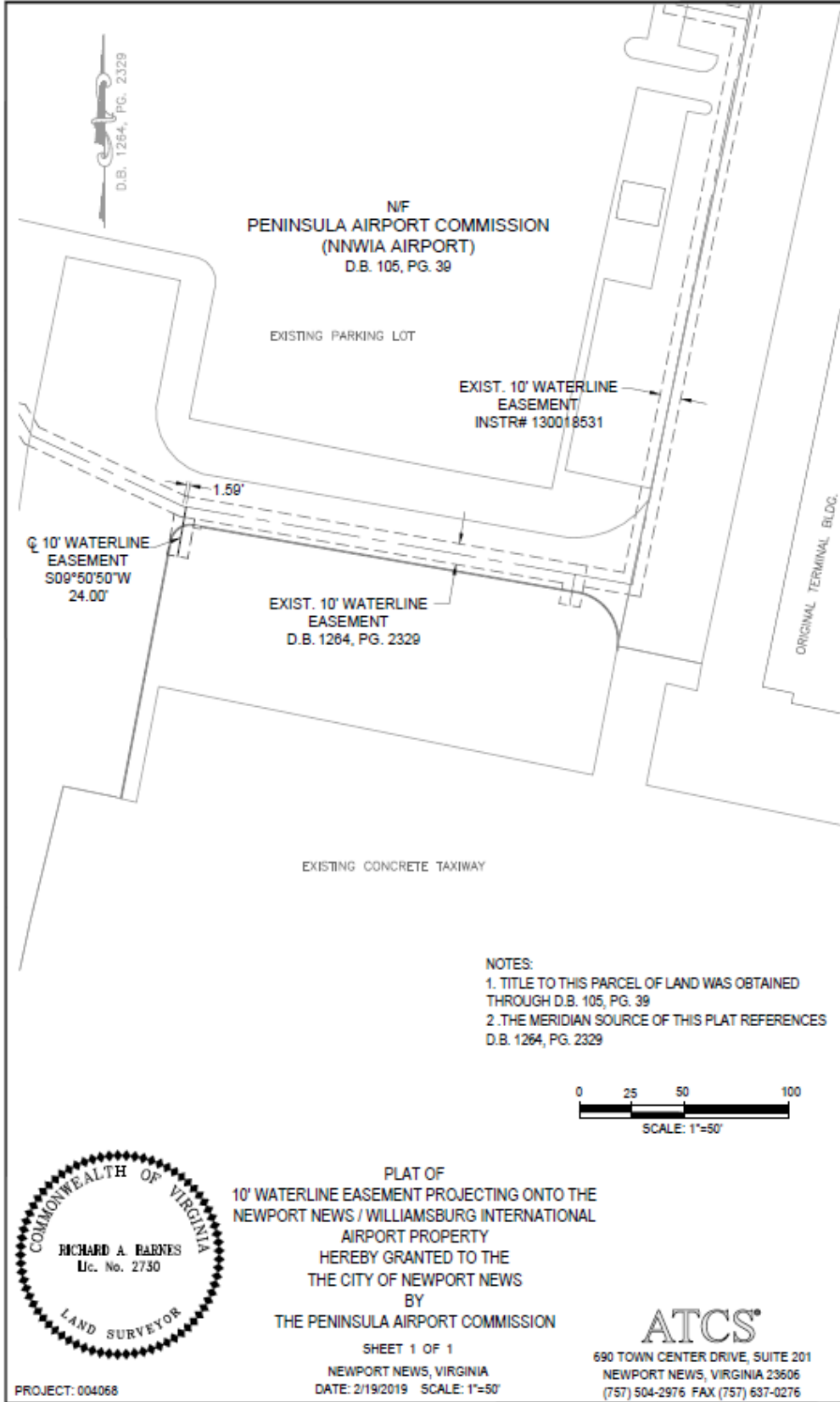
**B.** The Commission desires to provide for deeds of easement with the City of Newport News for (i) the provision of water service to the W. M. Jordan hangar facility at the Airport, and (ii) the replacement and extension of a new line to the Airport’s cooling tower to replace service provided by an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

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

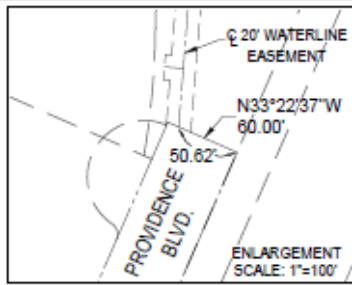
**1.** The Chairman and Vice-Chairman are each authorized and directed to execute appropriate easement agreements or deeds of easement with the City of Newport News for the provision of water service along the approximate locations set forth on the attached **Exhibit A**, subject to review by legal counsel.

**2.** This Resolution shall take effect immediately upon adoption.

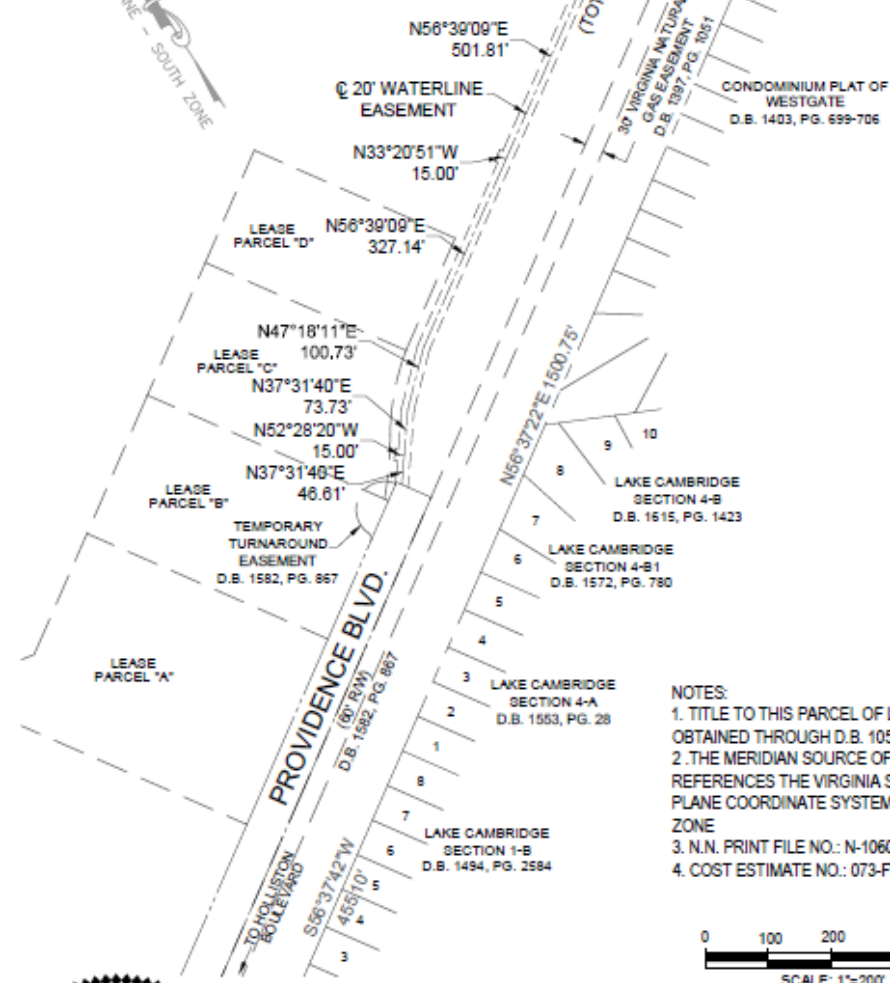
**Exhibit A**



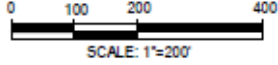




N/P  
 PENINSULA AIRPORT COMMISSION  
 (NNWIA AIRPORT)  
 D.B. 105, PG. 39



- 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

**ATCS**<sup>®</sup>  
 690 TOWN CENTER DRIVE, SUITE 201  
 NEWPORT NEWS, VIRGINIA 23606  
 (757) 504-2976 FAX (757) 637-0276

PROJECT: 004068

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

