

# **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.