

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

April 23, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, April 23, 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, Steve Mallon and George Wallace.

### **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**

Vincent Beyers-Atlantic Aviation

Nick Patterson- RS&H

Dave Ress- The Daily Press

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public.

## **MINUTES OF COMMISSION MEETING HELD MARCH 26, 2015**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held March 26, 2015.

Commissioner Steve Mallon made the motion to adopt the March 26, 2015 minutes. Commissioner Aubrey Fitzgerald 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:

- FAA Part 139 Inspection-We had our FAA Part 139 Inspection which covers the airfield and fueling operations. This year's inspection focused on our training records and the inspector spent about an hour and a half going through our training records and found no discrepancies in that area. Ms. Cheaney would like to recognize the Fire Department, FBO's and Operations Department for all of their hard work.
- NTSB (National Transportation Safety Board) Training-Ms. Cheaney reported that she attended a course for aviation professionals that was taught by accident investigators for the NTSB. She reported that it gave her a great understanding of what the airport and airlines would need to do in the event of an accident. Mr. Spirito stated that it was a privilege for our airport to be able to participate and interact with the accident investigators and gain information from them.

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

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

### **APPROVAL OF CATEGORICAL EXCLUSION FOR RUNWAY/PERIMETER ROAD**

Runway 2 and Runway 7 Perimeter Road Categorical Exclusion Documentation. Staff requested the RS&H/TBI Team to prepare scope and fee estimate for the preparation of a Categorical Exclusion to satisfy FAA National Environmental Policy Act (NEPA) requirements.

This type of project is a candidate for a Categorical Exclusion which, in essence, is a simplified environmental study that satisfies the FAA's NEPA Implementation

Guidelines. The Perimeter Road is a Phase 1 project from our 2014 Master Plan Update.

The cost to prepare the Categorical Exclusion documentation and coordination with the FAA Washington ADO and Virginia Department of Aviation is \$30,909 and is an eligible project formulation expense. Thus, upon activating the design phase of this project, the FAA will reimburse 90%, or \$27, 818. The balance will be funded through State Entitlement funds.

**RESOLVED**, that the Peninsula Airport Commission approve the Categorical Exclusion for Runway/Perimeter Road.

Commissioner Steve Mallon made the motion to approve the Categorical Exclusion for Runway/Perimeter Road. Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

### **APPROVAL OF CATEGORICAL EXCLUSION FOR TAXIWAY A**

Taxiway Alpha Shoulders and Lighting Categorical Exclusion. Staff requested the RS&H/TBI Team to prepare scope and fee estimate for the preparation of a Categorical Exclusion to satisfy FAA National Environmental Policy Act (NEPA) requirements.

This type of project is a candidate for a Categorical Exclusion which, in essence, is a simplified environmental study that satisfies the FAA's NEPA Implementation Guidelines. The Perimeter Road is a Phase I project from our 2014 Master Plan Update. The purpose behind this project is to install taxiway shoulders and LED edge lighting for Taxiway Alpha. A portion of this project's scope (LED lighting) was originally included in the Taxiway Alpha construction project but was removed from the scope when the FAA changed Airport Design standards for taxiway shoulders. At the time design began for Taxiway Alpha, the FAA did not require shoulders on taxiways like Alpha. The FAA changed the requirement around the 90% design development stage for the Taxiway Alpha reconstruction and after a Categorical Exclusion was received for the project. This change increased impervious surface coverage by 2-acres and would have necessitated a new Categorical Exclusion. There simply was not enough time to meet to prepare a new Categorical Exclusion, receive FAA and VaDEQ concurrence, change the design drawings/details and still meet our bidding schedule. Thus, the lights were removed from the project as edge lighting has a higher national priority than shoulders alone.

The cost to prepare the Categorical Exclusion documentation and coordination with the FAA Washington ADO and Virginia Department of Aviation is \$28,864 and is an eligible project formulation expense. Thus, upon activating the design phase of this project, the

FAA will reimburse 90%, or \$25,978. The balance will be funded through State Entitlement funds.

**RESOLVED**, that the Peninsula Airport Commission approve the Categorical Exclusion for Taxiway A.

Commissioner Herbert H. Bateman, Jr. made the motion to approve the Categorical Exclusion for Taxiway A and Commissioner George Wallace seconded the motion.

Voting yes were:

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

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

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

- March passenger numbers were down 10.7%. Our monthly seat capacity was down 12.2% compared to March 2014. Norfolk passenger numbers were down 8.61% for the month of March and Richmond passenger numbers were increased by 5.83% for the month of March.
- New American Revolution Museum in Yorktown- Ms. Wharton and Mr. Spirito toured the first phase of the New American Revolution Museum in Yorktown on Wednesday, April 22, 2015. The Museum is to be completed in 2016. Mr. Spirito reported there were several community leaders there and they discussed how the Museum will affect Tourism and potential UK visitors to this area.

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

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

Ms. Ford reported the Airport's revenues were 9.8% above budget and 8.6% above March 2014. Our expenditures for March 2015 totaled 10% higher than budget and 11.9% above March 2014.

### **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 publicly held 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 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 9:37 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:

The Peninsula Leadership Forum will be meeting on May 7, 2015 and Mr. Spirito will be participating with Transportation Secretary Aubrey Lane. They will be discussing transportation issues in Hampton Roads and Mr. Spirito will be talking about air transportation and the competitiveness in the Hampton Roads area.

**ADJOURNED**

There being no further business, the meeting was adjourned at 9:38 a.m.

**NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Thursday, May 28, 2015 at 8:00 a.m. in the Commission Room.