

PENINSULA AIRPORT COMMISSION

MINUTES

July 23, 2015

PRESIDED: Aubrey Fitzgerald

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, July 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., LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

(Chair, James Bourey was not in attendance)

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.

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Angela Diaz-Jones - Blechman, Woltz and Kelly

Jay Talbert- Talbert & Bright

Dave Ress- The Daily Press

Chief Todd Rittenhouse- PAC Chief of Police

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD JUNE 25, 2015

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held June 25, 2015.

Commissioner Steve Mallon made the motion to adopt the June 25, 2015 minutes. Commissioner George Wallace seconded the motion.

Voting yes were:

LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

(Commissioner Herbert H. Bateman, Jr. arrived at 8:02 a.m.)

ASSISTANT AIRPORT DIRECTOR, OPERATIONS/MAINTENANCE REPORT

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

ADDITIONAL DISQUALIFYING OFFENSES FOR RECEIVING AN AIRPORT BADGE

Ms. Cheaney reported that there are certain disqualifying offenses that would prevent you from receiving an airport badge. Ms. Cheaney, Chief Rittenhouse and our Legal Counsel, Herbert V. Kelly, Jr. would like to propose adding the following additional disqualifying offenses to the Airport Security Plan:

1. Abduction
2. Bombing (possession of or use of explosive materials/chemicals and hoax devices to include threat to bomb)
3. Forgery
4. Identity theft
5. Impersonating public safety officers
6. Any current or outstanding warrant in any state

Additionally, the Peninsula Airport Commission reserves the right to deny badge issuance to an individual who in the Commission's opinion has a criminal history that presents a concern for inability to seriously and safely execute security responsibilities to include having arrests and/or convictions of misdemeanors and/or felonies without substantial break in time of occurrences.

Ms. Cheaney, Chief Rittenhouse, and Legal Counsel, Herbert V. Kelly, Jr. would recommend the Commission include in the Airport Security Plan the additional disqualifying offenses for receiving an airport badge.

RESOLVED, that the Peninsula Airport Commission approve the Additional Disqualifying Offenses for Receiving an Airport Badge.

Commissioner Steve Mallon made the motion to approve the Additional Disqualifying Offenses for Receiving an Airport Badge and Commissioner LaDonna Finch seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., 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:

- June passenger numbers were decreased by 15.9% and this is due to the monthly seat capacity being decreased as well. Norfolk passenger numbers for June were increased 2.21% and Richmond passenger numbers were increased by 3.8%.
- Wall Street Journal Article- there was an article in the Wall Street Journal entitled "The Cities that Have Lost the Most Flights" that ran on July 22, 2015 and our airport was mentioned in the article.
- Website Re-Design- Ms. Wharton is working on re-designing the website to make it more user friendly.
- Wall Art- Ms. Wharton is working on getting wall art into the Main Atrium and TSA Lanes.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 9.6% below budget and 3% below last June 2014. Our expenditures for June 2015 totaled 12.7% below budget and 37.8% below June 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.

Commissioner Steve Mallon made the motion, seconded by Commissioner George Wallace to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:11 a.m. and reconvened in Open meeting at 8:54 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., Aubrey Fitzgerald, Steve Mallon and George Wallace.

(Commissioner LaDonna Finch left at 8:30 a.m.)

EXECUTIVE DIRECTOR 'S REPORT

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

CONSTRUCTION CONTRACT FOR SECURITY CHECKPOINT PROJECT

Mr. Spirito reported that he is working with the FAA and the contractor to put a contract in place for the Security Checkpoint Construction Project. This contract will be reviewed by Legal Counsel, Herbert V. Kelly, Jr. once it is complete. Upon completion, Mr. Spirito will need to get approval from the Commission to move forward with the project.

Commissioner Steve Mallon motioned to authorize the Executive Director, Mr. Ken Spirito, with the concurrence of legal counsel, to move forward with the Construction Contract for the Security Checkpoint Project.

RESOLVED, that the Peninsula Airport Commission with the Concurrence of legal counsel, authorize the Executive Director, Mr. Ken Spirito, to move forward with the Construction Contract for the Security Checkpoint Project. Commissioner Steve Mallon made the motion and Commissioner George Wallace seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., Aubrey Fitzgerald, Steve Mallon and George Wallace.

Mr. Spirito also reported that we will need to re-schedule the October Commission meeting from October 22, 2015 to October 29, 2015. Mr. Spirito will be away at an air service conference.

ADJOURNED

There being no further business, the meeting was adjourned at 8:55 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, August 27, 2015 at 8:00 a.m. in the Commission Room.