

PENINSULA AIRPORT COMMISSION

MINUTES

June 25, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, June 25, 2015 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon

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.

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Sarah Barber-Newport News Public Art Foundation
Bobby Freeman-Newport News Public Art Foundation
Angela Diaz-Jones - Blechman, Woltz and Kelly
Jay Talbert- Talbert & Bright
Nick Patterson- RS&H
Dave Ress- The Daily Press
Heather Wislon- PAC Operations

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD MAY 28, 2015

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held May 28, 2015.

Commissioner Aubrey Fitzgerald made the motion to adopt the May 28, 2015 minutes. Commissioner LaDonna Finch seconded the motion.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

PRESENTATION-AIRPORT ART

Mr. Bobby Freeman from the Newport News Public Art Foundation updated the Commission on an Art Project that the Foundation has been working on for the Airport Atrium area. The project will be a model that is 60 feet long and weighs approximately 100 lbs. This model will be made of carbon fiber and sails used on sailboats. Mr. Freeman reported that they have funding to have this piece made if we are interested in moving forward with the project. On September 9, 2015, Mr. Freeman will be travelling to Switzerland to meet with the artist to discuss the details of how the model will be constructed, how it will be installed and on-going maintenance of the model. He will also get construction drawings from them, as well as, take over our construction drawings for the Atrium Area so they can figure out the engineering process. The timeline for the model to be placed in the Airport Atrium would be spring of next year but we will have a more definitive date after Mr. Freeman meets with the artist in September. Mr. Spirito stated he will write a letter to Mr. Freeman to show our interest in moving forward and having the model placed in our Airport.

RESOLVED, that the Peninsula Airport Commission approve moving forward with the Newport News Public Art Foundation to place a model in the Airport Atrium subject to engineering.

Commissioner Steve Mallon made the motion and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

ASSISTANT AIRPORT DIRECTOR, OPERATIONS/MAINTENANCE REPORT

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

- Summer Season-with the summer season we have had high heat and staff

safety briefings have been led to educate staff on signs of heat stroke, staying hydrated and not overdoing it in the heat.

- Cancellations and Diversions- we have had several thunderstorms and the inclement weather has caused a flight cancellation and 2 diversions from Frontier Airlines where they have had to land their aircraft here. We are fully prepared for these situations that are being caused by the weather.

ASSISTANT AIRPORT DIRECTOR, PLANNING/DEVELOPMENT REPORT

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

- Mr. Kitchens thanked the Commission for his time here at the airport and said that he has grown as a professional during his time here. Mr. Bourey said we will miss him and that we appreciate all he has done for us.
- Perimeter Road Categorical Exclusion- Wetland Biologists will be here all next week to determine Wetland area locations for the Perimeter Road. Staff and RS&H are working to define the area of the Perimeter Road and need to be able to layout the Wetland area locations.
- Land Release Categorical Exclusion- RS&H thinks we will be ready to begin this process in July. We are working with York County Planning to answer some questions the FAA has on this.
- SRM (Safety Risk Management) Meeting- the June 220 shift is going through the FAA process and we feel that the FAA will concur with the 220 shift as recommended but we have not gotten the official word back yet. Once we receive the official word from the FAA, RS&H will present a scope of work to staff.
- Security Checkpoint Construction- the contract will be brought to the July meeting for review.

Mr. Spirito reported that Mr. Kitchens has been with the airport since 2010 and that he was brought here from Atlanta. Mr. Kitchens has done a fantastic job with our Master Plan. The last time the Master Plan was done was in 1997. With Mr. Kitchens we had the first official Master Plan approved by the FAA with Sustainable Standards and guidelines. It was also the first fully electronic layout plan. These things will be in place for a long time. Mr. Spirito thanked Mr. Kitchens for all of the work he has done here.

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

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

- May passenger numbers were down 9.7%, YTD they are down 15.1%. Norfolk passenger numbers were down 3.27% for the month of May and down 5.3% YTD. Richmond passenger numbers were up 1.5% for the month of May and increased 4.9% YTD. Mr. Spirito stated this is a trend where a decrease in passenger numbers matches the decrease in seat

capacity. Also, July and August passenger numbers will show a false negative because the numbers will compare with what we had when People Express was here last year.

- Security Checkpoint Project- Construction walls will be going up around Blue Sky. On the side near TSA there will be a wall advertising American Airlines and Delta Airlines. The wall directly in front of Blue Sky will say “Under Construction” and show what we will be building.
- Aviation Academy 20 year Anniversary- the Aviation Academy is coming up on their 20 year Anniversary. Mr. Spirito and Ms. Wharton will be meeting with some of the teachers to see what we can do to celebrate the anniversary. We will be doing these activities in September.
- Air & Space Museum summer camp students will be in the airport today. Heather Wilson, Operations Supervisor, will be giving the students a tour and talking with them about flight. We will also have the FlyMobile available for them.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport’s revenues were 14.9% above budget and 12% above May 2014. Our expenditures for May 2015 totaled 4.7% higher than budget and 13.5% below May 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, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public offers, appointees or employees of any public body. Specifically, to discuss the consideration of prospective candidates for employment.

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 Aubrey Ftizgerald made the motion, seconded by Commissioner Steve

Mallon to hold a closed meeting.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

The Commission entered into a Closed Meeting at 8:33 a.m. and reconvened in Open meeting at 9:22 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, Aubrey Fitzgerald and Steve Mallon.

EXECUTIVE DIRECTOR 'S REPORT

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

APPROVE AMENDMENT TO FREEDOM AVIATION OPERATING AGREEMENT

Mr. Spirito reported that Freedom Aviation has experienced significant growth at PHF since the commencement of their flying school operation in December 2013. Freedom would like to grow their presence at PHF by offering commercial maintenance services.

Freedom Aviation will be relocating their operation from their current hangar at Atlantic Aviation to Hangar 3 (PAC owned hangar leased to Atlantic Aviation). This relocation will allow Freedom to expand its services and provide commercial maintenance services. Their goal is to offer a full FAR Part 145 repair station. They will go through the process of obtaining its certification for the PHF operation. In the meantime, they will perform all services under the FAA guidelines that are required to obtain the certificate.

Mr. Spirito reported he is working with Freedom management to submit the necessary insurance certificate to cover the new maintenance services. Mr. Spirito recommends approving the amendment (pending legal review) to the existing operating permit to include maintenance services.

RESOLVED, that the Peninsula Airport Commission approve the amendment to the Freedom Aviation Operating Agreement to include maintenance services, pending legal counsel review.

Commissioner Steve Mallon made the motion to approve the amendment to the

Freedom Aviation Operating Agreement to include maintenance services, pending legal counsel review. Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

SUPPORT OF DOMINION UPGRADE PROPOSAL

Mr. Spirito reported that at last month's Commission meeting, Joe Frank presented and asked PAC to support the proposed Dominion upgrade, including the construction of a switch station in James City County. Mr. Frank asked the Commission to send a letter of support to the Corps of Engineers. Mr. Spirito has a letter to send to the Corps of Engineers giving background information on the airport and to encourage the corps to make a decision soon as this issue is important to the airport and to the Peninsula.

OFFICER SELECTION FOR 2015-2016

Mr. Bourey appointed Commissioner LaDonna Finch and Commissioner George Wallace to serve on a Committee for PAC Officer Selection for the 2015-2016 year.

Ms. LaDonna Finch reported that she had met with Commissioner George Wallace and they would like a motion to have the Officers for the 2015-2016 year stay the same as they are now. The list of officers is:

Chair-City Manager, James Bourey
Vice Chair- Aubrey Fitzgerald
Secretary- LaDonna Finch
Treasurer- Herbert H. Bateman, Jr.
Assistant Secretary- Stephen Mallon
Assistant Treasurer- Mayor George Wallace
Legal Counsel- Herbert V. Kelly, Jr.

RESOLVED, that the Peninsula Airport Commission approve the Officer Selection for 2015-2016. The officers will remain the same for next year.

Commissioner LaDonna Finch made the motion for the officers to remain the same for the 2015-2016 year. Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

Jim Bourey, LaDonna Finch, Aubrey Fitzgerald and Steve Mallon.

ADJOURNED

There being no further business, the meeting was adjourned at 9:26 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, July 23, 2015 at 8:00 a.m. in the Commission Room.