

PENINSULA AIRPORT COMMISSION

MINUTES

November 24, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Tuesday, November 24, 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 Executive Director

Ms. Melissa Cheaney

Director, Marketing and Public Relations

Ms. Jessica Wharton

Director, Finance and Administration

Ms. Renee Ford

Legal Counsel

Ms. Robyn Hansen

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Jay Talbert- Talbert & Bright

Jared Alexander- PAC Operations Manager

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

MINUTES OF COMMISSION MEETING HELD OCTOBER 27, 2015

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held October 27, 2015.

Commissioner Aubrey Fitzgerald made the motion to adopt the October 27, 2015 minutes. Commissioner Steve Mallon seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., James Bourey, Aubrey Fitzgerald and Steve Mallon.

ASSISTANT EXECUTIVE DIRECTOR

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

ADDITIONAL TIMBER HARVESTING ON AIRPORT PROPERTY

There are two additional areas on airport property that have been identified for timbering due to safety concerns and future impacts to FAA Part 77 surfaces. The first area is located in the trailer park and the second area is located in between the runways. ClearWater Environmental and Forestry (CEF) will again assist the airport in selecting the ideal timbering company to complete each project.

Approximately 8 acres in and around the trailer park will be selectively harvested and approximately 39 acres located in between the runways will be fully harvested.

The budget impact is that Area 1 will yield approximately \$3,000 and Area 2 will yield approximately \$66,000. CEF will be paid a 6% commission for each project.

Ms. Cheaney recommends the Commission authorize Bruce Harris Logging to complete the selective clearing of trees in Area 1. She also recommends the Commission to authorize ClearWater Environmental and Forestry to bid the clearing of the property between the runways in Area 2.

RESOLVED, that the Peninsula Airport Commission approve the Additional Timber Harvesting on Airport Property.

Commissioner Steve Mallon made the motion to approve the Additional Timber Harvesting on Airport Property and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

Herbert H. Bateman, Jr., James Bourey, Aubrey Fitzgerald and Steve Mallon.

(Commissioner George Wallace arrived at 8:25 a.m.)

DIRECTOR OF MARKETING AND PUBLIC RELATIONS

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

- October passenger numbers were down by 15%. Norfolk passenger numbers were up by 10.26% for October and Richmond passenger numbers were increased by 5.2% for October.
- New Website- The new website was launched last month. It has a cleaner format and will be more user friendly for our passengers. One of the new features is a parking lot calculator which will help you determine the cost for parking before you arrive.
- PHF Frequent Flyer Newsletter-this is a new feature to the website and will go out quarterly to passengers who sign up for it. The Newsletter will provide the latest news and happenings at PHF.

DIRECTOR OF FINANCE & ADMINISTRATION

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

Ms. Ford reported the Airport's revenues were 5.3% above budget and 1.1% below last October 2014. Our expenditures for October 2015 totaled 13.6% below budget and 8% below October 2014.

(Commissioner LaDonna Finch and Legal Counsel, Robyn Hansen arrived at 8:30 a.m.)

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 officers, appointees or employees of any public body.

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 Fitzgerald made the motion, seconded by Commissioner Steve

Mallon to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:30 a.m. and reconvened in Open meeting at 9:06 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., James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

EXECUTIVE DIRECTOR 'S REPORT

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

- Towne Bank Presentations- Mr. Spirito attended both the Newport News and Williamsburg Towne Bank board meetings to give a presentation on the airport. The presentation included facts on the airport, consolidation of the airlines, the state of the airline industry, pilot shortages and the effects the industry is having on the Hampton Roads area.
- Public Forum- Mr. Spirito would like to have a Public Forum to discuss the state of the airport industry and our region. Mr. Spirito stated he would be inviting the Business Community and will selectively invite the Public as well. He would like to partner with the Peninsula Chamber of Commerce and the Williamsburg Chamber of Commerce to get the word out to the Business Community. Mike Lopez, our Consultant with Seabury Planning Group will present and discuss the state of the airport industry and our region. This event will take place on Thursday, January 21st, 2016 at 3:00 p.m. More details for this event will be sent out once they are available.
- Ronald Reagan Airport- Huntington Ingalls, Atlantic Aviation and TSA are working together to try to gain access to the Ronald Reagan Airport for private aircraft flying out of Newport News/Williamsburg International Airport. There is a TSA certification process Huntington Ingalls will need to go through to allow their private aircraft to fly into Ronald Reagan Airport. We are about 3 months away from this being put into place and we would be the only airport to have this ability on the East Coast besides Richmond.

ADJOURNED

There being no further business, the meeting was adjourned at 9:28 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Wednesday, December 16, 2015 at 8:00 a.m. in the Commission Room.