

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

September 23, 2015

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Wednesday, September 23, 2015 at 8:30 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, Aubrey Fitzgerald and Steve Mallon.

(Commissioner George Wallace was not in attendance)

### **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

Jonathan Shaw- Flight Support Inc/EWIS

Lena Hogue- Liebherr-America

Katharine Westfall- Jones, Blechman, Woltz & Kelly

Jared Alexander- PAC Operations Manager

Heather Wilson- PAC Operations Supervisor

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

## **MINUTES OF COMMISSION MEETING HELD AUGUST 27, 2015**

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

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

Voting yes were:

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

### **ASSISTANT EXECUTIVE DIRECTOR**

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

- National Weather Service Certified- Ms. Cheaney reported that Jared Alexander, Operations Manager has taken the initiative for the airport to become National Weather Service Certified. We will be the first airport in Virginia to have this certification. Today we will be performing a Shelter in Place/Tornado Drill with staff. This will be the last step for us to become a National Weather Service Storm Certified Airport.
- Uber- Ms. Cheaney is working with Uber (TNC-Transportation Network Company) to increase the presence of Uber at the airport. Ms. Cheaney will be meeting with them to discuss this opportunity in more detail and to put agreements in place as a part of our concessionaire agreements. Uber will be regulated like all of our other drivers.

### **AWARD OF BID FOR TIMBER HARVEST**

Ms. Cheaney reported that Clearwater Environmental and Forestry was selected to assist the airport in a project to selectively harvest timber on airport property. Work would begin this fall and continue for up to 24 months depending on weather.

Clearwater Environmental and Forestry advertised the timber project and received 2 bids for the timbering job from Potomac Supply LLC of Kinsale (Northern Neck) and Eastern VA Tree Harvesters of Williamsburg.

When given the estimated tonnage provided by Clearwater to each bidder, Potomac Supply LLC's return to the airport would be \$281,630.10 and Eastern VA Tree Harvesters would be \$242,451.02. Clearwater Environmental and Forestry has worked with both companies and recommends the award of the timber contract to Potomac Supply LLC.

Ms. Cheaney recommends the Commission award the timbering contract to Potomac

Supply LLC subject to legal counsel approval.

**RESOLVED**, that the Peninsula Airport Commission approve the Award of Bid for the Timber Harvest to Clearwater Environmental and Forestry subject to legal counsel approval.

Commissioner Steve Mallon made the motion to approve the Award of Bid for the Timber Harvest to Clearwater Environmental and Forestry subject to legal counsel approval and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

**AUTHORIZE PURCHASE OF A SKID STEER FROM BOBCAT OF TIDEWATER**

Ms. Cheaney reported that the maintenance staff in coordination with the Assistant Executive Director have identified and prioritized critical equipment purchases that either replace deteriorating equipment or add to the effectiveness and efficiency of their duties.

The purchase of a skid steer with blower attachment would resolve several challenges currently faced by the maintenance department. This machine would be used for snow removal, loading sand into sand spreaders, perimeter road maintenance, light construction, and cleaning drainage spillways. During the winter season the blower attachment can be used to remove snow windrows on the airfield. The skid steer with the blower attachment will also be used to remove snow from under the concourses and around the jetways. Currently the maintenance department has to rent equipment to perform these duties or commit significant manpower hours to the job to accomplish the task.

Three quotes were received for the equipment:

Bobcat of Tidewater:	\$60,256.13
Carter Machinery:	\$62,957.00
Coastal Equipment:	\$69,073.70

A State Maintenance Grant is available for this project in the amount of \$30,128.07 and the additional \$30,128.08 will be from airport capital funds.

Ms. Cheaney recommends the Commission award the purchase of a skid steer with blower attachment to the lowest bidder, Bobcat of Tidewater.

**RESOLVED**, that the Peninsula Airport Commission authorize the purchase of a Skid Steer from Bobcat of Tidewater.

Commissioner Steve Mallon made the motion to authorize the purchase of a Skid Steer from Bobcat of Tidewater and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

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

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

- August passenger numbers were down 38.2%. Richmond numbers were not yet reported. Norfolk passenger numbers were up by 7.25%.
- Zip Code Survey- we have installed a touch screen kiosk in front of the TSA line. It is a five second survey where passengers input their zip code and are asked one question. We will have this in place for about a year and the information collected will help us to determine the demographics of our travelers. We will receive monthly data reports which will help us with air service development.
- Website Upgrade- the Website Upgrade is moving along well and we have made some great additions. We hope to have it available for view at the next meeting.

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

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

Ms. Ford reported the Airport's revenues were 7.2% above budget and 9.7% below last August 2014. Our expenditures for August 2015 totaled 5% below budget and 30.7% below August 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 Aubrey Fitzgerald made the motion, seconded by Commissioner LaDonna Finch to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:43 a.m. and reconvened in Open meeting at 9:19 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 and Steve Mallon.

### **EXECUTIVE DIRECTOR 'S REPORT**

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

- Consolidated Security Checkpoint Project- We have the tentative notice to proceed and have met with RS&H. We have some items to work out but the project should begin around October 26, 2015. We will put out a press release highlighting the key aspects of the project.

### **APPROVE LIEBHERR SUBLEASE TO FLIGHT SUPPORT INC.**

Mr. Spirito reported that Liebherr America is requesting to sublease 4,600 sf of space to Flight Support, Inc. Liebherr owns the hangar and leases the land from PAC. This was part of the reassignment PAC approved from Noland (previous owners of the hangar).

Flight Support Inc. (FSI) will be basing a Cessna 421 at PHF. FSI will also sublet their space to Tempus Applied Solutions (TAS). TAS will base a Pilatus at PHF. Both FSI and TAS intend to use Atlantic Aviation to support its operations at PHF. The intent is to temporarily sublease space from Liebherr and then build a hangar at PHF and bring additional aircraft to base.

Fuel sales and services will produce additional revenue for the PAC. Total amount is unknown.

Mr. Spirito recommends the Commission approve sublease to FSI and TAS.

**RESOLVED**, that the Peninsula Airport Commission approve Liebherr Sublease to Flight Support Inc. and Tempus Applied Solutions.

Commissioner Aubrey Fitzgerald made the motion to approve the Liebherr Sublease to Flight Support Inc and Tempus Applied Solutions. Commissioner LaDonna Finch seconded the motion.

Voting yes were:

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

**ADJOURNED**

There being no further business, the meeting was adjourned at 9:25 a.m.

**NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Tuesday, October 27, 2015 at 8:30 a.m. in the Commission Room.