

# **PENINSULA AIRPORT COMMISSION**

## **MINUTES**

February 25, 2016

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, February 25, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

### **Commissioners present were:**

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

(Commissioner Herbert H. Bateman, Jr. was not in attendance)

### **(Executive Director**

Mr. Ken Spirito

### **Assistant Executive Director**

Ms. Melissa Cheaney

### **Director, Marketing and Public Affairs**

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**

Jay Talbert-Talbert & Bright

Jack Mayfield- Pond & Company

Ellen Pelstring- Pond & Company

Heather Wilson-PAC Operations

## **COMMENTS FROM THE PUBLIC**

There were no comments from the public at this time.

Executive Director, Ken Spirito, introduced and welcomed Jack Mayfield and Ellen Pelstring from Pond and Company who were in attendance of the meeting.

## **MINUTES OF COMMISSION MEETING HELD JANUARY 29, 2016**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held January 29, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the January 29, 2016 minutes. Commissioner George Wallace seconded the motion.

Voting yes were:

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

### **ASSISTANT EXECUTIVE DIRECTOR**

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

- Intense Weather on February 24<sup>th</sup>- we were under a tornado warning on February 24<sup>th</sup> and received an official law enforcement report that rotation had been spotted near the Tabb area so we activated our “shelter in place plan” to put people into safe areas. This included everyone from the travelling public to taxi cab drivers, bus drivers and our employees. The storm produced no damage to the airport and Mr. Spirito, Executive Director, stated that staff did an excellent job with our “shelter in place plan”. We have had several drills in the past to prepare for this type of situation. Jared Alexander, Operations Manager worked with the National Weather Service to make our airport a certified National Weather Service airport by performing various drills so that we would be prepared for a weather event.
- AAAE Recognized 97 airports in the country for training excellence and our airport was one of them. Ms. Cheaney reported that part of the training for firefighters and ops personnel is to watch training videos and take several tests throughout the year. Our firefighters and ops personnel took 400 tests this past year. Commissioner LaDonna Finch asked if we would be putting this out to the public and Ms. Wharton reported that we will be putting out a press release.

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

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

- Passenger numbers for the month of January were decreased by 2.6%. American Airlines had 19 cancellations and Delta Airlines had 3 cancellations that were all weather related. Norfolk passenger numbers were not in yet. Richmond passenger numbers were down 3.4% due to snow cancellations.

- Public Air Service Forum- we will be holding a Public Air Service Forum to provide an Air Service Update on March 10, 2016 at the City Center Marriott in Newport News. We have been working with the Chamber of Commerce for this event. Mike Lopez, a consultant, will be the speaker for the event.

Mr. Herbert H. Kelly, Jr., Legal Counsel, commended Mr. Spirito for a job well done on the presentation he gave to the Newport News Bar Association.

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

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

Last month, we reviewed our annual audit that is conducted by Dixon, Hughes and Goodman and Ms. Ford would like to recommend that the annual audit be approved as presented.

**RESOLVED**, that the Peninsula Airport Commission approve the annual audit as presented.

Commissioner Steve Mallon made the motion to approve the annual audit as presented and Commissioner Aubrey Fitzgerald seconded the motion.

Voting yes were:

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

Ms. Ford reported the Airport's revenues were 1.2% below budget and 5% below last January 2016. Our expenditures for January 2016 totaled 7.2% below budget and 15.1% greater than January 2016.

### **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 compliance with lease terms by an existing Airport tenant.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner Steve Mallon to hold a closed meeting.

Voting yes were:

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

The Commission entered into a Closed Meeting at 8:15 a.m. and reconvened in Open meeting at 9:44 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:

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

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

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

Mr. Spirito had nothing more to report at this time.

### **ADJOURNED**

There being no further business, the meeting was adjourned at 9:44 a.m.

### **NEXT MEETING**

The next meeting of the Peninsula Airport Commission will be held on Thursday, March 24, 2016 at 8:00 a.m. in the Commission Room.