

PENINSULA AIRPORT COMMISSION

MINUTES

March 8, 2017

PRESIDED: George Wallace

The special meeting of the Peninsula Airport Commission was held on Wednesday, March 8, 2017 at 8:00 a.m. in the Airport Banquet Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

Interim Executive Director

Ms. Melissa Cheaney

Director, Air Service, Marketing & PR

Ms. Jessica Wharton

Director, Finance and Administration

Ms. Renee Ford

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

Ron Marker-VDOT

David Crotts-VDOT

Bradley Gales-VDOT

Tyler Park-Hourigan Construction

Larry Ramsay-Hourigan Construction

Dave Ress-The Daily Press

Robert Tugwell-PAC parking lot

Gerry Siekirski-Public

Sandra Canyon-Public

Bill Craft-Oyster Pointer

Sylvia Weinstein-Oyster Pointer

Nancy Alligood-Public

Ann Brewer-Trainum, LLC

Michael Vandeventer

Sanford Wanner-HTC

Brenda Serber-PAC parking lot manager

Public in Attendance (Con't)

Jordan Pascale-Virginian Pilot
Brittany Stellute-New Dominion Clubs
Tom McDermott-New Dominion Clubs

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

(Commissioner Sharon Scott arrived at 8:05 a.m.)

SECURITY CONSOLIDATED CHECKPOINT PROJECT CHANGE ORDER UPDATE

Ms. Cheaney, Interim Executive Director, reported that there was an error in the change order presented last week for the proposal for the addition of the restaurant and kitchen areas. She introduced Tyler Park, Project Manager from Hourigan Construction to explain the error. Mr. Park stated that there was a line item within their proposal referencing an incorrect cell for the HVAC and Plumbing and thus produced an incorrect sum for the change order. The cost for this section was shown to be \$152,085.00, which incorrectly translated as a total of \$42,373.00 for this scope of work, which is a difference of \$109,712.00. It also made the tax, insurance and bond increase by \$3,510.00 and the fee charged by \$3,827.00 for a change total increase of \$117,049.00 bringing the revised proposal to a grand total of \$698,185.00.

RESOLVED, that the Peninsula Airport Commission approve the change order increase of \$117,049.00 for the Security Consolidated Checkpoint Project.

Commissioner Steve Mallon made the motion to approve the change order increase of \$117,049.00 for the Security Consolidated Checkpoint Project and Commissioner Rob Coleman seconded the motion.

Voting yes were:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

CLOSED MEETING

BE IT RESOLVED, that the Commission entered 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. Specifically, to discuss candidates for Interim Executive Director.

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 legal counsel, staff and auditors regarding the ongoing Department of Aviation Audit.

Commissioner Rob Coleman made the motion, seconded by Commissioner Sharon Scott to hold a closed meeting.

Voting yes were:

Rob Coleman, Aubrey Fitzgerald, Steve Mallon, Sharon Scott and George Wallace.

The Commission entered into a Closed Meeting at 8:08 a.m. and reconvened in Open meeting at 10:37 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:

Rob Coleman, Aubrey Fitzgerald, Sharon Scott and George Wallace.

(Commissioner Steve Mallon left at 9:14 a.m.)

Chairman George Wallace stated that the Commission wanted to allow the State auditors an opportunity to make a presentation as to the status of the ongoing State audit of the Peninsula Airport Commission. Chairman Wallace introduced Mr. Bradley Gales, Director of Virginia Department of Transportation (VDOT), Assurance and Compliance Office. Mr. Gales stated that he appreciated the opportunity to speak to, not just the Commission, but also to the public about the ongoing audit. Mr. Gales stated that he would like to give a little background because the paper has not fully explained who they are and why they are involved. Mr. Gales is the Chief Auditor who was requested by the Secretary of Transportation to conduct a review of some matters involving the Peninsula Airport Commission relating to the State Entitlement funds that were used to pay off a loan secured at TowneBank. Mr. Gales was contacted at the end of January to perform a review of the Peninsula Airport Commission for the use of State entitlement funds to pay off a loan secured at TowneBank. Mr. Gales reported he is in the process of collecting information, analyzing it and performing interviews. He is continuing to work to obtain documents to complete the review. He hopes to have the review done in sixty days, but it maybe longer; however, they are working as quickly as possible to get it completed.

Commissioner Rob Coleman made a motion to make an offer of conditional employment to Mr. Sandy Wanner as the Interim Executive Director of The Peninsula

Airport Commission. Mr. Wanner will help us with the State audit.

RESOLVED, that the Peninsula Airport Commission approve the conditional offer of employment to Mr. Sandy Wanner as the Interim Executive Director of The Peninsula Airport Commission.

Commissioner Rob Coleman made the motion to approve the conditional offer of employment to Mr. Sandy Wanner as the Interim Executive Director of The Peninsula Airport Commission. Commissioner Sharon Scott seconded the motion.

Voting yes were:

Rob Coleman, Aubrey Fitzgerald, Sharon Scott and George Wallace.

Commissioner Sharon Scott stated that Mr. Wanner will help us to get legal representation and if there is a legal issue that needs to be discussed, the Commission will not be discussing it until legal representation is present.

Commissioner Sharon Scott thanked the State auditors for attending the Commission meeting and addressing the items still needed to complete the audit. Commissioner Scott also let the State auditors know that we want to fully cooperate with this process.

Chairman George Wallace stated that we would be sending out letters to have our records released to the State auditors so they can receive all of the information needed to complete this process.

ADJOURNED

There being no further business, the meeting was adjourned at 10:48 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, March 23, 2017 at 8:00 a.m. in the Banquet Room.