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**PENINSULA AIRPORT COMMISSION**

**MINUTES**

October 25, 2018

PRESIDED: Sharon Scott

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, October 25, 2018 at 8:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport.

**Commissioners present were:**

Rob Coleman, Jay Joseph, Sharon Scott and George Wallace

**Executive Director**

Mr. Michael Giardino, C.M.

**Assistant Executive Director**

Ms. Melissa Cheaney, A.A.E.

**Director of Finance and Administration**

Ms. Renee Ford

**Director of Air Service, Marketing and P.R.**

Ms. Jessica Wharton

**Legal Counsel**

James S. McNider, III, Esq.

**Administrative Assistant**

Ms. Patricia F. Speno

**Public in Attendance**

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Viveca Munger-Legal Assistant

Alan McDonald – RS&H

Andrew Rich – Newport News Waterworks

Kevin McDermott – Citizen Newport News

## **COMMENTS FROM THE PUBLIC**

Mr. Kevin McDermott, Citizen of Newport News, spoke about the New Dominion Club's litigation.

## **APPROVAL OF MINUTES OF COMMISSION MEETING HELD SEPTEMBER 27, 2018.**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held September 27, 2018.

Commissioner Rob Coleman made the motion to adopt the Septmeber 27, 2018 minutes and Commissioner Jay Joseph seconded the motion.

Voting yes were:

Rob Coleman, Jay Joseph, Sharon Scott and George Wallace

## **ASSISTANT EXECUTIVE DIRECTOR**

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

- Live Fire Training - Ms. Cheaney reported we are currently conducting our annual live fire training. This training is required by the FAA for our certification. The State supports us with a mobile trainer and we also have support from the city. We open up the training to any of our localities who want to come out and train. We escort them and it's a great opportunity for all of us to brush up on our skills.
- Approach Lighting – Ms. Cheaney reported that the FAA will be replacing our approach lights out on Jefferson Ave and into our fence line. This should occur within the next month or so. There will be no impact to operations. Ms. Cheaney also reported that the first phase of our road work has been completed. She stated we will be starting the parking lot next week and our goal is to have it finished and ready for our holiday travel season.
- PHF Games- Ms. Cheaney reported that unfortunately the weather is not cooperating for outside games tomorrow. TSA has given their approval for us to host this event in concourse A. She stated this is a great way to bring employees together and a chance to get to know staff from different shifts. Ms. Cheaney invited the Commissioners to come by and join the staff for lunch.

- Runway 5K- Ms. Cheaney reported that she attended the Virginia Aviation Conference in August with the Executive Director and Commissioners Scott and Wallace. The focus of the conference this year was about community outreach and involvement. She stated they viewed a great presentation from Dulles Airport about the 5K on the runway that they host each year. Mr. Giardino had granted Ms. Cheaney an opportunity to do additional research further on the 5K. She reported she has spoken to the FAA and TSA and they support that event here at PHF. Ms. Cheaney has asked for the Commissioners concurrence to host a 5K race on the runway in September of 2019. Ms. Scott asked to hear from the Commissioners to get a consensus and give staff permission to explore this event further. All the Commissioners agreed to allow staff to look into this further.

### **DIRECTOR OF AIR SERVICE, MARKETING AND PUBLIC RELATIONS**

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

- Ms. Wharton reported September passenger numbers for the month decreased by 6%. We served 28,536 passengers this month. She stated in September and after Labor Day, there is a dip in travel. Airline seats were down 6.7% which is in line with our decrease. In addition, Hurricane Florence, which didn't impact us here in Hampton Roads, was a big deal for places like Charlotte Airport (CLT). American Airlines had 42 cancellations for the month of Sept due to Florence. Without the hurricane we would have had stronger numbers. She reported we see our load factors daily and the numbers have been very strong.
- RFP - Ms. Wharton reported we have a new RFP on the street for a mobile home park management company. The proposals are due in less than two weeks and we are hoping for a good response.
- Holly Dazzle- The City of Newport News is hosting this holiday event over three weekends in December. She stated we are working with Parks and Recs to see when it would be a good opportunity for us to

have a presence at this event. We will be there to talk to community members about the airport, offer handouts and just spread some holiday cheer.

- Welcome Wall - Ms. Wharton stated she did another iteration of the welcome wall. She showed the Commission the new branding campaign to identify us as PHF. She stated we want the community to identify us with the 3 letter identifier, PHF, when looking for flights. We also want to be consistent with our new branding campaign out front. Since the consolidation of the two checkpoints has left us with new white wall space, Ms. Wharton reported she would like to offer each city a wall to announce their own welcome to arriving flights. She stated she would also like to offer Virginia Tourism Corporation an opportunity to do a wall. She added, the wall will be things that are specific to each city and to Virginia. Anything that will give the cities more recognition. Ms. Wharton added we have walls in the bag claim area too. Ms. Scott expressed that our new branding is so much better than the old and Mr. Wallace stated he thinks the staff is doing a great job with this campaign.

## **DIRECTOR OF FINANCE & ADMINISTRATION**

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

- The airport reported a gain of 18K for the month against a budgeted gain of 26K and last Septembers' loss of 46K. Revenues totaled \$656K, \$10K or 1.6% lower than budget and \$19K or 3% better than last September. Our expenditures this month totaled \$639K, \$2K or .3% below budget and 45K or 6.5% below last September.
- Terminal revenue was up \$4K or 3.9% compared to budget as a result of TakePHFlight operations. Rents were also slightly higher in budget ending \$2K or 3.8% above budget due to utility reimbursements from Denbigh Aviation Academy.
- Airfield revenue increased \$8K or 6.9% compared to last September due to the increase in the rates for landing fees and RON fees for FY 2019. Terminal revenues increased \$21K or 22.9% compared to last September due to the operation of the restaurant Take PHFlight and the increase in airline rates for terminal space.
- Total expenditures were \$639K, \$2K or .3% below the budget.
- Overall expenditures were \$45K or 6.5% lower than last September. .

- There is \$1.1M in unrestricted cash and there are no outstanding FAA reimbursements.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Michael Giardino, Executive Director, gave the following report:

- T-Hangar Lease- Mr. Giardino reported that the T-Hangar Leases we hold, in most cases, were signed by the former Executive Director. Mr. Giardino stated he does not have the authority to sign these leases. He reported he has a standard lease that is up for renewal.

**RESOLVED** That the Vice Chairman of the Peninsula Airport Commission is hereby authorized and directed to execute and deliver the Hangar 20 Bravo Lease as presented.

Mr. Coleman made the motion to execute and deliver the Hangar 20 Bravo Lease as presented. Commissioner George Wallace seconded the motion.

Voting Yes:

Mr. Coleman, Mr. Joseph, Mr. Wallace and Ms. Scott

- Fall Festival- Mr. Giardino reported that he represented the airport at the Newport News Fall Festival the first weekend of the month. He stated he spoke to a lot of people who praised the airport and expressed how they loved using the airport.
- Denbigh Aviation Academy – Mr. Giardino reported he met with Dr. Parker. They had a great conversation focused around the Aviation Academy. He stated they established a relationship and are moving forward to support the school and the new Superintendent.

- Mr. Giardino reported that he attended a Department of Aviation workshop in Richmond. The discussion had to do with our air service and it was mandated, written into law that the Department do an air service study every five years to see what the Department can do to get more air service into the Commonwealth. The larger airports in Virginia were represented at the workshop. Mr. Giardino reported that we are aggressively pursuing more carriers for the airport.
- Mr. Giardino reported we need to address the November PAC Meeting which falls on Thanksgiving Day this year. He proposed we move the meeting to the 29<sup>th</sup>, a week later, and also include the December meeting at this time. He also added he will need a day for committee meetings.

**RESOLVED** That the Peninsula Airport Commission move the November meeting from November 22 to November 29<sup>th</sup> and cancel the December meeting.

Commissioner Joseph made the motion to move the November meeting from the 22<sup>nd</sup> to the 29<sup>th</sup> of November and cancel the December meeting. Commissioner Coleman seconded the motion.

Voting yes:

Jay Joseph, Sharon Scott, Rob Coleman and George Wallace

### **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:

Subsection A3. 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.

Subsection A7 and A8- 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, the closed meeting shall be held to discuss and report on the Spirito v PAC And Daily Press litigation, the New Dominion Clubs, Inc. litigation, a personnel matter

and the possible disposition of real estate.

Commissioner Rob Coleman made the motion, seconded by Commissioner George Wallace to hold a closed meeting.

Voting yes were:

Rob Coleman, Jay Joseph, George Wallace and Sharon Scott

The Commission entered into a Closed Meeting at 8:50 a.m. and reconvened in Open meeting at 10:30 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.

Commissioner Rob Coleman made the motion, and Commissioner George Wallace seconded the motion to reconvene in open session.

Voting yes were:

Rob Coleman, Jay Joseph, Sharon Scott and George Wallace.

### **NEW BUSINESS**

Ms. Ford passed out corrected financial reports.

### **OLD BUSINESS**

None.

### **ADJOURNED**

There being no further business, the meeting was adjourned at 10:32 a.m.

### **NEXT MEETING**

The next regular meeting of the Peninsula Airport Commission will be held on Thursday, November 29, 2018 at 8:00 a.m. in the Commission Room.