



**SEPTEMBER 26, 2019 COMMISSION MINUTES**

**PRESIDED: Hon. Sharon Scott**

The regularly scheduled meeting for Peninsula Airport Commission was held on Thursday, September 26, 2019 at 8:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport.

**Commissioners present were:**

Mr. Joseph, Hon. Scott, Mr. Wallace, Mr. Herbert, Mr. Coleman, Ms. Smith, Esq.

**Executive Director**

Mr. Michael Giardino, C.M.

**Assistant Executive Director**

Ms. Melissa Cheaney, A.A.E.

**Director of Finance and Administration**

Ms. Renee Carr

**Director of Business Development and Corporate Analytics**

Ms. Viveca Munger

**Director of Marketing & Public Affairs**

Ms. Jenifer Spratley

**Director of Strategic Initiatives/Govt Relations**

Mr. Kevin Knapp

**Executive Assistant**

Carrie Elizabeth Hause

**Administrative Assistant**

Patricia Fitzgerald Speno

**Legal Counsel**

Mr. Eric Ballou, Esq.

**Others in Attendance**

Mr. Dave Ress; Daily Press, Mr. Clayton; Assistant City Manager Newport News;  
Mr. Scott Seymour, Esq.; Mr. Philip Hatchett, Esq.

**CALL TO ORDER**

Chair Scott called the meeting to order at 8:00 a.m.

**COMMENTS FROM THE PUBLIC**

None.

**APPROVAL OF THE MINUTES**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held August 22, 2019.

**Commissioner Coleman made the Motion. Commissioner Wallace seconded the motion.**

Voting in the affirmative were: Commissioners Joseph, Scott, Smith, Coleman, Herbert and Wallace.

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held December 4, 2018.

**Commissioner Wallace made the Motion. Commissioner Coleman seconded the motion.**

Voting in the affirmative were: Commissioners Joseph, Scott, Coleman, and Wallace.

Voting abstain were: Commissioners Herbert and Smith.

**ASSISTANT EXECUTIVE DIRECTOR REPORT**

Ms. Melissa Cheaney, Assistant Executive Director

**Perimeter Road Construction Project.**

- The Perimeter Road project is delayed due to the contractor not being able to “pull” necessary permits.

**COMMITTEE REPORTS**

**1. FINANCE**

**Commissioner Herbert reported.**

- \$106K net revenue over budget
- 3,117 (17.3%) more enplaned passengers than budgeted
- The Perimeter Road project is delayed due to the contractor not being able to “pull” necessary permits.

**ACTION ITEM:**

The Committee voted on

- Accepting the FY20 Commonwealth Marketing Grant for \$35K
- Amending the Contract with Crawford, Murphy, & Tilly in order conduct an Economic Impact Study
- Increasing the PAC FY20 topline budget \$30,000 to reflect the cost of the Economic Impact Study

**A motion (attached) to adopt the Resolution forwarded by the Finance Committee was made by Commissioner Herbert.**

Voting in the affirmative were: Commissioners Joseph, Wallace, Coleman, Herbert and Smith

Voting in the opposition was: Commissioner Scott

**Motion passed 5-1**

**2. REAL ESTATE.**

**Commissioner Joseph reported.**

- The Mobile Home Park is at 50% occupancy. The Committee is looking into increasing revenue by expanding the mobile home park.
- PAC has received three unsolicited offers for land parcels the airport owns. The Committee has enlisted an appraiser to furnish the market price of the parcels. The appraisals are due back by November 15th.

**3. GOVERNANCE.**

**Commissioners Joseph and Smith reported.**

- A by-laws review is underway.
- Staff is tasked with publishing a yearly calendar.
- Mr. Giardino is reviewing the indoctrination process for newly appointed Commissioners.
- A Committee structure review is underway.
- Commissioners Smith and Joseph recommended the Governance Committee be appointed to conduct the Executive Director's Annual Review. Chair Scott designated the Committee to conduct the review.

**4. AIR SERVICE.**

**Ms. Spratley reported.**

- A new PAC tri-fold brochure is being completed for travel agency use.
- Clear channel's contract expires soon and marketing will be moving in house.
- A review of PAC's marketing efforts with the use of a public poll, possibly conducted by a local university. Review of current efforts to include colors, logos, and etc.
- A pop-up store featuring local artists is being discussed.

## **EXECUTIVE DIRECTOR'S REPORT**

- Perimeter Road Project-We have been awarded the Federal Grant and have met with Branscom who was the lowest bidder on the job. Branscom is waiting on permits from the city. The project has been deferred to mid-March weather permitting. Kyle Allison from the FAA Airport District Office (ADO) came down and assured staff that the delay will have no impact on the grant funding.
- An Antonov (Cargo Plane), one of the largest planes in the world flew into PHF. The Antonov is being stored on our ramp while being filled with cargo. Proof that PHF is open for business when it comes to air cargo and large planes.
- Recognized Ms. Cheaney for her impressive leadership skills, with coordinating the Inaugural 5k On the Runway.

## **CLOSED SESSION**

**ACTION: BE IT RESOLVED**, that the Commission enter into a Closed Meeting Pursuant to the Virginia Freedom of Information Act; Section 2-2-3711.A. Subsection A3 - 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 a real estate proposal.

**Commissioner Joseph made the motion to enter into closed session and to allow staff to remain. Commissioner Wallace seconded the motion.**

Voting in the affirmative were: Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Smith.

## **MOTION TO RECONVENE IN OPEN SESSION**

The Commission entered into a Closed Meeting at 8:37 a.m. and reconvened in Open meeting at 9:37a.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 Coleman made the motion to enter into open session. Commissioner Joseph seconded the motion.**

Voting in the affirmative were: Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Smith.

**NEW BUSINESS.** None.

**OLD BUSINESS.**

The 5k was a huge success. Mr. Knapp presented a video of the 5k in order to close the Commission meeting in a positive way.

**ADJOURNED**

Being no further business, the meeting was adjourned at 9:39 a.m.

**NEXT MEETING**

The next regular meeting for the Peninsula Airport Commission will be held on Thursday, October 24, 2019 at 8:00 a.m. at the Downtown Hampton Child Development Center, Room 109, 1306 Thomas Street, Hampton, VA 23669. Guests must check-in with the front-office before attending the meeting. Please be sure to have a valid form of ID.

**PENINSULA AIRPORT COMMISSION**

**RESOLUTION ACCEPTING COMMONWEALTH OF VIRGINIA GRANT  
FOR AVIATION PROMOTION (GRANT NO. PR0035-02 AND AUTHORIZING  
AN ECONOMIC IMPACT STUDY WITH RESPECT TO THE AIRPORT**

September 26, 2019

**WHEREAS**, the Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended, and owns and operates Newport News – Williamsburg International Airport (the “Airport”);

**WHEREAS**, the Commission is authorized to receive certain grants from the Commonwealth of Virginia and has received grant offer No. PR0035-02 from the Virginia Department of Aviation (the “VDOA”) in the amount of \$35,000 for the promotion of aviation at the Airport (the “DOAV Grant”);

**WHEREAS**, the Commission has previously entered into a services agreement with Crawford, Murphy & Tilly, Inc. (“CMT”), which agreement provides for the delivery of various services to the Commission, including but not related to air services development, on an on-call basis; and

**WHEREAS**, the Commission desires to (i) approve and accept the DOAV Grant, (ii) authorize the Executive Director of the Commission to execute the associated grant agreement, and (iii) authorize the use of a portion of the DOAV Grant for an economic impact study to be performed by CMT under its existing services agreement with the Commission;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PENINSULA AIRPORT COMMISSION THAT:**

1. The prior application for the DOAV Grant and all actions taken in connection therewith are hereby ratified, authorized and approved.
2. The Commission hereby accepts and approves the DOAV Grant and affirms to the DOAV the Commission’s intent to comply with all of the assurances set forth in the DOAV Grant agreement and related laws and regulations with respect thereto. The Executive Director is authorized and directed to execute and deliver the DOAV Grant and associated grant agreement with the DOAV, and to take all actions necessary in order to accept and apply the DOAV Grant to fulfill its purposes and the purposes of this Resolution.
3. The Executive Director is further authorized to negotiate, execute and deliver a task order in an amount not to exceed \$30,000 under its existing services agreement with CMT for an economic impact study with respect to the Airport. This project and the

funding therefor is in addition to the work that CMT is currently undertaking for air services development.

4. The Commission's Marketing Budget shall be increased by \$30,000 with respect to the foregoing economic impact study.
5. This Resolution shall take effect immediately.