



PENINSULA AIRPORT COMMISSION

GOVERNANCE COMMITTEE MEETING

April 16th, 2019

PRESIDED: Jay Joseph

The Governance Committee meeting of The Peninsula Airport Commission was held on Thursday, April 16, 2019 at 10:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport, pursuant to due notice.

Commissioners present were:

Jay Joseph, Lindsey Carney

Executive Director

Mike Giardino

Legal Counsel

Phillip Hatchett, Esq.

Executive Assistant

Jande Brewer-Freeman

Public in Attendance

Peter Dujardin – Daily Press



Commissioner Jay Joseph called the meeting to order at 3:00 pm

Commissioner Joseph stated that the purpose of the meeting was to discuss broad goals and objectives, including the need for governance reform at several levels.

One area for governance reform, at the community level with the participation of Newport News, Hampton and other communities, would be to expand PAC membership and revive the regional air service incentive fund (formerly RAISE).

Regarding expansion of the PAC's membership, Mr. Joseph commented that this will be guided by the work of Decide Smart. Bill Leighty plans to deliver his report at the May PAC meeting.

Regarding a new and improved RAISE, Mr. Joseph asked Mr. Giardino to research how other successful communities organize the oversight of their air service enhancement funding and to report back at a future committee meeting. The goal is to propose a new funding and governance model that makes the communities willing to again contribute to the incentive fund.

Commissioner Carney asked do we have the original RAISE documents? The answer is yes; staff will provide a copy. Ms. Carney ask how RAISE worked; were the contributions equal? Mr. Joseph responded that participating communities contributed \$0.40 per capita per year except Newport News which contributed \$0.60 per capita per year. The annual contributions accumulated, so, over three or four years, by the time we had a new air service agreement, there was enough money to cover the incentives. Ms. Carney stated all airlines are requesting incentives. Mr. Giardino confirmed it is the norm; for example, in his meeting with United last July they asked about incentives.

A second area for governance reform, requiring formal PAC action, is revisions to the bylaws. Ms. Carney stated that a review of the bylaws should not be delegated to staff but should instead be undertaken by the PAC. Commissioners Joseph and Carney agreed to ask the full Commission for their approval for a complete review of the bylaws including the involvement of legal counsel.

A third area for governance reform, requiring staff input and action, is formalizing the guidelines under which the PAC operates, including adopting a strategic plan, setting annual goals, formalizing the annual PAC calendar, and creating a checklist for the orientation of new commissioners.



Regarding strategic planning and annual goal setting, Mr. Giardino is well along with his planning including draft white papers addressing communications, operations and finance. He said he would be ready to present by the next PAC meeting.

Regarding an annual PAC calendar, Mr. Giardino will develop a calendar for 2019-2020.

Regarding a new commissioner orientation checklist, Mr. Giardino will develop a checklist of documents and activities for new members. Mr. Joseph suggested that Mr. Giardino ask the newest members, Commissioners Carney and Herbert for their input.

Additional discussions were had about the history of PAC membership, previous planning and training efforts, and the history of air incentive agreements.

ADJOURNED

There being no further business, the meeting was adjourned at 5:00 pm