



## PENINSULA AIRPORT COMMISSION

### Governance Committee Meeting Minutes

The Governance Committee meeting of The Peninsula Airport Commission was held on:

Wednesday, July 17, 2019 2:30 p.m. in the Conference Room at the Patten, Wornom, Hatten & Diamonstein, L.C. pursuant to due notice.

Present were Commissioners Carney and Joseph, Michael Giardino and Kevin Knapp

Called to order at 2:31 p.m.

The Committee unanimously approved Minutes from June 26, 2019 meeting.

#### **Old Business**

1) Letter about Commission expansion. Commissioner Joseph and legal counsel continue to work on a draft for the Chair's signature. The goal is to have a letter ready by the Regular July PAC meeting.

**Action Item:** After discussion, Commissioner Joseph is sending changes and will continue to work with legal counsel leading to a document for the PAC to send to the Mayors.

It was discussed that a follow-up action plan should be formulated concerning conversations and briefings via various channels within Newport News and Hampton city governments.

2) Bylaws are being marked up by Commissioner Carney. She will work with legal counsel for review.

3) Commission Calendar needs to be re-worked. These will be forthcoming.

Governance mtgs will be the Wednesday's the week before PAC mtg 2:30 p.m. in the Conference Room at the Patten, Wornom, Hatten & Diamonstein, L.C. pursuant to due notice.

4) New Commissioner Indoctrination: Director Giardino reviewed what the current process is and will interview the two newest members to add any input they felt was missing. Commissioner Carney expressed the need for better knowledge of Finance and Operations and a better feeling of how the airport operates. She also expressed it would be helpful for new members to be briefed on all real estate owned and a brief Master Plan overview as well as: key assets, a tenant list, and airline schedules (Even though this changes).

**Action Item:** The Executive Director will review and improve this process for new commissioners and again offered to be available to answer questions as needed.



5) PAC August 22, 2019 Retreat and Regular Meeting Agenda: Director Giardino presented a draft agenda. The Commissions reviewed it and made revisions.

**Action Item:** The Executive Director will revise the agenda and present it to the full Commission prior to the July 25, 2019 Regular Meeting.

#### **New Business**

Regular PAC Meeting Attendance: It was discussed that there is no minimum attendance required although one of the participating municipalities attempted to enforce against one of its appointees a requirement from their statute that specifically exempts PAC commissioners. The Committee confirmed with staff that the minutes of all meeting reflected who was present even though there is no minimum attendance requirement.

**Action Item:** Ensure minutes accurately reflect attendance.

Being no other business, meeting adjourned at 3:40 pm.