



PENINSULA AIRPORT COMMISSION

Governance Committee Meeting Minutes

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

Wednesday, September 25, 2019 2:30 p.m. in the Conference Room at the Patten, Wornom, Hatten & Diamonstein, L.C. pursuant to due notice.

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

Called to order at 2:44 p.m.

The Committee unanimously approved Minutes from July 17, 2019 meeting with a minor change made by Commissioner Joseph (postscript: change noted prior to adjournment).

Old Business

1) Bylaws are being marked up by Commissioner Smith. She has spoken with legal counsel (Eric Ballou) about his assistance for review.

2) Letter about Commission expansion. The PAC has delivered a letter to the Cities of Hampton and Newport News. It is the desire of the PAC that the City Council of Newport News discuss the matter in one of their work sessions. According to the Newport News (NN) City Manager (CM), this item is not a Newport News City Council agenda item.

Action Item: The Chair and the Vice-Chair are meeting with the City Managers of Hampton and Newport News at 10AM on Friday September 27, 2019 to get an update on the Cities' actions on PAC expansion.

3) Commission Calendar. Mr. Giardino briefed the Committee that that he had the remainder of the fiscal year in text format for distribution to the entire Commission, to include the Executive Director's Evaluation process. In addition, the entire PAC website is being re-worked and will include a calendar with all PAC meetings published/properly noticed per the Freedom of Information Act (FOIA). A discussion took place about standing versus ad-hoc committees. This will be addressed in the Governance Review and Bylaws revision per Commissioner Smith.

Action Items: 1) Commissioner Joseph asked for calendar invites be sent for all meetings; 2) Commissioner Smith requested Mr. Giardino forward his post-Governance Study recommendations that included recommended a "standing PAC Committee Structure"; 3) Mr. Giardino will continue with website development efforts and forward a text version of the Fiscal Year calendar to the PAC.



4) New Commissioner Indoctrination: Director Giardino is working on a New Commissioner “syllabus.” A Table of Contents is drafted.

Action Item: The Committee wants this done and off the list of things to do ASAP.

New Business

Executive Director’s Annual Review: The Governance Committee is going to ask the Chair to appoint them for this task.

Action Item: Governance Committee to make the request at the Regular PAC Meeting.

Being no other business, meeting adjourned at 2:58 pm.

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