



JUNE 27, 2019 COMMISSION MINUTES

PRESIDED: Hon. Sharon Scott

The regularly scheduled meeting for Peninsula Airport Commission was held on Thursday, June 27, 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. Carney, 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

Mrs. Jande Freeman-Brewer

Legal Counsel

Mr. Eric Ballou, Esq.

Mr. Philip Hatchett, Esq.

Others in Attendance

Marvin McWright



COMMENTS FROM THE PUBLIC

None.

APPROVAL OF THE MINUTES

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held May 23, 2019

Voting in the affirmative to the motion were:

Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Carney.

ASSISTANT EXECUTIVE DIRECTOR REPORT

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

- During the budget meeting we discussed our capital improvement. We sent two grants requests to the FAA. We are also uploading all of the projects into airport IQ, which is the Department of Aviation website.
- Last month's blood drive was a success, we had participation from tenants, airport employees and the community.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Michael Giardino, gave the following report:

- Ending our fiscal year (FY).
- Ms. Spratley is doing an amazing job, we now have over \$10k in sponsorships for the 5K.
- Ms. Munger is working on the mobile home park, many other leases and contracts.
- Mr. Knapp is working on social media and governmental issues as well as a video for the 70th anniversary of commercial air service.
- Director Giardino, Mr. Knapp and other airport directors and staff from Airports Council International-North America (ACI-NA) met with the US Department of Transportation in Washington, DC about Air Service and GSA air fares.
- Director Giardino has been named upcoming Chairman of the ACI-NA Small Airports



Committee representing hundreds of airports on a national level.

- PAC's Air Service Development consultants will brief at the July meeting.

RETREAT VENUE

- August 22, 2019 will be the date of the PAC retreat and regular meeting. Commissioner Coleman suggested that staff contact the Mariner's Museum as the venue.

COMMITTEE REPORTS

FINANCE

- Commission Colman reported a net gain of \$59K for the month against a budgeted of \$62K and last May's gain of \$98K. Revenues totaled \$867K, \$98K or 12.8% greater than budget and \$101K or 13.2% better than last May. Our expenditures this month totaled \$807K, \$101K or 14.3% above the budget and \$140K, or 21% above last May. (Detailed Report on file/online).

REAL ESTATE

- Commissioner Joseph reported the Kentucky Farm lease is nearing completion.
- Newport News Aviation School lease is not processed. Staff is revising to conform with PAC's form lease. The Commission expressed interest in working on a path to a new facility.
- The Committee is moving forward with MOU regarding Newport News Waterworks. The Committee wishes staff to forward a contingent contract to Waterworks.
- Mobile Home Park. Staff has done a great job with initial take over and cleaning of the park. Ms. Cheaney is working on correcting drainage issues.
- Attorney Ballou reported that the By-laws specify the Chair signs all contracts and other instruments on behalf of the Commission unless otherwise provided by resolution of the Commission. He asked the PAC consider delegating authority for minor leases to the Executive Director for signature. Discussion ensued.

AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN MOBILE HOME PARK LEASES



RESOLVED

In addition to the contracting authority approved in the Commission By-Laws the Executive Director is authorized to enter into leases with Mobile Home Park tenants from time to time.

Voting in the affirmative to such motion were:

Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Carney.

GOVERNANCE

- Commissioner Joseph reported the committee asked that the monthly calendar include specific events like the date of annual budget, elections of officers, Executive Directors review, retreat date and annual meetings.
- The Committee wishes to capture Commissioner Herbert and Carney's input on what a new commissioner orientation should look like.
- Commissioner Carney is working to revise the By-laws, The Chair requested this be completed by year end.
- The DecideSmart Governance Study was referenced in a discussion about "Commission Expansion."

AUTHORIZING THE CHAIR TO SEND A LETTER TO NEWPORT NEWS AND HAMPTON

Commissioner Joseph made the motion to move for the completion of a letter addressing PAC Expansion terms and conditions be subject to legal review then signed and delivered by the Chair to the cities of Newport News and Hampton.

Commissioner Coleman seconded motion

Voting in the affirmative to such motion were:

Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Carney.

- Community-financed Air Service Development support was discussed. Using the new Eastern Virginia Regional Industrial Facility Authority (RIFA) as the new fiduciary was



discussed. The Committee will explore this option that would replace the former RAISE.

AIR SERVICE (did not meet)

CLOSED SESSION

N/A

NEW BUSINESS

- Chair Scott asked the Commissioners to resolve to make July 5, 2019 a PAC holiday.

Commissioner Wallace made the motion, and Commission Coleman seconded motion.

Voting in the affirmative to such motion were:

Commissioners Joseph, Scott, Wallace, Coleman, Herbert and Carney.

OLD BUSINESS

None

ADJOURNED

There was no further business, the meeting was adjourned at 9:25 a.m.

NEXT MEETING

The next regular meeting for the Peninsula Airport Commission will be held on Thursday, July 25, 2019 at 8:00 a.m. in the Commission Room.