



## **JANUARY 23, 2020 COMMISSION MINUTES**

**PRESIDED: Hon. Sharon Scott**

The regularly scheduled meeting for Peninsula Airport Commission was held on Thursday, January 23, 2020 at 8:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport.

### **Commissioners present were**

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

### **Absent was**

N/A

### **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 Marketing & Public Affairs**

Ms. Jenifer Spratley

### **Director of Strategic Initiatives/Govt Affairs**

Mr. Kevin Knapp

### **Executive Assistant**

Patricia F. Speno

### **Legal Counsel**

Mr. L. Scott Seymour, Esq.

### **Others in Attendance**

John Murphy - Hampton University

Henry H. Miller - Denbigh High School Aviation Academy

Steve Peterson - Talbert & Bright

Jeff Tarkington - Talbert & Bright  
Mr. Ralph Clayton – Assistant City Manager, Newport News

**CALL TO ORDER**

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

**A VIDEO PRESENTATION**

Kevin Knapp, Director of Strategic Initiatives/Govt Affairs presented a quick look at some of the past year’s accomplishments.

**EMPLOYEE RECOGNITION**

Ms. Cheaney, Assistant Executive Director, recognized the following employees for their exemplary service to the Newport News Williamsburg International Airport:

- Cristina Van Hoy- TakePHFlight Restuarant
- Chris Smith – TakePHFlight Restaurant
- Randy Bailey – Maintenance
- Robert O’Halloran - DPS
- Sylvia Mills – Parking Lot
- Brad Hauser – Maintenance
- Michael Hill – Fire Department
- Mark Sutton - Custodial
- Jessica Pittman – Custodial

**COMMENTS FROM THE PUBLIC**      None.

**APPROVAL OF THE MINUTES**

**RESOLVED**, that the Peninsula Airport Commission approve the minutes of the Commission meeting held December 5, 2019.

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

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

**Motion passed 6-0**

## **COMMITTEE REPORTS**

### **1. FINANCE**

**Commissioner Herbert reported.**

- The November and December finances were included in the board packet

### **ACTION ITEMS:**

### **Motion(s) forwarded by the Finance Committee for adoption:**

#### **PENINSULA AIRPORT COMMISSION**

##### **RESOLUTION ACCEPTING COMMONWEALTH OF VIRGINIA GRANT FOR AVIATION PROMOTION (GRANT NO. PR0035-03) AND AUTHORIZING AN INCREASE IN THE FY20 MARKETING BUDGET**

**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. PR0035-03 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 did apply for a U. S. Department of Transportation Small Community Air Service Development Grant (the “SCASD”) in July 2019 and within that grant application the Commission pledged \$100,000 of Marketing and Advertising toward new air service.

**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 the DOAV Grant for the Marketing of new air service.

### **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 execute and deliver \$100,000 for the marketing and advertising of new air service as specified in the SCASD for marketing of new air service.
4. The Commission's Marketing Budget shall be increased by \$100,000.
5. This Resolution shall take effect immediately.

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

**Motions passed 6-0**

## **2. REAL ESTATE**

**Commissioner Joseph reported.**

### **Motion(s) forwarded by the Committee for adoption:**

#### **PENINSULA AIRPORT COMMISSION**

#### **RESOLUTION REGARDING ADVERTISING CONTRACTS**

January 23, 2020

**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 vested with the authority to make provisions for the needs of aviation, commerce, shipping, and travel in, to and around the Airport to promote and develop the Airport, and in the exercise of such power, to enter into advertising contracts for advertising space on Airport property;

**WHEREAS**, the Commission owns and operates advertising contracts and Commission Staff has prepared the form of the advertising contract for use with advertising space at the Airport, and the advertising contract has been reviewed by the Real Estate Committee; and

**WHEREAS**, the Commissioners of the Peninsula Airport Commission, after mature deliberation and upon the recommendation of the Real Estate Committee, desire to approve the form of the advertising contract and its execution from time to time by the Executive Director in connection with advertising contracts for advertising space at the Airport.

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

1. The form of the advertising contract is approved, and each of the Chairman and the Vice-Chairman, as well as the Executive Director, are authorized to enter into contracts using such form advertising contract with advertisers of advertising space at the Airport.
2. This resolution shall take effect immediately.

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

**Motions passed 6-0**

**3. GOVERNANCE.** Did not meet.

**4. AIR SERVICE.** Did not meet.

**EXECUTIVE DIRECTOR & STAFF REPORT**

- The Assistant Executive Director, Melissa Cheaney, gave a Capital Improvement Program update.
- Jennifer Spratley provided a Marketing and Air Service update. See attached.
- Commissioner Coleman, Mr. Giardino and Mr. Knapp will attend Aviation Legislative Days in Richmond next week.

**NEW BUSINESS.**

- Ms. Cheaney invited the Commissioners to attend the drawing of our Charitable Partner for this year's 5K event. The drawing will be live on Facebook sometime in February.

**OLD BUSINESS.** None.

**ADJOURNED**

Being no further business, the meeting was adjourned at 8:40 a.m.

**NEXT MEETING**

The next regular meeting for the Peninsula Airport Commission will be held on Thursday, February 27, 2020 at 8:00 a.m. in the Commission Room at the Newport News/Williamsburg International Airport.