

**Peninsula Airport Commission Regular Meeting Minutes
October 22, 2020**

Presided: Chairman James “Jay” Joseph

Commissioners present:

Mr. Joseph, Mr. Kelly, Ms. Scott, Mr. Coleman, Mr. Herbert, Ms. Smith

Executive Director

Michael Giardino

Director of Marketing & Public Relations

Jenifer Spratley

Finance Manager

Jessica Minor

Legal Counsel

Mr. Eric Ballou, Esq.

Call to Order

Chair Joseph called the meeting to order at 8:02am.

Read Instructions for Comments from the Public

Chair Joseph asked Counsel to read instructions for Public Comment. Eric Ballou read instructions for public comment.

Comments from the Public

Jack Sheehan, AOPA volunteer. Looked over the last meeting minutes in regard to hangar rates. The rents established need to be looked at. Not sure if there is a plan. Currently the established rates can be discounted by the Executive Director based on subjective condition index. We did a more extensive analysis that was submitted to the Commission. Minutes are delayed which poses a communication problem. Also, items get placed on the website and we have no knowledge of these things. We want to increase communication.

John Gleason. The pump that the PAC purchased seems to be helping. The drain line has worked for 50 years and we need... The relationships have become toxic with airport administration. Maintenance has been deferred and managed. We are your customers.

Perimeter Road “Virtual” Ribbon Cutting Ceremony

The PAC Commissioners virtually cut the ribbon to the Perimeter Road Project through Zoom. Video can be found on our website <https://peninsulaairportcommission.org>.

Approval of Minutes from September 24, 2020

Chair Joseph asked for a motion. Mr. Coleman made the motion. Mr. Kelly seconded the motion.

Motion carried by voice vote. 6-0

Resolved Minutes approved from September 24, 2020.

Review of Monthly Finances

Mr. Herbert provided highlights for September finances.

- Six figure positive net revenue attributed to car rental revenue
- Expenses near or below expectations
- Expecting CARES act reimbursement of \$800K

Mr. Giardino provided a Capital update:

- Taxiway A Lighting and Rehab Project
 - This is 100% AIP funded
 - Deferred to next construction season

Ms. Smith asked if the price would hold. The answer is yes as the Contractor agreed and recommended this option.

Annual Audit Presentation

Rob Churchman from Cherry Bekaert presented the audit to the Commissioners.

- Management is looking over the financials
- Found one Internal Control deficiency due to staffing
- No grant or Federal Funded project Findings

Mr. Coleman asked if the firm is required to report suspicious activities. Mr. Churchman replied that the firm is required to have investigative skepticism. He elaborated that he is required to talk about any items that may look inconsistent to the industry.

Mr. Kelly asked if our liabilities are specific to us or normal. Mr. Churchman replied normal for the industry and consistent with last year.

Mr. Joseph asked about segregation of duties. He wants to know about Commissioners signing checks and asked for suggestions on how to move forward with Commissioners not signing or at least raising the amount. Mr. Churchman recommended DocuSign.

Cherokee Drive Briefing

Jeff Tarkington, Chris Jaeger and Steve Peterson from Talbert & Bright presented drainage issues and solutions.

- 180 acres
- Natural flow is toward GA Ramp 13 acres
- 1 12inch pipe handling drainage

- Residential area developed even though land not setup for development
- Surface elevation is at least as high as road
- Estimate to fix residential is \$1,500,000
 - Includes
 - Survey
 - Construction
 - Admin
 - Pipe and Headwall Replacement
- Estimate for General Aviation Hangars \$2,000,000
 - Includes
 - Survey
 - Construction

Mr. Herbert asked if the problem is positive outfall. TBI replied yes, that is a huge factor. Mr. Kelly asked if there is a chart to represent the increased rainfall. Mr. Giardino added that we looked at history and the rainfall has been consistent.

Staff Reports

Ms. Spratley gave an overview of her areas of responsibility:

Air Service

- Served more than 8K passengers in September with 52% load factors
- DARPA study showed passengers want social distancing
- DoD study shows that 1% transmission on planes and .003% with masks
- Attended air service conference with positive results and have meetings with airlines

Mr. Giardino commended Jessica for her excellent job with Financials, He added that the Internal Control deficiency is being addressed.

Old Business

None

New Business

None

Mr. Joseph recommended no December meeting.

Mr. Kelly added the City systems needs work and he will invest the time.

Ms. Scott asked if there is value in changing PHF and if we have done a study on this.

Mr. Giardino replied that the study was done when the name changed. Changing PHF is not an easy process and would take millions of dollars to change in all publications.

Adjourned at 9:37am.