



January 23, 2020

Dear Newport News/Williamsburg International Airport General Aviation Tenant;

Happy New Year! I hope 2020 is off to a great start for you. My name is Viveca Munger, and I am the Director of Business Development for Newport News/ Williamsburg International Airport. As you may have noticed over the past year, the Airport has been addressing different issues related to the overall operation of the facility as a whole. For example the mobile home park has been cleaned up, the school is on the move and we are closer than ever to expanding commercial air service. You are receiving this letter as I have identified you as an existing general aviation lease holder at PHF.

As the Airport moves forward in the new year, an established uniform general aviation lease policy will be put into effect. This is another of the issues that was tasked to the new management to correct. You will find a copy of the proposed Peninsula Airport Commission General Aviation Leasing Policy. I would kindly ask that you take some time to read the included material. Your feedback is welcome, be it written, emailed to [VMunger@flyphf.com](mailto:VMunger@flyphf.com) , or you can call me to discuss at 757-880-1752. I would appreciate any feedback you might have by the end of the month, so that it can be taken into consideration and a final policy can be put into place shortly thereafter.

Finally, I am planning to begin hangar maintenance inspections this coming Wednesday, January 29<sup>th</sup>. Hopefully you will be able to make a time to meet with me that day. Again, I can be reached at 757-880-1752. I look forward to talking with you and working together going forward to keep you flying happily out of PHF.

Sincerely,

Viveca Munger

Director of Business Development and Corporate Analytics  
Newport News/Williamsburg International Airport

Enclosure