

# Peninsula Airport Commission

## Meeting Minutes

February 25, 2021

In light of the continuing state of emergency declared by Governor Northam, where it is impracticable or unsafe to assemble a quorum in a single location, and as allowed by the General Assembly during the continuing state of emergency, this meeting to take action to discuss or transact the business statutorily required or necessary to continue operation, the Peninsula Airport Commission held an electronic meeting on February 25, 2021. All board members participated remotely using a Microsoft Teams platform. Members of the public were able to witness the meeting online via live-streaming and were provided with the opportunity to provide public comment at the outset of the meeting and were asked to register the day before the meeting in the online meeting public notice. The online internet public notice for the meeting noted that this meeting would be conducted using an electronic process due to the COVID-19 state of emergency and as a precaution to reduce the risk and spread of the novel coronavirus. The Agenda and Board materials as well as information regarding the availability of online live streaming of the meeting at the noted link. Online viewers were afforded the link to join the meeting in accordance with Item 4-0.01. g. of Chapter 1289 and Section 2.2- 3708.2 of the Code of Virginia.

The Board Packet and minutes are available on the peninsula airport commission's website at [www.peninsulaairportcommission.org](http://www.peninsulaairportcommission.org).

### **Commissioners in attendance:**

**Chair: Jay Joseph**

**Vice Chair: Rob Coleman**

**Treasurer: Thomas Herbert**

**Assistant Treasurer: Sharon Scott**

**Secretary: Lindsey Smith**

**Assistant Secretary: Brian Kelly**

### **Staff members in attendance:**

**Executive Director, Michael Giardino**

**Director Marketing & Public Relations, Jenifer Spratley**

**Director Finance, Jessica Minor**

**Recorder, Barbara Rumsey**

Mr. Joseph called the meeting to order at 8:01 am.

Roll Call was taken, all in attendance.

**Approve Minutes.** Mr. Joseph asked if there were any edits to the minutes from January 28, 2021. There were none. Mr. Joseph asked for a motion to approve. Mr. Coleman moved a motion; Ms. Scott seconded the motion. Voice vote by Roll Call. 6-0 Minutes Approved.

Mr. Ballou read legal guidance on electronic meetings.

**Public Comment.** Mr. Joseph asked if anyone signed up for Public Comment. Ms. Rumsey replied there were no registrations for public comment.

## Committee Reports

### Finance & Audit

Mr. Herbert provided a synopsis of the January Financials.

- Performance continues to be positive.
- 1.4 million ahead of Revenue Budget
- Staff has done great at cost control.
- CARES ACT remaining: \$550K.
- New CARES is CRRSAA just under \$2 million.

Mr. Herbert asked Mr. Giardino for an update on the Capital Repair and Replacement Plan. Mr. Giardino provided an update:

- Taxiway A will begin in April.
- PFC update sent by email to Commissioners: *“I signed the PFC application on Monday. The FAA had plenty of time to review the draft and now the FAA is “on the clock” (up to 120-day process).*

*Earlier today you asked what our final PFC application funding total was compared to the proposed figure in our airline consultation and public notice.*

*Proposed to Airlines and in Public Notice: \$3,061,000 (far lower than where we began in late 2019, after removing 4 jet bridges, a firehouse, an op building and others)*

*Final Application: \$2,962,000*

*PFC Funds available today: \$2,661,817*

*Old collection rate: 200,000 enplanements X \$4.38 (FAA takes about \$0.12 for admin charges) = \$876,000/yr.*

*Current collection rate: ~50,000 enplanements X \$4.38 = \$219,000/yr.*

*While it is common for airports using pay/go financing (versus issuing debt backed by PFCs) to carryover funds AND have more than one PFC application open at a time, I found the program in disarray when I arrived. Since then, we have closed completed PFC programs only keeping those open that contained projects that need to get done today (baggage belts and snow removal equipment) and that justified current collections.*

*With PFC Application 6, we will have consolidated all PFC programs into one and will finally be able to obligate those carryover funds (\$2,661,817 and counting) to the projects that need immediate attention.”*

- 5yr Capital Plan is due April 1<sup>st</sup> and there are no new projects.

Mr. Herbert added that pertaining to the Audit Report, he was sent an electronic approval for vendor payment, so we are moving forward with that process.

Mr. Herbert stated we have 2 actions for the Board:

- 1) Resolution 21-012
- 2) Resolution 21-013

The Committee recommends adoption of **Resolution 21-012** Regarding US Department of Transportation Grant Provided Under the Coronavirus Response and Relief Supplemental Appropriations Act (Public Law 116-260) (CRRSAA)

Mr. Joseph asked for discussion. There was none.

**Voice vote by roll call. 6-0. Approved.**

Now Therefore Be It Resolved the Board of Commissioners of the Peninsula Airport Commission That:

- 1) The Executive Director is authorized to execute and deliver an application for the CRRSAA Grant.
- 2) The Commission hereby authorizes the Executive Director to accept the CRRSAA Grant and affirms to the USDOT the Commission's intent to comply with assurances, conditions and requirements set forth in the CRRSAA grant agreement and related laws and regulations with respect thereto. The Executive Director is authorized and directed to execute and deliver the CRRSAA Grant and associated grant agreement to the USDOT and fulfill its purposes of this Resolution.
- 3) This Resolution shall take effect immediately.

The Committee recommends adoption of **Resolution 21-013** Regarding a One-time Bonus to Commission Employee in Recognition of outstanding and Meritorious Service during the COVID-19 Pandemic. Mr. Herbert added that there is no budget amendment needed. Mr. Joseph asked for questions or discussion. Ms. Scott stated that she is grateful that we would do this for our employees but would like to suggest a blanket amount across the board. Mr. Joseph asked if a different formula was considered. Mr. Herbert stated that this would have the same relative impact for each employee. Ms. Scott feels that the monetary value would be too far apart. Mr. Joseph asked for an amendment to provide each employee with the same dollar value. Mr. Kelly seconded the motion. Mr. Ballou needs clarification on rather there would be a distinction between part time and fulltime employees. Mr. Giardino added that we ran the numbers for both. Jessica ran the numbers during consideration where part time employees would receive \$100 and Fulltime employees would receive \$200 and the total impact would be \$11,600 and FICA of \$900. Mr. Joseph asked Ms. Scott if she was okay with \$100 for part time and \$ 200 for fulltime employees. Ms. Scott asked if CARES money could be used. Mr. Giardino replied yes, CARES money can be used for any lawful purpose. Ms. Scott suggests a larger amount of \$500 for part time employees and \$1000 for fulltime employees. Jessica quickly computed the financial impact which would be \$67,000 plus 7.65% FICA. Mr. Joseph asked for the January deficit. Mr. Herbert stated \$20K. Mr. Joseph asked for

further discussion. Ms. Smith offered a suggestion to split in two payments and go back to the original amendment of \$100 for part time and \$200 for fulltime employees, then we can look at this again once air service is restored. Ms. Scott agreed to the original amendment. Mr. Coleman agreed to the original amendment but asked if it can be adjusted so that the employees get the full amount of the bonus. Mr. Joseph added that we would have to figure the gross and asked Ms. Minor to calculate. Ms. Minor stated that it would be roughly \$140 for part time and \$280 for fulltime employees. Ms. Scott makes the motion to move forward with \$140 for part time employees and \$280 for fulltime employees. Mr. Kelly seconded the motion.

**Voice vote by roll call. 6-0 Approved.**

Now, therefore be it resolved by the Board of Commissioners of the Peninsula Airport Commission that:

- 1) The Commission recognizes and applauds the work undertaken by the Commission's workforce to maintain air travel throughout the pandemic while maintaining high standards of public health, wellness and safety for the region and the patrons of the Airport.
- 2) The Commission expresses its deep gratitude for the service and dedication of the Commission employees throughout COVID-19 pandemic and appreciates that the care commitment, service, and spirit that Commission staff exhibit in their work are emblematic of what makes the Peninsula Airport Commission a special and enduring institution.
- 3) In light of the foregoing, the Commission hereby approves a one-time payment as a bonus for work performed during the pandemic, in a net amount of \$100 for part time employees and \$200 for fulltime employees in recognition of their outstanding service during the COVID-19 pandemic, effective February 25, 2021.
- 4) The estimated budgetary impact of the provisions of this Resolution is not to exceed \$16,000 and such finding is available within the personnel line item of the Commission's annual operating budget.
- 5) This Resolution shall take effect immediately.

Mr. Joseph sent out a Thank you to all employees for their hard work.

Mr. Herbert gave Ms. Minor and team a thank you for stewardship in resolving a Virginia Natural Gas error that would have cost us \$86K ended up giving us a \$8200 credit.

**Planning & Development**

Mr. Joseph provided an overview of topics from the meeting:

- TSA lease renewal, action, and more information to come next month.
- Newport News City Council appropriated funds for Doghead, will sign agreement on Monday.

**Governance Committee**

Ms. Smith shared the meeting topics with the Board:

- PAC Membership, continuing discussions with municipalities

- Should be able to provide more of an update next month.

### **Marketing & Public Relations Committee.**

Mr. Kelly asked Ms. Scott to speak about the 5K possibilities. Ms. Scott would like to look at a virtual event based on the Newport News One City Marathon. She will connect Ms. Spratley with the organizer once completed.

Mr. Kelly provided an update on the Strategic Growth Plan:

- Draft has been completed to document positioning and branding.
  - Why are we special?
  - What is our brand personality?
  - What do our competitors look like?
- New logo will resemble Springfield Branson Airport

Mr. Joseph asked for any questions. Ms. Smith asked what the timeframe for the rollout would be. Mr. Kelly replied that we are looking to wrap up by April.

### **Staff Reports**

Mr. Joseph asked Mr. Giardino to begin the reports.

Mr. Giardino provided updates:

- SCASD grant being submitted after the meeting today.
- Performance Modeling has begun.
- Small Airports Committee is pushing to the public that flying is safe.
- Airlines are announcing short-term service as they are going where the money is being offered.

Mr. Giardino asked Ms. Spratley to provide an Air Service update. Ms. Spratley provided a brief that our load factors were 65% in January.

Mr. Joseph asked if there were any questions. Ms. Smith asked if the Taxiway A project price will hold. Mr. Giardino replied yes.

Mr. Joseph stated that he spoke to Greg Garrett and he and Mr. Giardino will present at the next Greater Peninsula Now meeting.

Mr. Joseph added that the City Managers want to hear from us throughout the year, so we are making an effort to communicate on a consistent basis.

Mr. Joseph asked if there was any Old or New Business. There was none.

### **Closed Session.**

Be it resolved that the Commission enter into a Closed meeting pursuant to the Virginia Freedom of Information Act; Section 2.2-3711.

Subsection A5. – discussion concerning a prospective business or expansion of an existing business where no previous announcement has been made of the business” interest in expanding its facilities in the community. Specifically, the closed meeting will discuss the SCASD application specifics.

Roll call by voice vote 6-0. Open session closed at 8:47am.

**Motion to reconvene in open session.**

The Commission entered into a Closed Meeting at 9:05 a.m. and reconvened in an Open Meeting at 9:46 a.m. Upon reconvening, it was:

Resolved, that to the best of the Commission's knowledge, only public business matters lawfully exempt from open meeting requirements, and only such public business matters as were identified in the motion by which the Closed Meeting was convened, were heard, discussed, or considered in Closed Meeting.

Vote by Roll Call. 6-0.

Roll call by voice vote. 5-0. Open session convened at 9:10am. Mr. Herbert re-joined the open meeting after roll call at 9:11am.

Mr. Joseph stated that he looks forward to the future and adjourned the meeting at 9:12am.

Approved March 25, 2021.