

Peninsula Airport Commission

August Meeting Minutes

August 26, 2021

Commissioners in attendance:

Chair: Jay Joseph

Vice Chair: Rob Coleman

Treasurer: Thomas Herbert

Secretary: Lindsey Smith

Assistant Secretary: Brian Kelly

Assistant Treasurer: Sharon Scott

Commissioners absent: none

Staff members in attendance:

Executive Director, Michael Giardino

Business Manager, Christopher Walton

Operations Manager, Shaun Kelly

Recorder, Barbara Rumsey

Other Attendees:

Counsel, Eric Ballou

Assistant City Manager Newport News, Ralph Clayton

Public Attendees:

David Hause

Mr. Joseph called the meeting to order at 8:00am.

Approve minutes: Mr. Joseph asked if there were any edits to the minutes presented in the packet. There were none. Mr. Coleman made a motion to approve with edits. Mr. Kelly seconded the motion. Voice vote by Roll Call. 5-0. **Minutes Approved.**

Public Comment. Mr. Joseph asked if there were any sign-ups for public comment. Ms. Rumsey replied, Yes Mr. David Hause from Kiln Creek Homeowners Association. Mr. Ballou read the instructions for public comment as per Virginia law. Mr. Hause read his comment. Exhibit A.

Committee reports:

- Finance & Audit Committee report from Mr. Herbert
 - Mr. Herbert stated that there was no official meeting due to lack of a quorum.

- July was the 1st month where enplanements went up and expenditures went down.
- The month ended at \$206K ahead of budget
- Year to date revenue is 10% higher than last year

Commissioner Scott arrived at 8:05am.

- Submitted reimbursement for over \$1 million dollars for CRSSA
 - Mr. Joseph asked about accounting staff turnover.
 - Mr. Herbert stated that there has been improvement
 - Mr. Giardino added that we actually had a loss of \$17K instead of \$48K which is 50% of 2019 numbers
 - Mr. Joseph asked if the Air Service Report could show the numbers from 2019.
 - Mr. Herbert asked for questions. There were none.

 - Planning & Development Committee Report by Mr. Joseph
 - Mr. Joseph stated that the Committee did not meet due to lack of a quorum.
 - Executive Directors report Exhibit B
 - TSA Lease Resolution 22-001
 - Mr. Giardino stated that we were going to enter into a new lease ust before COVID and since, GSA has requested an extension of the current lease
 - Mr. Joseph asked how long of an extension
 - Mr. Giardino replied 2 years.
 - Mr. Joseph how the lease changed
 - Mr. Walton replied there are no changes as it is an extension of the current terms, there is an Addendum to come with reduced space
 - Ms. Smith asked if the 2-year term was 1-year with a 1-year option.
 - Mr. Ballou stated that we would need a motion if there were no more questions
 - Ms. Smith made the motion; Mr. Kelly seconded the motion.
 - Voice vote by roll call. 6-0. Minutes Approved.
- Governance Committee Report from Ms. Smith
 - Ms. Smith stated that the Committee did not meet but there will be an update at the next meeting.
- Marketing & Public Relations Committee Report by Mr. Kelly
 - Mr. Kelly stated that the Committee did not meet however, I was able to go on a tour of the Air Traffic Control Tower.

Mr. Kelly stated that the FAA does not try to get air traffic away from residential areas in his experience. Ms. Scott added that this is not a new issue and is glad to see that it is being addressed.

Staff Reports:

- Executive Director

- Mr. Giardino introduced Shaun Kelly, Operations Manager to provide a brief on Noise.
 - Mr. S. Kelly provided a presentation on Noise. Exhibit C
 - Ms. Scott asked if we have worked with ATAC for military air traffic between 9pm and 7am
 - Mr. S. Kelly stated that military air traffic is dictated by the military
 - Mr. Giardino stated that we have written to the Naval Air Command and have received no response. He added that we will continue to dialogue with Air Command and residents.
 - Mr. Kelly stated that helicopters are scary and slow moving at about 100 knots.
 - Mr. Coleman asked when Runway 2/20 will open back up.
 - Mr. S. Kelly replied end of September or early October
 - Mr. Coleman asked once it opens, how does the FAA determine with runway to use
 - Mr. Giardino replied by looking at the winds and a rotation
 - Mr. Giardino stated that the Noise Map will be sent out via email
- Mr. Joseph stated that the PAC will meet at the airport starting next month even though the mask mandate has been extended to January 2022.
 - Mr. Walton provided a Marketing update. Video Clip Exhibit D
 - The new website will launch September 16th
 - Ms. Scott recommends that for social media comment replies, we put more than we are working on it but add a tidbit regarding pricing versus Norfolk and Richmond
 - Mr. Giardino added that the airlines use Dynamic pricing
 - Mr. Giardino added that we won the SCASD grant proposed with a United route.
 - We are one of 22 out of 78 applications
 - Mr. Coleman asked about the SCASD governance structure
 - Mr. Giardino added the governing municipalities plus 3 we would like to add including Poquoson, Newport News EDA is the fiscal representative
 - Mr. Joseph asked how our Commission is involved.
 - Mr. Giardino replied that we have an agreement.
 - Mr. Coleman asked how much the PAC is involved
 - Mr. Giardino replied more than Frontier
 - Mr. Joseph asked if the Commission will take action
 - Yes, to accept the contract grant agreement
 - Mr. Giardino added that we have 85% load factors
 - Employee parking email due to relaxed parking protocols during COVID now has been rescinded so that employees will not be able to park in paid spaces.
 - Staff is doing well, we are not tracking COVID vaccinations but do encourage the vaccine
 - Talent Recruitment

- OPS has a return from Norfolk, Bill LaManque
- We do have a few vacancies
- John Borden was named Deputy Director
- RFP for legal services is on the street
- Capital
 - PARCS is paused due to redesign of traffic flow
 - PFC projects
 - Popli Design Group came down with a drone
 - Destructive testing to come to find source of leaks
 - Need a Master Plan Update 100 % funded with Infrastructure grants
- Events
 - 253 enrolled in a TSA Pre-check event July 12-16
 - August 11 Staff lunch and birthday celebration as well as SCASD
 - Aug 16 VPCC Meet & Greet
 - Aug 17-20 VAB Conference
 - LEAD Peninsula Airport Tour for their Transportation day on September 1
 - Sept 3 Newport News Rotary Club Presentation
 - Sept 11 NNPd Memorial for 9/11
 - Sept 14 Airport Event
 - Oct 8 State of Region Address at the airport
- Mr. Joseph asked Ms. Scott to provide a report on the VAB Conference she attended
 - Ms. Scott stated that the conference did not offer much fruit but there were lots of COVID conversations
 - Conversations were good with other airports
- Mr. Joseph added that PHF is the only airport that does not flow traffic away from the terminal for parking
- Mr. Joseph mentioned that the Executive Director has taken our concerns to heart about community outreach.

Mr. Ballou read Virginia law regarding Closed meetings from Section 2.23711 A5 & A3.

Mr. Herbert moved the motion of a closed meeting and Mr. Kelly seconded the motion. The Pac went into closed session at 9:14am.

Mr. Balou read Virginia law regarding open session reconvening.

Mr. Herbert made the motion and Ms. Scott seconded the motion.

The Pac reconvened in open session at 9:31am.

Mr. Joseph asked if there was anything for the good of the order. There was none. He then adjourned the meeting at 9:31am.

Mr. Joseph adjourned the meeting at 9:39am.