

# Peninsula Airport Commission

## Meeting Minutes

September 30, 2021

### **Commissioners in attendance:**

**Chair: Jay Joseph**

**Vice Chair: Rob Coleman**

**Treasurer: Thomas Herbert**

**Secretary: Lindsey Smith**

**Assistant Secretary: Brian Kelly**

### **Commissioners absent:**

**Assistant Treasurer: Sharon Scott**

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

**Executive Director, Michael Giardino**

**John Borden, Deputy Director**

**Recorder, Barbara Rumsey**

**Shaun Kelly, Operations Manager**

**Chris Walton, Business Development Manager**

**Howard Lavelle, Grounds Maintenance Supervisor**

**Cleveland Zanders, Police Officer**

**Randy Bailey, Grounds Maintenance**

### **Public Officials Present:**

**Ralph “Bo” Clayton, Assistant City Manager NN**

**Ted Maslin, Councilman City of Williamsburg**

### **Public Attendees:**

**David Hause**

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

Ms. Rumsey called the roll. At that time, Mr. Joseph, Mr. Coleman, and Mr. Herbert were in attendance. Ms. Smith arrived shortly after the roll was called.

**Minutes.** Mr. Joseph asked for any edits on the Minutes from August 26, 2021. Mr. Giardino stated that Mr. Kelly had a few edits, and they were noted and updated in the packet presented this morning. Mr. Joseph asked for a motion to approve with edits. Mr. Herbert made a motion; Mr. Coleman seconded the motion.

**Roll call by voice vote. 4-0. Minutes approved.**

Mr. Joseph asked for any edits to the September 2<sup>nd</sup> minutes. There were none. Mr. Joseph asked for a motion to approve. Mr. Coleman made a motion and Mr. Herbert seconded the motion.  
**Roll call by voice vote 4-0. Minutes approved.**

**Public Comment.** Mr. Joseph asked if there was anyone signed up for public comment. Ms. Rumsey replied yes, Mr. Hause. Mr. Joseph reminded the group of the rules for public comment.

Mr. Hause provided a transcript of his comment for the record and can be found in Exhibit I.

**Semi-Annual Jared alexander Employee Awards Ceremony.** John Borden presented awards to the following employees:

Randy Shoulders  
Cleveland Zanders  
Carlos Perez  
Silverstre Manaloto

These employees were nominated by their supervisors for going above and beyond the call of duty.

Mr. Kelly arrived at 8:07am.

#### **Committee Reports.**

Mr. Herbert provided the Finance & Audit Committee Report.

- We did well in August
  - Enplanements were down
  - Revenue was down
  - 6% over budget
- Parking and Rental Cars continue to thrive
- Hangar rent will be forgiven in October due to accessibility
- Expenditures are over budget
  - Water leak
  - Mobile service provider change
  - FIDS upgrade
- Below budget on expenditures
- YTD negative net revenue but \$280K better than budget

Mr. Joseph provided the Planning & Development Committee Report.

- Habersham update: Counsel has paperwork for Mr. Joseph to sign
- Doghead update: promised an update by Oct 14<sup>th</sup> from ADO
  - Transaction has to be published for 30 days
  - Mr. Giardino was asked to follow-up
- Aery lease update: nutrient credits were purchased, expect release
- SCASD update: Mr. Giardino has been attempting to reach airline, no response to date but that is the case across the board. Communication lines are open with Airport and NNEDA.

**Resolution 22-004 Cox Easement.** Mr. Joseph stated that the Planning & Development Committee recommends approval of the Cox Easement that will be a construction project for Cox to bring Internet and cable down G Avenue.

**Roll call by voice vote. 5-0. Approved.**

Ms. Smith provided the Governance Committee Report.

- Legal Services RFP update: Questions were due last week, responses due Oct 20<sup>th</sup>.
  - Mr. Joseph and Mr. Giardino received a call regarding the RFP alerting him that Kaufman & Canoles will respond.
- Expansion of PAC update
  - City of Newport News asked what the benefit of expansion
    - We will continue to dialogue, Counsel is drafting Memo's with expansion benefits
  - Mr. Joseph asked that the memo's be shared once completed.

Mr. Kelly provided the Marketing & Public Relations Committee Report

- Due to time conflicts, the Committee did not meet.
- Mr. Kelly asked that the noise presentation be added to the Minutes for September and today. Can be found in Exhibit II.
- Marketing updates
  - New website is live
  - New banner on front of building
  - Ms. Smith stated the announcements and music are nice from parking garage to terminal
  - Mr. Herbert noticed an increase on the LinkedIn page

Mr. Fabio Bandana provided an update on the PFC projects.

- The building has been scanned inside and outside
  - Used a drone for the outside with FAA approval
- A 3D model was built
- Working on scope of work that aligns with budget
- Premises have been thoroughly inspected
- Will continue destructive testing to find source of water leaks
  - Roof coring with infrared technology
- All projects are being worked on concurrently
- Baggage contractor will be hereafter Columbus Day for a solution
- 1<sup>st</sup> set of drawings will be issued by October 12 for review

Mr. Joseph asked if the roof is currently watertight. Mr. Bandana replied that there are a few areas that were identified, and patches are being completed. Mr. Joseph asked about the cause of the widow leaks. Mr. Bandana replied; defective seals and we are looking to see if the source is the frame or the glass.

Mr. Giardino showed the group an old periodical from when the building was built 30 years ago.

Mr. Shaun Kelly provided an update on the Taxiway A project.

- Phase 3 wrapping up

- Phase 4 is approaching
  - Shoulder work
  - Night closures
  - Expected to be completed within 55 days depending upon weather

Mr. Joseph asked about the McMurrin property. Mr. Giardino stated that it is in the same status as the Doghead at the FAA.

**Executive Director Report:**

Mr. Giardino added that we have a new email domain which is newportnewsairport.com. Mr. Walton added that we are closing out Q3 Marketing Strategy tasks and starting Q4 to include Holiday ads, Homeowner ads and Valet ads.

Mr. Giardino added that he and Mr. Joseph attended the 757 Vision Series, there was technical issues, but we were able to speak and share the presentation. Exhibit III.

October 8th is a marketing event. Pat Speno is running the show. Come to 1 Lear Drive. We have 306 RSVP's. Please let us know if you are coming by close of business today.

**Old Business.** None

**New Business.**

- Ms. Smith will be on the Legal RFP selection committee.

Mr. Joseph adjourned the meeting at 8:47p.m.