

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

October 28, 2021

Commissioners in Attendance:

Chair, James “Jay” Joseph
Vice Chair, Rob Coleman
Treasurer, Thomas Herbert
Secretary, Lindsey Smith
Assistant Treasurer, Sharon Scott
Counsel, L. Scott Seymour

Commissioners Absent:

Assistant Secretary, Brian Kelly

Staff members in Attendance:

Executive Director, Michael Giardino
Deputy Director, John Borden
Recorder, Barbara Rumsey
Operations Manager, Shaun Kelly
Business Development Manager, Chris Walton
Chief Finance Officer, Mark Adams

Public Officials Present:

None

Public Attendees:

Ted Maslin
David Hause

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

The Annual State of the Region Address Event. On October 8, 2021, the Annual State of the Region Address was held at the airport, at hangar #1. A Congressman, business leaders and the public were in attendance. The Board of Commissioners appreciate staff efforts in making this a safe and successful event.

Minutes. Mr. Joseph asked for edits to the Board of Commissioners September 30, 2021 Meeting Minutes or for a motion to approve the Minutes. Mr. Coleman made a motion to approve the Minutes, Mr. Herbert seconded the motion and the Minutes were approved. **Roll call by voice vote 6-0. Minutes approved.**

Public Comment. Mr. Joseph asked if anyone signed up for public comment. Ms. Rumsey responded no.

Mr. Herbert provided the Finance Report:

- Revenues:

- Revenues exceeded projections by \$30,000 during the month of September and by \$313,000 year-to-date.
- Several grants were awarded to the airport to cover operational losses that were a result of the pandemic.
- During the month of September, there was an increase in revenue from landing overage charges from larger charter planes carrying troops and sport teams and from increased property runway rates.
- Year-to-date, there has been an increase in revenue in the amount of \$100,000 from rental cars leasing and parking.
- Expenditures:
 - Operational expenses are over budget.
 - The security department needed new Kevlar vests.
- Mr. Giardino provided an update on grants awarded to the airport:
 - The first CARES Act relief funding was received in the amount of \$4,135,878.
 - Awaiting the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) reimbursement in the amount of \$1,300,000.
 - Awaiting the American Rescue Plan / FAA grant in the amount of \$3,100,000.
- Mr. Giardino reported that Mr. Adams is the new Chief Finance Officer.

Mr. Giardino and Mr. Adams provided the Annual Audit Update:

- The auditors are conducting the annual audit virtually this year.
- A draft version of the audit will be submitted to the City of Newport News in early November.
- An advanced draft copy of the audit will be provided to the Board of Commissioners prior to the next Board of Commissioners Meeting and a verbal report will be presented by the auditors during the next Board of Commissioners Meeting.

Remaining 2021 Board of Commissioners Meetings:

- The November Board of Commissioners Meeting will be canceled due to the Thanksgiving holiday.
- The next Board of Commissioners Meeting will be held on December 9, 2021.

Mr. Joseph provided the Planning & Development Committee Report:

- Habersham Street Real Estate Update:
 - The Habersham purchase agreement is complete, and the final version of the Deed was forwarded from the City's attorney to the Newport News Engineering Office, and it is pending approval.
- Waterworks Land Lease Update:
 - A meeting was held with the FAA on October 14, 2021.
 - The FAA will submit follow-up information to Mr. Giardino by November 1, 2021, and an update will be circulated to the Board of Commissioners.
 - Mr. Seymour will submit the Waterworks Land Lease Contract to the FAA for their approval and will communicate directly with the City of Newport News.
- Corporate Hangar Lease:
 - All storage policies and procedures that are indicated in the Corporate Hangar Lease will be enforced.
- FAA Tower Lease:
 - Mr. Seymour reviewed the FAA Tower Lease.
 - **Resolution 22-007 FAA Tower Lease. Roll call by voice vote 6-0. Approved.**

Ms. Smith provided the Governance Committee Report:

- Expansion of PAC Update:
 - The City of Newport News requested information on the benefits of an expansion.
 - A memo explaining the benefits of an expansion and a memo outlining legal processes and procedures will be submitted to the EDA and to the City Manager.
 - Legal Services RFP Update:
 - Four Legal Services Proposals were received.
 - The Governance Committee will conduct a review and provide its recommendation to the Board of Commissioners prior to the December 9, 2021 Board of Commissioners Meeting.
 - Annual Review of the Executive Director:
 - The Executive Director's annual review will be conducted virtually.
 - The Governance Committee requested a self-evaluation and compensation history from the Executive Director and that information was received and will be circulated to the Board of Commissioners for their review.
 - Additional Paid Holiday for Staff:
 - Mr. Giardino recommended rewarding staff for their hard work during the pandemic by establishing Friday, May 27, 2022 as a paid holiday for staff in 2022 and applying holiday pay rate for staff having to work at the airport on Friday, May 27, 2022. **Resolution 22-00X.**
- Roll call by voice vote 6-0. Approved.**

Ms. Scott provided the Public Relations Committee Report:

- Enforcing the mask policy at the airport through January 2022. A member of the community complained about the mask policy during a Council Meeting on October 26, 2021.
- The community presence at the airport has been positive.
- The community is posting positive comments about the airport online.

Mr. Giardino provided an update on Capital Improvements and Marketing:

- Updating the Airport Master Plan Document:
 - Mr. Giardino is meeting with the FAA and the Virginia Department of Aviation on December 2, 2021. On the meeting agenda is the topic of updating the Airport Master Plan Document.
 - Meetings to discuss updating the Airport Master Plan will be scheduled with the Board of Commissioners.
 - Public meetings will be scheduled, and meeting dates and time will be posted. In addition, a website dedicated to informing the public and receiving public input will be launched.
 - Updating the Airport Master Plan document will cost approximately \$1,000,000. The FAA will cover 90% of the expenses and the Virginia Department of Aviation will cover the remaining 10%.
 - Requesting an RFP.
- Airport Pavement Update:
 - Conducting a pavement management study to determine the condition of the pavement at the airport.
- Passenger Facility Project:
 - Securing a bid on repairing or replacing windows.
 - Evaluating the jet bridge program.
- Marketing and Public Relations Update:
 - Reviewing marketing strategies with third-party marketing companies, Airport One and Mightily.

- A marketing meeting has been scheduled for December 9, 2021, with Airport One and the Air Service Development Consultant.
 - The meeting agenda will be circulated to the Board of Commissioners prior to the December 9, 2021 meeting.
- Mr. Kelly provided a Parking Plan Update:
 - Establishing a more efficient way for passengers to get to the parking lot by redesigned the route to the parking lot.
 - Conducting market analysis on the cost of Valet parking at airports.
 - The findings will be circulated to the Board of Commissioners prior to the December 9, 2021 Board of Commissioners Meeting.
- Mr. Kelly provided an update on the Taxiway A Project:
 - The project is currently in Phase 4, and it is expected to be completed by November 30, 2021.
- Mr. Walton provided the Air Service Report that was in the Board Packet.
- Mr. Giardino is meeting with United Airlines on November 2, 2021, to discuss pilot scheduling.

Old Business:

- None.

New Business:

- November is National Gratitude Month, and the Board of Commissioners expressed its gratitude for all the hard-working staff at the airport. The Board of Commissioners approved 13 paid holidays for staff in 2021 and 14 paid holidays for staff in 2022.

Mr. Seymour read Virginia law regarding closed meetings from Code Section 2.23711 A5. Mr. Coleman moved the motion of a closed meeting and Mr. Herbert seconded the motion. **Roll call by voice vote 6-0. Approved.**

The Board of Commissioners went into closed session at 9:10 a.m.

Mr. Seymour read Virginia law regarding open session reconvening. Mr. Herbert made the motion and Ms. Scott seconded the motion. **Roll call by voice vote 6-0. Approved.** The Board of Commissioners reconvened in open session at 9:50 a.m.

Mr. Joseph adjourned the meeting at 9:51 a.m.