

Peninsula Airport Commission

Meeting Minutes

May 27, 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 May 27, 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.

Commissioners in attendance:

Chair: Jay Joseph

Vice Chair: Rob Coleman

Treasurer: Thomas Herbert

Assistant Treasurer: Sharon Scott

Assistant Secretary: Brian Kelly

Secretary: Lindsey Smith

Staff members in attendance:

Executive Director, Michael Giardino

Director Marketing & Public Relations, Jenifer Spratley

Business Manager, Christopher Walton

Director Facilities, John Borden

Recorder, Barbara Rumsey

Other Attendees:

Counsel, Eric Ballou

Assistant City Manager Newport News, Ralph Clayton

Public Attendees:

John Sheehan

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

Mr. Joseph asked Counsel to read the law for electronic meetings. Mr. Ballou read the law for electronic meetings.

Approve minutes: Mr. Joseph had an edit to the Minutes. Mr. Joseph then asked for any others. There were none. Mr. Coleman made a motion to approve with edits. Ms. Scott seconded the motion. Voice vote by Roll Call. 6-0. **Minutes Approved.**

Public Comment. Mr. Joseph asked if there were any Public Comment registrations. Ms. Rumsey replied that there were no registrations.

Committee reports:

- Finance & Audit Committee report from Mr. Herbert
 - Mr. Herbert provided a financial update for March
 - Continue ahead of budget
 - Relief for airlines covered with CARES funding
 - Rental Car vendors provide a good boost
 - Mr. Herbert asked for questions
 - Ms. Smith asked what would happen of the Rental Cars slow down
 - Mr. Giardino stated that we are putting an RFP on the street to negotiate terms and add more vendors
 - Mr. Herbert began with a Budget Introduction
 - Salary Increases to support increased flights
 - Mr. Giardino presented the Final Budget Memo included in Board Packet
 - Mr. Joseph asked for clarity that the increased budget will only take effect with more passengers, correct?
 - Mr. Giardino replied that is correct.
 - Mr. Joseph added that this budget will allow us to go back to pre-COVID model.
 - Approve Resolution 21-018 FY 22 Budget.
 - Mr. Coleman made the motion; Mr. Kelly seconded the motion. Voice vote by Roll call 6-0. Approved
- Planning & Development Committee Report by Mr. Joseph
 - Waterworks Update by Eric Ballou
 - Boundary line adjustment for plats
 - Send City Attorney with forms, waiting on documents
 - Habersham Street Improvements Update from Chris Walton
 - 4 parcels being sold to City of Newport News for improvements
 - Resolution 21-017 Habersham Drive Purchase and Sale Agreement
 - Mr. Coleman made a motion; Mr. Herbert seconded the motion. Voice vote by Roll Call 6-0. Approved.
 - Resolution 21-010A Corporate Hangar Lease Revisions
 - A lease comparison was presented in the board packet
 - Mr. Ballou provided an update

- Ms. Smith stated that it would be helpful to show the collateral for financing
 - Mr. Ballou stated there will be a leasehold mortgage with interest in the building and not the land.
 - Ms. Smith made a motion; Mr. Kelly seconded the motion. Voice vote by roll call. 6-0. Approved.
- Governance Committee Report from Ms. Smith
 - Update on PAC expansion
 - Team will meet with the Newport News city attorney in June
 - Annual Meeting items
 - Slate of officers
 - Same officers and committee structure to maintain consistency
 - Mr. Coleman made a motion to approve the slate of officers. Ms. Scott seconded the motion. Voice vote by roll call. 6-0 Approved.
- Marketing & Public Relations Committee Report by Mr. Kelly
 - Presentation to introduce the new look and identity of the airport
 - Ms. .Scott added that the Committee would like the team to reach out to Tourism companies
 - Ms. Spratley provided an update on the Growth Strategy session
 - She played a video that can be viewed on the website

Mr. Joseph asked for a motion to go into closed session to discuss prospective business opportunities. Ms. Scott made the motion; Mr. Herbert seconded the motion. Voice vote by roll call. 6-0 Approved. Open session closed at 9am.

Mr. Coleman had to leave the meeting at 9:55am.

Mr. Herbert read the law pertaining to returning to Open Session. Mr. Coleman made the motion; Mr. Kelly seconded the motion. Voice vote by roll call. 5-0. Approved.

Open Session began at 9:58am.

Staff Reports:

Mr. Giardino introduced Shaun Kelly, Operations Manager to provide an update on the Taxiway A Lighting and Rehab project. Mr. Kelly provided a presentation that will be included as an Exhibit.

- Phase 1 is complete
- Phase 2 is 25% completed
- Estimated completion date is October 14th
- Questions
 - Mr. Joseph asked if soil is being removed
 - Mr. Kelly responded yes

Mr. Giardino announced that Jenifer Spratley will be leaving the team to explore new adventures.

Mr. Joseph stated that we may need to move next month's meeting to July 1st as the Executive Director will be attending an air service conference to meet with airlines. Everyone was in agreement.

Mr. Joseph adjourned the meeting at 10:13am.

Exhibits



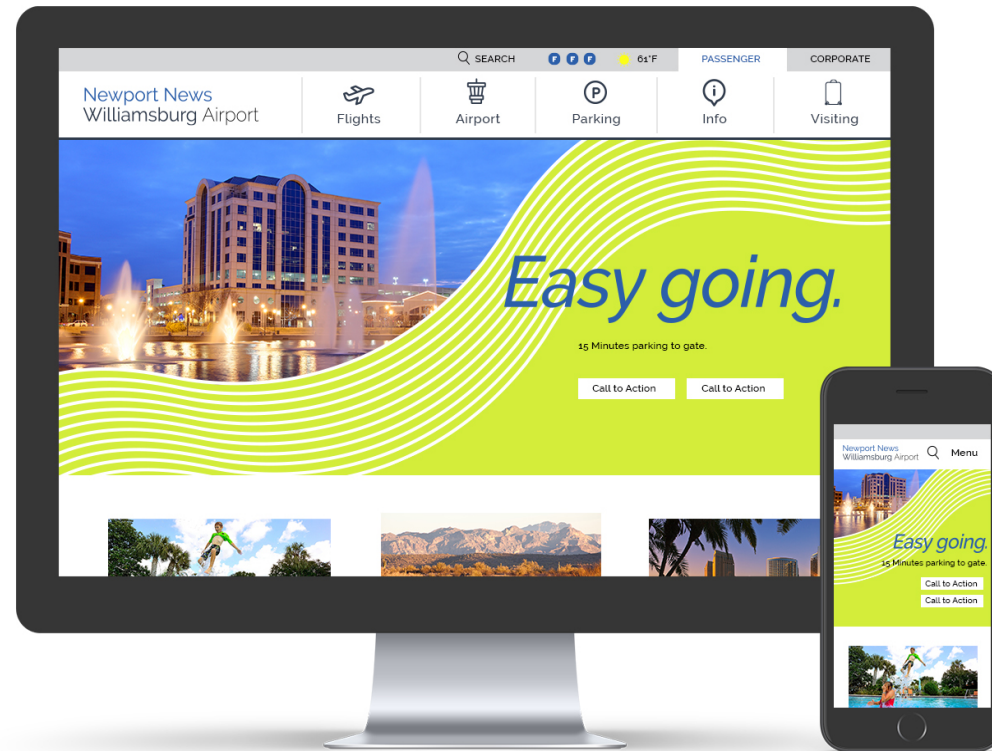
Just a peek at **The New Look**

Newport News Williamsburg Airport

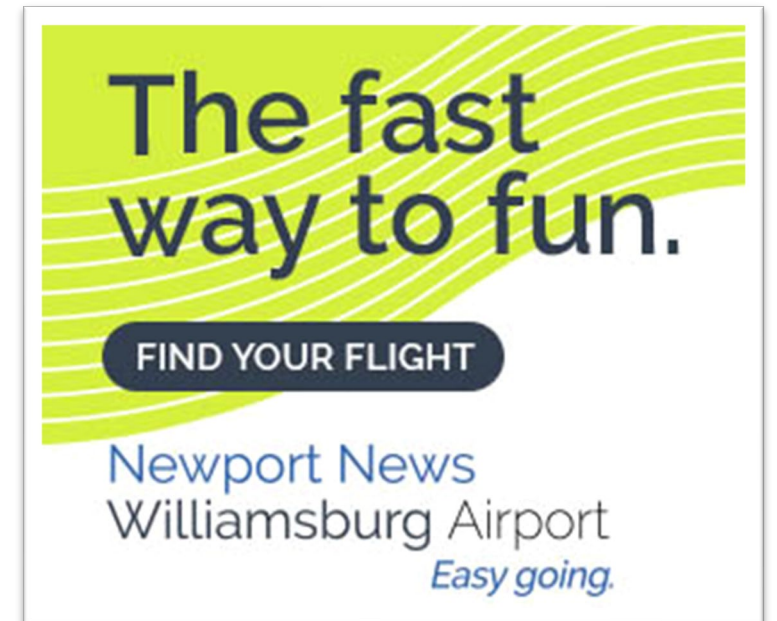


Newport News-Williamsburg Airport

The Website & Mobile View



The New Look





A billboard advertisement for Newport News Williamsburg Airport. The billboard is mounted on a metal structure against a clear blue sky. The top half of the billboard has a lime green background with white wavy lines and the text 'It's about time.' in black. The bottom half has a white background with the text 'Newport News Williamsburg Airport' on the left and '15 MIN CURB TO GATE.' on the right in blue.

It's about time.

Newport News
Williamsburg Airport

15 MIN CURB TO GATE.

Vision

- **Our community's first choice for air travel**
 - First choice – they prefer us versus other airports they could use: Norfolk, Richmond, DC

Mission

- **Fast, easy, enjoyable travel to and from our community**
 - Fast – faster from home to destination
 - Easy– seamless, effortless, and simple
 - Enjoyable – passengers like their experience

Lose wait.

15 MIN CURB TO GATE.

Newport News
Williamsburg Airport



PENINSULA AIRPORT COMMISSION

MAY 2021 BRIEFING

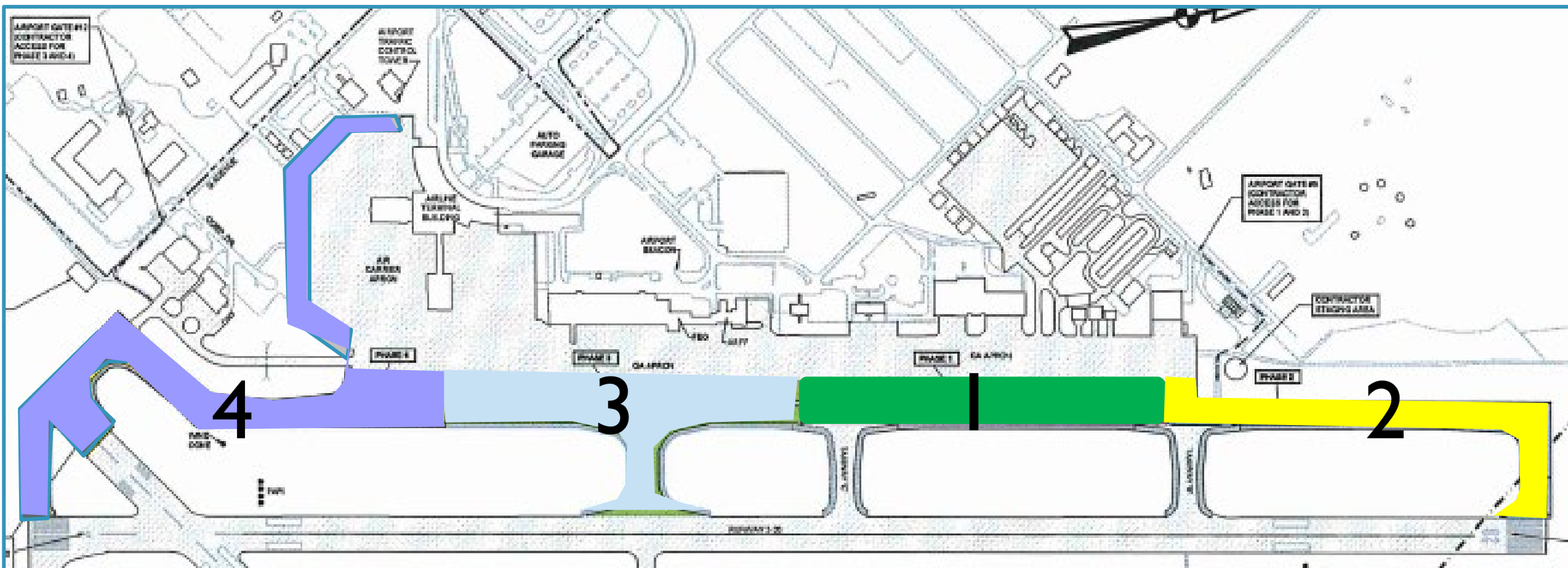


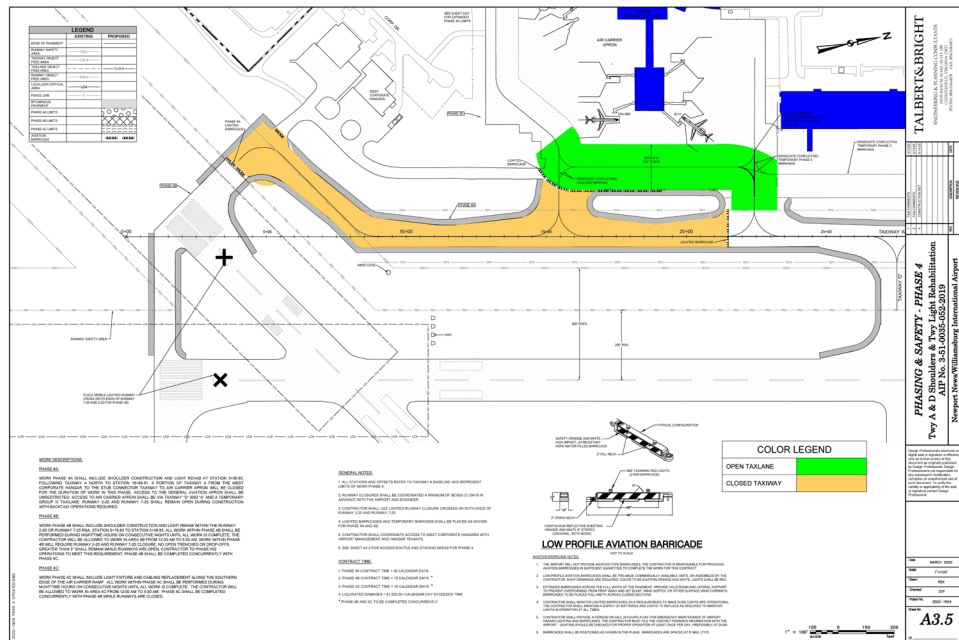
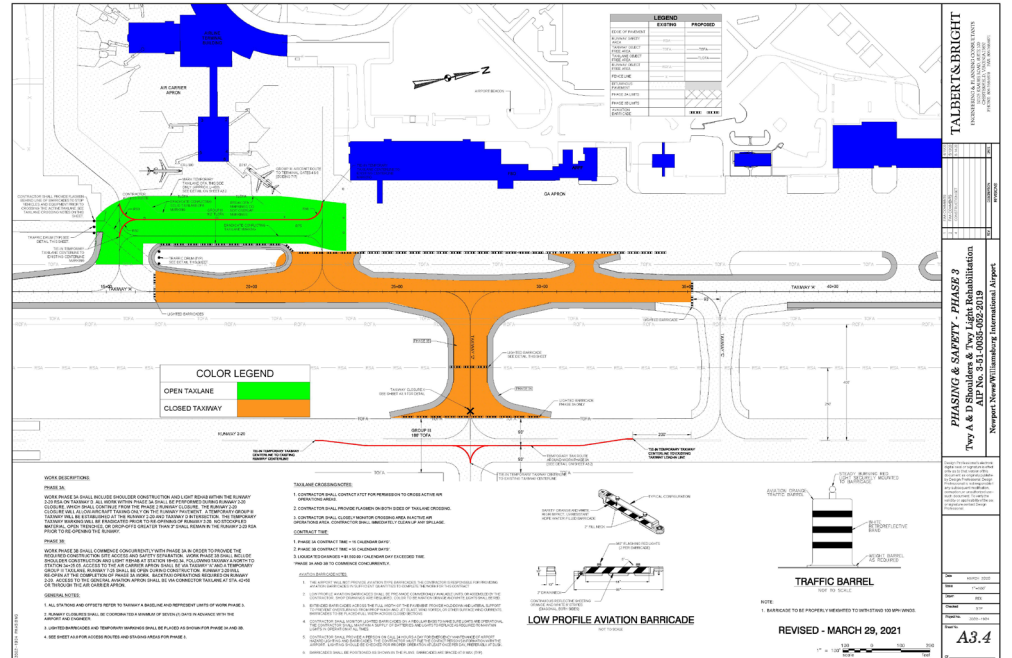
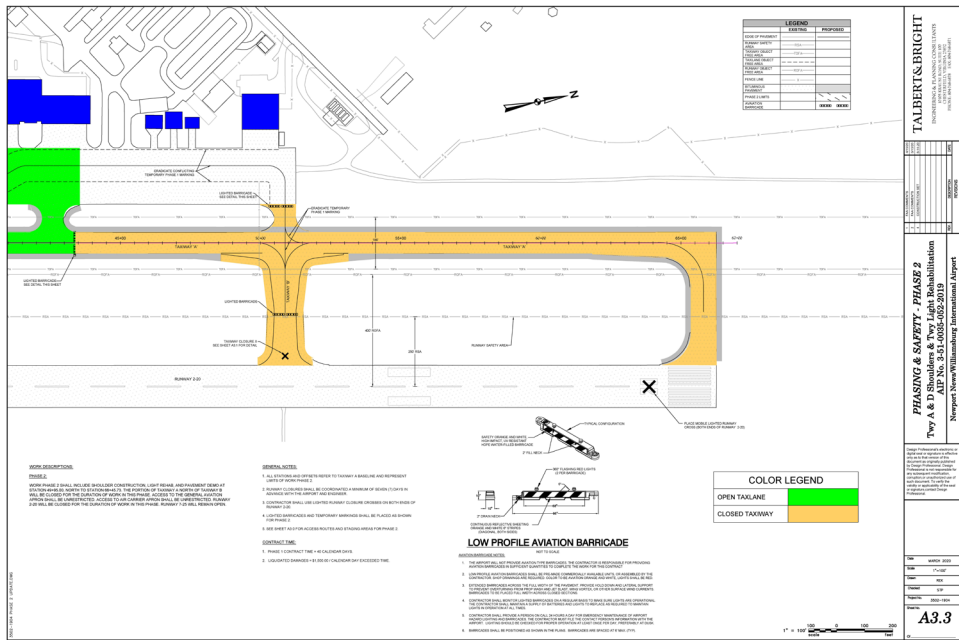
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AIP 53 PROJECT



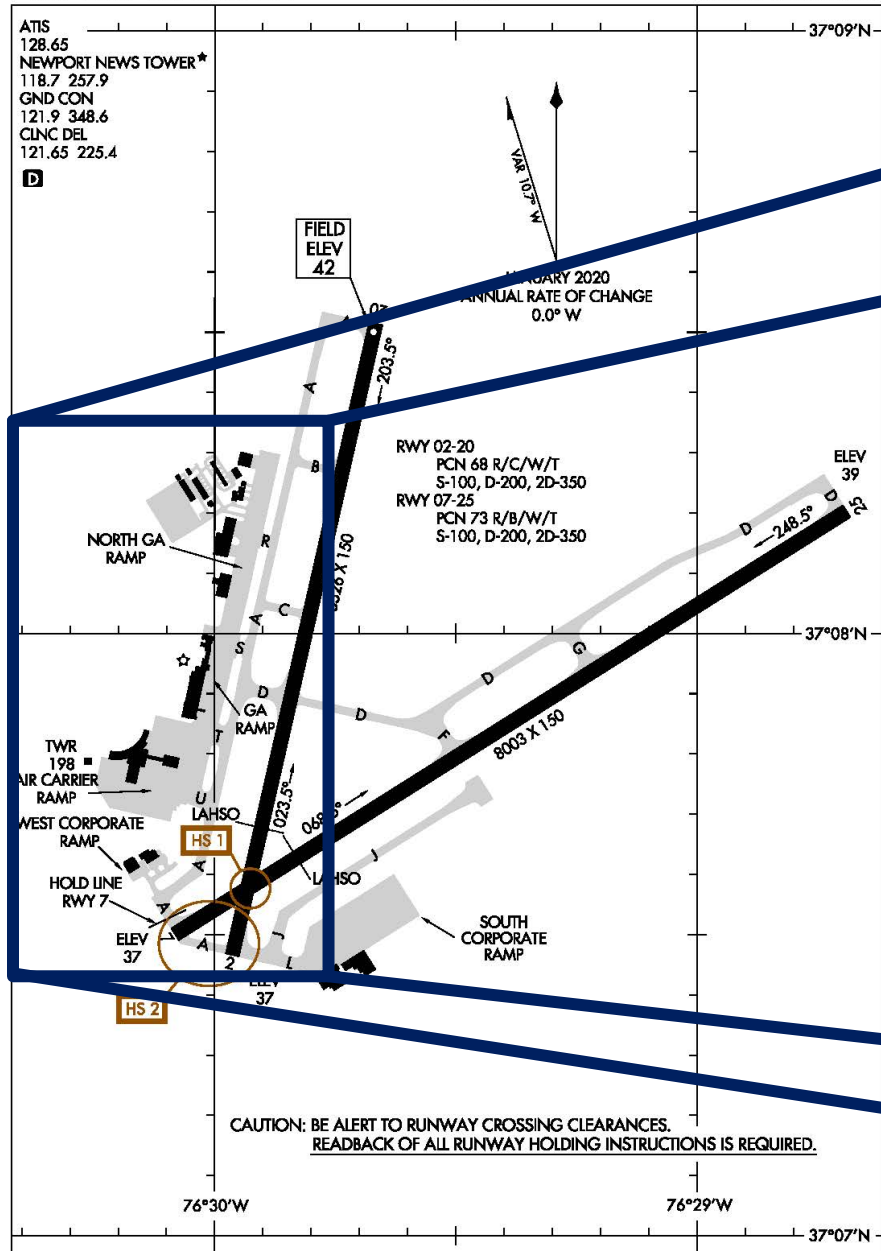
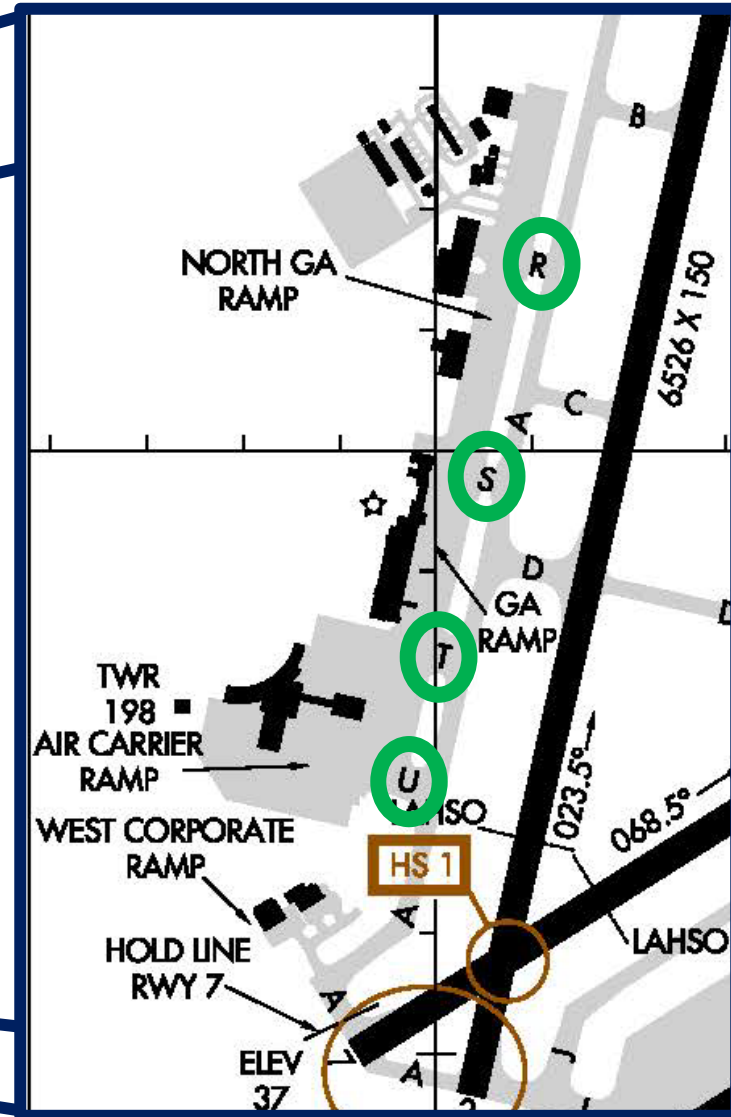
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21168

AIRPORT DIAGRAM

NEWPORT NEWS/WILLIAMSBURG INTL (PHF)
AL-957 (FAA)
NEWPORT NEWS, VIRGINIAAIRPORT DIAGRAM
21168NEWPORT NEWS, VIRGINIA
NEWPORT NEWS/WILLIAMSBURG INTL (PHF)

AERODROME/AERY HANGAR LEASE COMPARISON



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INTERNATIONAL AIRPORT

Item	December 2020 Lease	April 2021 Lease
Term	20 years with two additional 5-year terms	30 years with two additional 5-year terms
Land	67,857 square feet	113,310 square feet
Building Size	54,000 square feet	93,250 square feet
Ground Rent	\$20,357.10 annually (\$1,696.43/mo.)	\$33,993.00 annually (\$2,832.75/mo.)
Operating Fee and Concession Fee	\$100,000.00 annual facility rent or 0.15% of all gross receipts	<p>\$25,000.00 annual operating fee</p> <p>Annual operating fee adjustment every 5-year based on Consumer Price Index for all Urban Consumers</p> <p>Addition of Concession Fee equal to the greater of \$75,000.00 minimum annual concession fee or 0.15% of all gross receipts</p>
Tenant's Capital Improvement Obligations	None previously listed	<p>Minimum of \$50,000.00 capital improvements must be made between the 10th and 20th year of the term</p> <p>Minimum of \$400,000.00 capital investment must be made between the 20th and 30th year of the term</p>

QUESTIONS

SHAUN JOSEPH A. KELLY, C.M., ACE, IACE, NREMT OPERATIONS MANAGER

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THANKS FOR YOUR TIME

AND BE SAFE!!!



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