

Peninsula Airport Commission Board of Commissioners Meeting Packet

Jay Joseph, Chair

Michael Giardino, C. M., Executive Director

Thursday, December 9, 2021

8:00 a.m.

Commission Room

900 Bland Blvd

Newport News, VA 23602

Agendas

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

AGENDA

**FINANCE & AUDIT December 6, 2021
3:00 p.m.**

- 1) Call to Order
- 2) New Business
 - a) FY21 Audit
 - b) Parking Rate Adjustments
 - c) Capital Budget Update
- 3) Old Business
 - a) October Financial Results
- 4) Adjourn

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

AGENDA

MARKETING & PUBLIC RELATIONS COMMITTEE

Date: December 6, 2021

4:30 p.m.

- 1) Call to Order
- 2) New Business
- 3) Old Business
- 4) Adjourn

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

AGENDA

PLANNING & DEVELOPMENT COMMITTEE

Date: December 8, 2021

2:30 p.m.

- 1) Call to Order
- 2) New Business
- 3) Old Business
 - a) FAA Land release update
 - c) Corporate Hangar Construction Update
 - d) Commercial Lease enforcement
- 4) Adjourn

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

AGENDA

GOVERNANCE COMMITTEE

Date: December 8, 2021

Time: 3pm

- 1) Call to Order
- 2) New Business
 - a) Civil Air Patrol Recognition
 - b) Executive Director's Evaluation
- 3) Old Business
 - a) Governance Reform
- 4) Adjourn

PENINSULA AIRPORT COMMISSION

REGULAR MEETING AGENDA

Date: December 9, 2021

Time: 8am

Location: Commission Room

- 1) Call to Order
- 2) Approval of Minutes from October 28, 2021
- 4) Read Instructions for Public Comment
- 5) Public Comment
- 6) Committee Reports
 - a) Finance & Audit Committee
 - a. Monthly Financials
 - b. Projected cash flow for remainder of Fiscal Year
 - b) Planning & Development Committee
 - a. Aery Hangar Construction update
 - b. Land Release Update
 - c. Lease Enforcement Review
 - c) Governance Committee
 - a. Legal RFP Update
 - b. Governance Reform
 - d) Marketing & Public Relations Committee
 - a. Marketing budget update
- 7) Staff Reports
 - a) SCASD Update
 1. Agreements update
- 8) Old Business
- 9) New Business

10) Closed Session

a) Air Service Update and Personnel matter Closed session:

2.2-3711. A. 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

22-3711. A. 1. Discussion, consideration, of employees of any public body; and evaluation of performance where such evaluation will necessarily involve discussion of the performance of specific individuals.

10) Adjournment

MINUTES

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:

Ted Maslin

Public Attendees:

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.

Airport Operations Update

Parking and Taxiways

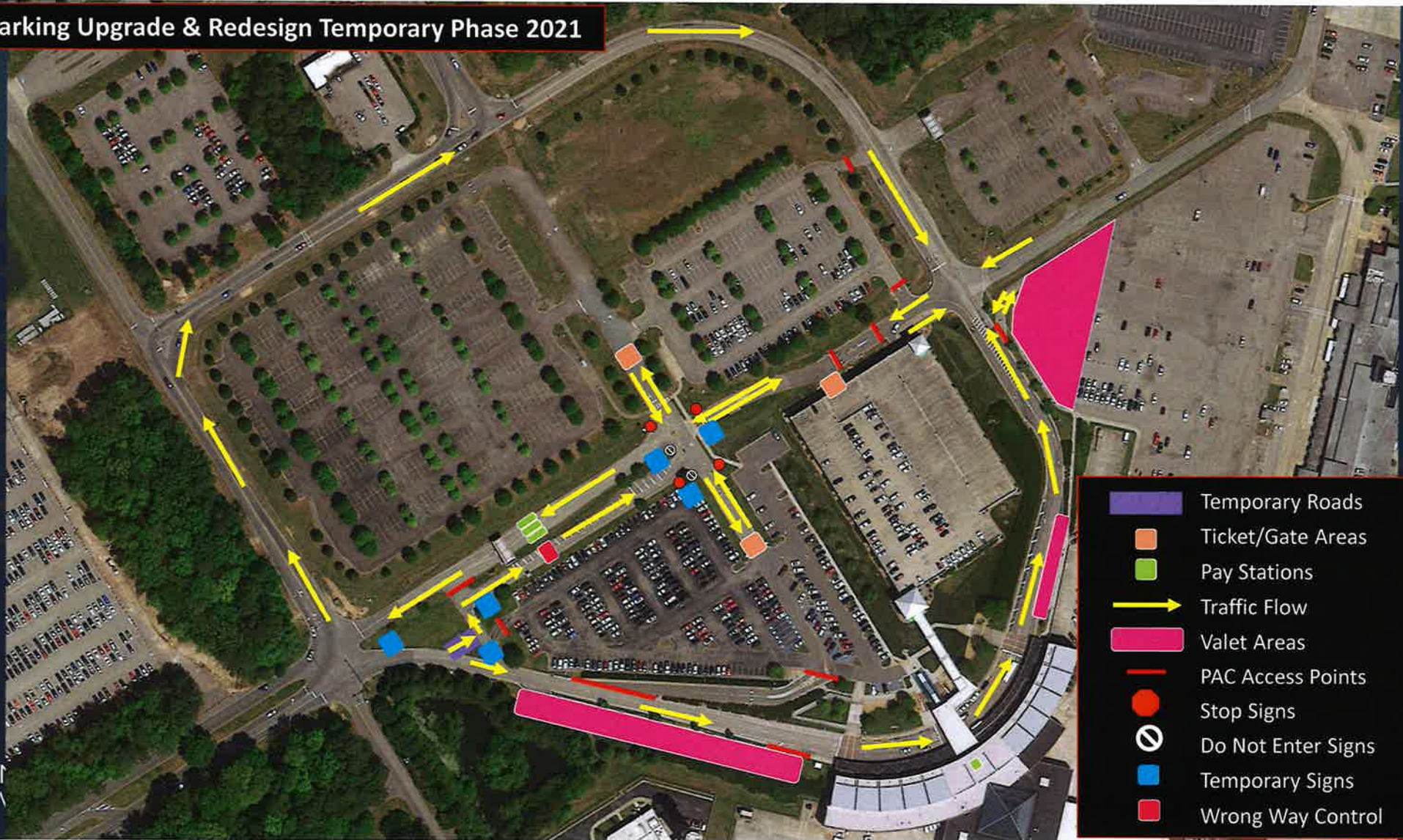
Newport News
Williamsburg Airport

Parking Upgrade & Redesign

- Short- & Long-Term Plans

Newport News
Williamsburg Airport

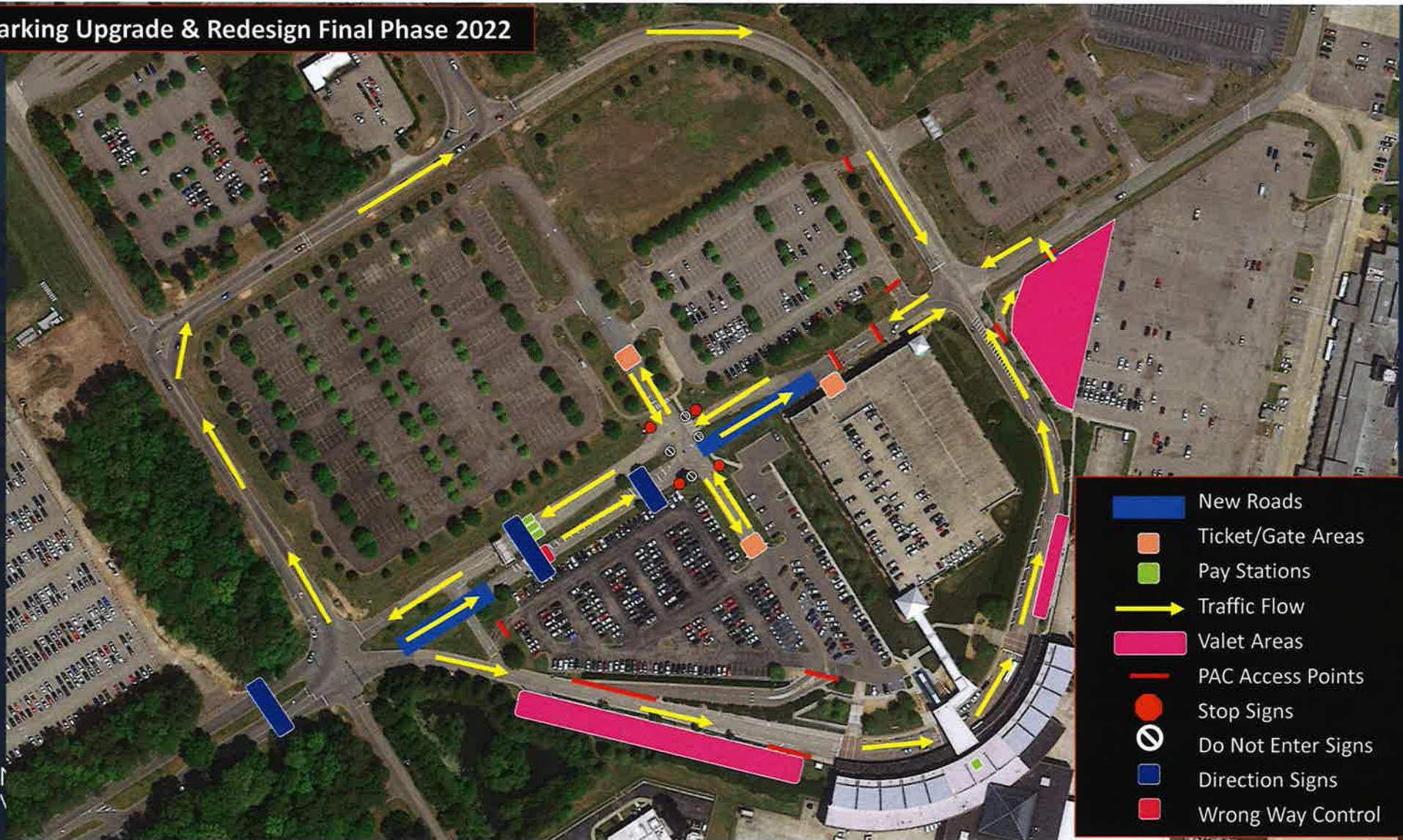
Parking Upgrade & Redesign Temporary Phase 2021





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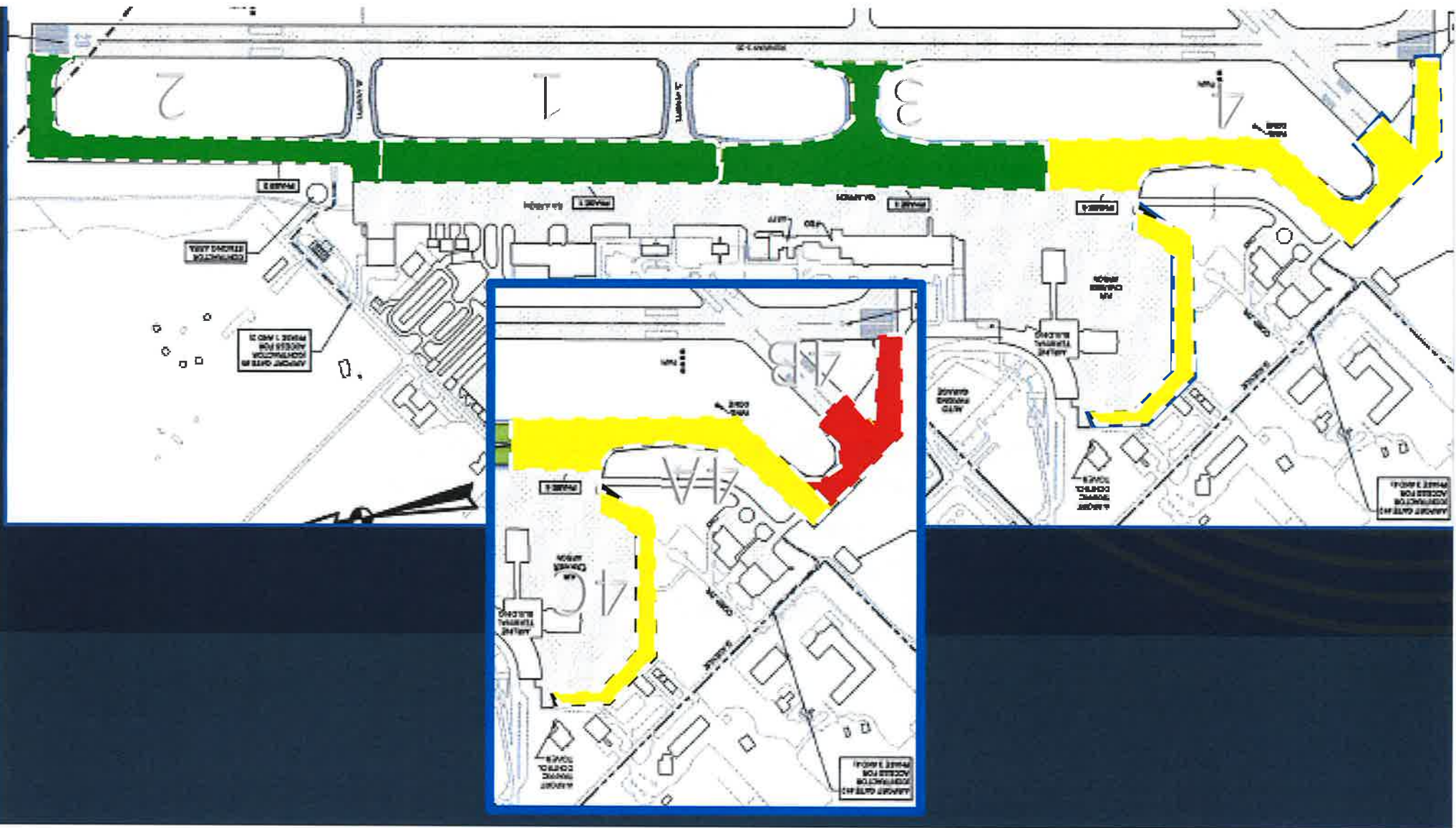
Parking Upgrade & Redesign Final Phase 2022



Taxiway A Project

Phase 4 of 4

Newport News
Williamsburg Airport



Any Questions?

Shaun Joseph A. Kelly, C.M., ACE, IACE, NREMT
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FINANCIALS

PENINSULA AIRPORT COMMISSION
BALANCE SHEET AS OF THE DATE INDICATED

	October-21	September-21	Change
Current Assets:			
Cash	11,184,336	11,709,529	(525,193)
PFC Funds	2,933,854	2,899,652	34,202
Net Accounts Receivable	13,395	79,122	(65,727)
Advance/Prepays/Inventory	240,494	240,494	-
Note INT FND	643	643	-
Deferred Outflows	859,506	859,506	-
Total Current Assets	15,232,228	15,788,946	(556,718)
Net Fixed Assets	80,606,039	78,135,299	2,470,740
Other Assets - Net Unamortized Bond Costs	-	-	-
Total Assets	95,838,267	93,924,245	1,914,022
Current Liabilities:			
Accounts Payable	-	584,364	(584,364)
Accrued Payroll & Benefits	509,522	514,162	(4,640)
Employee FSA Reimbursement	28,529	28,529	-
Payroll Taxes	-	-	-
Food & Beverage Tax	3,409	2,755	654
Rent & Other Deposits	28,537	28,537	-
Deferred Income	7,720	26,720	(19,000)
Total current liabilities	577,716	1,185,066	(607,351)
Long-Term Liabilities:			
VRA Bonds Payable (\$2.5MM)	783,454	794,294	(10,840)
AIP Bond Payable-Towne Bank (\$7MM)	3,760,090	3,784,379	(24,288)
AIP Bond Payable-Towne Bank (\$3MM)	1,704,208	1,715,431	(11,224)
OPEB Liability	3,918,094	3,918,094	-
Pension Asset/Liability (GASB 68)	462,777	462,777	-
Group Life Insurance OPEB Liability (GASB 74)	200,093	200,093	-
Total Long-Term Liabilities	10,828,716	10,875,068	(46,353)
Other Liabilities - Deferred Income/Outflows	3,310,993	3,310,993	-
Total Liabilities	14,717,425	15,371,128	(653,703)
Capital:			
Capital Contributions	15,848,785	13,101,464	2,747,321
Passenger Facility Charges	2,933,854	2,899,652	34,202
Retained Earnings	62,796,849	62,796,849	-
YTD Earnings-Current Year	(458,646)	(244,848)	(213,798)
Total Capital	81,120,842	78,553,117	2,567,725
Total Liabilities and Capital	95,838,267	93,924,245	1,914,022

PENINSULA AIRPORT COMMISSION
BALANCE SHEET AS OF THE DATE INDICATED

	October-21	September-21	Change
Restricted Cash:			
PFC Funds	2,933,854	2,899,652	34,202
Capital (State Entitlements)	2,793,488	3,080,575	(287,087)
Capital (Recovery)	41,298	41,298	-
Money Market (State Entitlements)	6,071,809	6,071,809	-
Trailer Park Security Deposits	24,946	24,946	-
Equitable Share	-	-	-
Investments	-	-	-
Total Restricted Cash	11,865,395	12,118,280	(252,885)
Unrestricted Cash:			
Operating Cash	1,932,943	2,171,021	(238,078)
Capital (Unrestricted)	284	312	(28)
Money Market (Unrestricted)	319,568	319,568	-
Total Unrestricted Cash	2,252,795	2,490,901	(238,106)
Grand Total Cash	14,118,190	14,609,181	(490,991)
CRRSA Act Grant Funds:	1,951,883	1,951,883	
Total Reimbursed	-	-	
Pending Reimbursement	1,253,419	1,253,419	
Funds Remaining	698,464	698,464	

PENINSULA AIRPORT COMMISSION
OCTOBER 2021
OPERATING INCOME SUMMARY (BEFORE DEBT SERVICE)

DESCRIPTION	ACTUAL	OCTOBER 2021 BUDGET	VARIANCE		OCTOBER 2020 ACTUAL		ACTUAL	FY 2022 YEAR-TO-DATE BUDGET	VARIANCE		FY 2021 YTD ACTUAL		FY 2022 BUDGET
TOTAL REVENUE	501,926	469,601	32,325	6.9%	1,253,382	-60.0%	2,143,106	1,969,125	173,981	8.8%	2,646,000	-19.0%	5,803,442
TOTAL EXPENDITURES	696,136	668,431	27,705	4.1%	550,789	26.4%	2,523,287	2,679,808	(156,521)	-5.8%	1,997,989	26.3%	7,875,496
NET COMBINED	(194,210)	(198,830)	4,620	-2.3%	702,593	-127.6%	(380,182)	(710,683)	330,501	-46.5%	648,012	-158.7%	(2,072,054)

DESCRIPTION	ACTUAL	OCTOBER 2021 BUDGET	VARIANCE		OCTOBER 2020 ACTUAL		ACTUAL	FY 2022 YEAR-TO-DATE BUDGET	VARIANCE		FY 2021 YTD ACTUAL		FY 2022 BUDGET
REVENUE-AIRFIELD	115,590	126,579	(10,989)	-8.7%	118,815	-2.7%	512,315	550,204	(37,889)	-6.9%	463,098	10.6%	1,564,312
EXPENDITURES-AIRFIELD	79,545	79,906	(361)	-0.5%	67,437	18.0%	319,671	324,300	(4,629)	-1.4%	247,968	28.9%	963,548
NET-AIRFIELD	36,045	46,673	(10,628)	-22.8%	51,378	-29.8%	192,644	225,904	(33,260)	-14.7%	215,130	-10.5%	600,764
REVENUE-TERMINAL	45,372	52,262	(6,890)	-13.2%	40,073	13.2%	200,904	209,144	(8,240)	-3.9%	155,026	29.6%	627,262
EXPENDITURES-TERMINAL	165,311	160,626	4,685	2.9%	142,471	16.0%	583,761	642,504	(58,743)	-9.1%	518,995	12.5%	1,927,512
NET-TERMINAL	(119,939)	(108,364)	(11,575)	10.7%	(102,398)	17.1%	(382,857)	(433,360)	50,503	-11.7%	(363,969)	5.2%	(1,300,250)
REVENUE-LANDSIDE	226,734	195,373	31,361	16.1%	171,254	32.4%	982,771	802,538	180,233	22.5%	737,770	33.2%	2,370,386
EXPENDITURES-LANDSIDE	57,298	54,499	2,799	5.1%	42,619	34.4%	212,934	217,996	(5,062)	-2.3%	156,876	35.7%	653,988
NET-LANDSIDE	169,436	140,874	28,562	20.3%	128,635	31.7%	769,836	584,542	185,294	31.7%	580,894	32.5%	1,716,398
REVENUE-PROPERTY RENTS	32,333	26,263	6,070	23.1%	31,107	3.9%	148,477	126,717	21,760	17.2%	123,797	19.9%	337,043
EXPENDITURES-OTHER RENTS	25,042	31,197	(6,155)	-19.7%	23,997	4.4%	97,979	124,788	(26,809)	-21.5%	102,690	-4.6%	374,364
NET-PROPERTY RENTS	7,291	(4,934)	12,225	-247.8%	7,110	2.5%	50,499	1,929	48,570	2517.9%	21,108	139.2%	(37,321)
REVENUE-TRAILER PARK	37,986	43,405	(5,419)	-12.5%	48,039	-20.9%	161,290	173,620	(12,330)	-7.1%	180,485	-10.6%	520,860
EXPENDITURES-TRAILER PARK	41,542	31,466	10,076	32.0%	35,320	17.6%	143,675	125,864	17,811	14.2%	121,490	18.3%	377,592
NET-TRAILER PARK	(3,555)	11,939	(15,494)	-129.8%	12,720	-128.0%	17,616	47,756	(30,140)	-63.1%	58,995	-70.1%	143,268
REVENUE-ADMINISTRATIVE	13,604	317	13,287	4191.4%	827,838	-98.4%	14,219	1,268	12,951	1021.4%	925,053	-98.5%	73,804
EXPENDITURES-ADMINISTRATIVE	271,993	258,034	13,959	5.4%	188,664	44.2%	945,688	1,029,624	(83,936)	-8.2%	677,134	39.7%	2,941,232
NET-ADMINISTRATIVE	(258,389)	(257,717)	(672)	0.3%	639,174	-140.4%	(931,469)	(1,028,356)	96,887	-9.4%	247,919	-475.7%	(2,867,428)
REVENUE-MAINTENANCE	-	-	-	0.0%	-	0.0%	-	-	-	0.0%	-	0.0%	-
EXPENDITURES-MAINTENANCE	26,766	26,669	97	0.4%	25,329	5.7%	106,963	106,676	287	0.3%	82,199	30.1%	320,028
NET-MAINTENANCE	(26,766)	(26,669)	(97)	0.4%	(25,329)	5.7%	(106,963)	(106,676)	(287)	0.3%	(82,199)	30.1%	(320,028)
REVENUE-PHFLIGHT CONCESSIONS	30,307	25,402	4,905	19.3%	16,256	86.4%	123,129	105,634	17,495	16.6%	60,770	102.6%	309,775
EXPENDITURES-PHFLIGHT CONCESSIONS	28,640	26,034	2,606	10.0%	24,953	14.8%	112,617	108,056	4,561	4.2%	90,636	24.3%	317,232
NET-PHFLIGHT CONCESSIONS	1,668	(632)	2,300	-363.9%	(8,697)	-119.2%	10,512	(2,422)	12,934	-534.0%	(29,866)	-135.2%	(7,457)

Capital Improvement Program Report Revision

Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
All Projects							
2022							
	Construction Taxiway A Lighting, Shoulders & Realignment of Taxiways B & C	CIP	5,320,777.00	-	-	-	\$ 5,320,777.00
	Terminal Building Fire Alarm Sprinkler Pump Repair	CIP	-	1,839.20	2,758.80	-	\$ 4,598.00
	Repair Expansion Joints ARRF Station	Completed	-	24,000.00	6,000.00	-	\$ 30,000.00
	GA Ramp Rehab Environmental and Design	CIP	-	160,000.00	-	40,000.00	\$ 200,000.00
	Purchase 22ft Winged Cutter	CIP	-	56,000.00	14,000.00	-	\$ 70,000.00
	Access Control System	CIP	-	80,000.00	120,000.00	-	\$ 200,000.00
	South Corp Apron Rehabilitation Design and Bidding	CIP	-	180,000.00	-	45,000.00	\$ 225,000.00
	South Corporate Development - Environmental Analysis	CIP	-	200,000.00	-	50,000.00	\$ 250,000.00
	South Corporate Development - Permitting and Mitigation	CIP	-	120,000.00	-	30,000.00	\$ 150,000.00
	South Corporate Pavement Analysis	CIP	-	48,000.00	-	12,000.00	\$ 60,000.00
	Firehouse Roof Repair Phase II	CIP	-	32,000.00	8,000.00	-	\$ 40,000.00
	Design Baggage Claim Rehabilitation	CIP	-	240,000.00	-	60,000.00	\$ 300,000.00
	Drainage Repair G Avenue	CIP	-	11,000.00	-	-	\$ 11,000.00
	Obstruction Survey	CIP	-	80,000.00	20,000.00	-	\$ 100,000.00
	FOD Boss	CIP	-	8,000.00	2,000.00	-	\$ 10,000.00
	Replacement Incoming Bag Belt Systems Phase I	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	Terminal Window Replacement Phase II	CIP	-	40,000.00	-	60,000.00	\$ 100,000.00
	Dump Truck with Plow	CIP	-	120,000.00	30,000.00	-	\$ 150,000.00
	Main Terminal Building Rehabilitation Design	CIP	-	240,000.00	-	60,000.00	\$ 300,000.00
	Main Terminal Roof Repair Phase II Brick Infiltration Mitigation	CIP	-	200,000.00	300,000.00	-	\$ 500,000.00
	Old Terminal Design & Environmental Phase I	CIP	-	1,120,000.00	280,000.00	-	\$ 1,400,000.00
	Main Terminal Roof Repair Phase II Brick Infiltration Mitigation	CIP	-	230,000.00	345,000.00	-	\$ 575,000.00
	Flight Information Display System	CIP	-	40,000.00	10,000.00	-	\$ 50,000.00
	SRE Facility	CIP	-	2,400,000.00	600,000.00	-	\$ 3,000,000.00
	Wayfinding Study Phase II	CIP	-	20,000.00	30,000.00	-	\$ 50,000.00
	Relocate /Combine Upper & Lower Level Fire Panels Circuits to Main Fire Panel on Main	CIP	-	12,000.00	18,000.00	-	\$ 30,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	Security Cameras Phase III	CIP	-	200,000.00	50,000.00	-	\$ 250,000.00
	MDP Over/Under Voltage Protection Main Power to Terminal	CIP	-	12,000.00	8,000.00	-	\$ 20,000.00
	SRE Facility Design Siting & Environmental	CIP	-	400,000.00	100,000.00	-	\$ 500,000.00

Capital Improvement Program Report Revision
Department of Aviation Commonwealth of Virginia
Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
	Integrate Mass Notification System Airport Wide	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Install Supplemental Airconditioning in Main Communications Room	CIP	-	8,000.00	12,000.00	-	\$ 20,000.00
	Airfield Lighting Controls System Upgrade	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Sweeper	Completed	-	100,000.00	25,000.00	-	\$ 125,000.00
	Fuel Farm Upgrade	CIP	-	33,300.00	66,700.00	-	\$ 100,000.00
	Master Plan Update	CIP	900,000.00	100,000.00	-	-	\$ 1,000,000.00
	Utility Vehicle	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Renovate Entire Baggage Claim Area to Accomodate New Baggage System	CIP	-	200,000.00	50,000.00	-	\$ 250,000.00
	Old Terminal Demo Phase III and Phase IV	CIP	-	800,000.00	200,000.00	-	\$ 1,000,000.00
	SubTotal		\$ 6,220,777.00	\$ 8,463,139.20	\$ 2,315,458.80	\$ 537,000.00	\$ 17,536,375.00

2023

	SRE Facility Design Siting & Environmental	CIP	-	400,000.00	100,000.00	-	\$ 500,000.00
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	Replacement Incoming Bag Belt Systems Phase 1	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Obstruction Survey	CIP	-	80,000.00	20,000.00	-	\$ 100,000.00
	Runway 2-20 and Airfield Geometry Planning Study	CIP	270,000.00	30,000.00	-	-	\$ 300,000.00
	Taxiway D Rehabilitation (Construction)	CIP	11,250,000.00	1,250,000.00	-	-	\$ 12,500,000.00
	SubTotal		\$ 11,520,000.00	\$ 2,670,000.00	\$ 295,000.00	\$ 180,000.00	\$ 14,665,000.00

2024

	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Replacement Incoming Bag Belt Systems Phase 2	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	ARFF Station (Design & Evironmental)	CIP	-	160,000.00	40,000.00	-	\$ 200,000.00
	SRE Building (Environmental & Design)	CIP	-	160,000.00	40,000.00	-	\$ 200,000.00
	Taxiway J Rehabilitation & Extension (Design)	CIP	1,530,000.00	170,000.00	-	-	\$ 1,700,000.00
	Terminal Building Rehabilitation	CIP	5,400,000.00	600,000.00	-	-	\$ 6,000,000.00
	SubTotal		\$ 6,930,000.00	\$ 2,000,000.00	\$ 255,000.00		\$ 9,185,000.00

2025

	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00

Capital Improvement Program Report Revision
Department of Aviation Commonwealth of Virginia
Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	ARFF Station (Construction)	CIP	-	3,200,000.00	800,000.00	-	\$ 4,000,000.00
	Jetbridge Replacement	CIP	-	-	900,000.00	-	\$ 900,000.00
	Runway 2-20 and Airfield Geometry (Design & Environmental)	CIP	270,000.00	30,000.00	-	-	\$ 300,000.00
	SRE Building (Construction)	CIP	-	2,400,000.00	600,000.00	-	\$ 3,000,000.00
	Taxiway J Rehabilitation and Extension (Construction)	CIP	14,400,000.00	1,600,000.00	-	-	\$ 16,000,000.00
	SubTotal		\$ 14,670,000.00	\$ 7,420,000.00	\$ 2,475,000.00		\$ 24,565,000.00
2026							
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Jetbridge Replacement	CIP	-	-	900,000.00	-	\$ 900,000.00
	SubTotal		\$ -	\$ 190,000.00	\$ 1,075,000.00	\$ -	\$ 1,265,000.00
2027							
	Runway 2-20 and Airfield Geometry (Construction)	CIP	4,500,000.00	500,000.00	-	-	\$ 5,000,000.00
	SubTotal		\$ 4,500,000.00	\$ 500,000.00	\$ -	\$ -	\$ 5,000,000.00
All Projects			\$ 43,840,777.00	\$ 21,243,139.20	\$ 6,415,458.80	\$ 717,000.00	\$ 72,216,375.00

AIR SERVICE REPORT

**NEWPORT NEWS WILLIAMSBURG INTERNATIONAL AIRPORT
MONTHLY ACTIVITY REPORT**

October 2021

TOTAL PAX		Total						
(enpl. + depl.)	Oct-21	Oct-20	% CHG	MKT SHR 2021	MKT SHR 2020	Seats Avail.	Enpl & Depl	Load Factor
American	18,794	11,192	67.9%	98.7%	97.6%	22,125	18,794	84.9%
Charter	250	271	-7.7%	1.3%	2.4%			
TOTAL	19,044	11,463	66.1%	100.0%	100.0%			
YOY PAX	11/20-10/21	11/19-10/20	% CHG	MKT SHR 2021	MKT SHR 2020			
Delta	0	54,754	-100.0%	0.0%	27.0%			
American	161,577	147,011	9.9%	98.9%	72.4%			
Charter	1,852	1,380	34.2%	1.1%	0.7%			
TOTAL	163,429	203,145	-19.6%	100.0%	100.0%			
YTD PAX	2021 YTD	2020 YTD	% CHG	MKT SHR 2021	MKT SHR 2020	Total Seat Available YTD		
Delta	0	29,195	-100.0%	0.0%	22.4%	0		
American	141,352	99,922	41.5%	98.8%	76.8%	174,052		
Charter	1,763	1,062	66.0%	1.2%	0.8%			
TOTAL	143,115	130,179	9.9%	100.0%	100.0%	174,052		
FLIGHT OPS	Oct-21	Oct-20	12 Months To-Date 2021	12 Months To-Date 2020	YOY % CHANGE			
GA	3,236	1,651	30,814	22,357	37.8%			
Air Carrier	699	570	6,636	7,435	-10.7%			
Itinerant Mil	555	538	7,289	6,721	8.5%			
Local Mil	224	404	6,084	7,685	-20.8%			
TOTAL	4,714	3,163	50,823	44,198	15.0%			

NEWPORT NEWS-WILLIAMSBURG AIRPORT
Monthly Report Summary
October 2021

- We served 19,044 passengers in October 2021
 - up by 2,372 from September 2021
- Load factors:
 - 84.9% for American
- Flight Ops (landings & take offs)
 - 4,714

Total Passengers:

Jan: 6,929
Feb: 6,775
Mar: 9,116
Apr: 12,840
May: 11,696
June: 20,408
July: 21,515
Aug: 18,582
Sep: 16,210
Oct: 19,044
Nov:
Dec:

Total: 143,115 PAX

RESOLUTION(S)

PENINSULA AIRPORT COMMISSION

RESOLUTION 22-008 APPROVING AMENDMENT TO

FISCAL YEAR 2022 CAPITAL BUDGET

December 9, 2021

WHEREAS, the Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended, and owns and operates Newport News – Williamsburg International Airport (the “Airport”);

WHEREAS, the Board of Commissioners (the “Board”) has approved annual operating and capital budgets (together, the “Budget”) for the Commission for the fiscal year beginning July 1, 2021 and ending June 30, 2022;

WHEREAS, Staff has presented to the Board certain proposed amendments to the capital budget to address and incorporate (i) anticipated increases to the cost of environmental, design and engineering expenditures related to the demolition of the old terminal building, and (ii) anticipated costs associated with the update of the Airport Master Plan, as more fully set forth in the revised and amended capital budget attached hereto as Exhibit A (the “Amended Capital Budget”);

WHEREAS, it is necessary to adopt the Amended Capital Budget and approve the expenditure of funds to cover the various elements included therein; and

WHEREAS, the Board, in exercising its independent judgment, has considered the Amended Capital Budget and the availability of funds and contemplated expenses as set forth therein, and now desires to approve and adopt the Amended Capital Budget as a part of the Budget for fiscal year 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PENINSULA AIRPORT COMMISSION THAT:

1. The Amended Capital Budget is hereby approved and adopted as proposed on this date and shall amend and become part of the existing Budget, consisting of the fiscal year 2022 annual operating and capital budgets of the Commission for the funds and divisions described therein, subject to and contingent upon the availability of funds as indicated therein, such Budget (as hereby amended) to be in effect for the Commission’s fiscal year beginning July 1, 2021.

2. Staff of the Commission is hereby directed and authorized to do all things necessary or desirable to implement the Budget and the undertakings, projects and matters therein authorized.

3. This resolution shall be in effect on and after its adoption.

EXHIBIT A
FY 2022 AMENDED CAPITAL BUDGET
(See Attached)

Capital Improvement Program Report Revision

Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
All Projects							
2022							
	Construction Taxiway A Lighting, Shoulders & Realignment of Taxiways B & C	CIP	5,320,777.00	-	-	-	\$ 5,320,777.00
	Terminal Building Fire Alarm Sprinkler Pump Repair	CIP	-	1,839.20	2,758.80	-	\$ 4,598.00
	Repair Expansion Joints ARRF Station	Completed	-	24,000.00	6,000.00	-	\$ 30,000.00
	GA Ramp Rehab Environmental and Design	CIP	-	160,000.00	-	40,000.00	\$ 200,000.00
	Purchase 22ft Winged Cutter	CIP	-	56,000.00	14,000.00	-	\$ 70,000.00
	Access Control System	CIP	-	80,000.00	120,000.00	-	\$ 200,000.00
	South Corp Apron Rehabilitation Design and Bidding	CIP	-	180,000.00	-	45,000.00	\$ 225,000.00
	South Corporate Development - Environmental Analysis	CIP	-	200,000.00	-	50,000.00	\$ 250,000.00
	South Corporate Development - Permitting and Mitigation	CIP	-	120,000.00	-	30,000.00	\$ 150,000.00
	South Corporate Pavement Analysis	CIP	-	48,000.00	-	12,000.00	\$ 60,000.00
	Firehouse Roof Repair Phase II	CIP	-	32,000.00	8,000.00	-	\$ 40,000.00
	Design Baggage Claim Rehabilitation	CIP	-	240,000.00	-	60,000.00	\$ 300,000.00
	Drainage Repair G Avenue	CIP	-	11,000.00	-	-	\$ 11,000.00
	Obstruction Survey	CIP	-	80,000.00	20,000.00	-	\$ 100,000.00
	FOD Boss	CIP	-	8,000.00	2,000.00	-	\$ 10,000.00
	Replacement Incoming Bag Belt Systems Phase I	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	Terminal Window Replacement Phase II	CIP	-	40,000.00	-	60,000.00	\$ 100,000.00
	Dump Truck with Plow	CIP	-	120,000.00	30,000.00	-	\$ 150,000.00
	Main Terminal Building Rehabilitation Design	CIP	-	240,000.00	-	60,000.00	\$ 300,000.00
	Main Terminal Roof Repair Phase II Brick Infiltration Mitigation	CIP	-	200,000.00	300,000.00	-	\$ 500,000.00
	Old Terminal Design & Environmental Phase I	CIP	-	1,120,000.00	280,000.00	-	\$ 1,400,000.00
	Main Terminal Roof Repair Phase II Brick Infiltration Mitigation	CIP	-	230,000.00	345,000.00	-	\$ 575,000.00
	Flight Information Display System	CIP	-	40,000.00	10,000.00	-	\$ 50,000.00
	SRE Facility	CIP	-	2,400,000.00	600,000.00	-	\$ 3,000,000.00
	Wayfinding Study Phase II	CIP	-	20,000.00	30,000.00	-	\$ 50,000.00
	Relocate /Combine Upper & Lower Level Fire Panels Circuits to Main Fire Panel on Main	CIP	-	12,000.00	18,000.00	-	\$ 30,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	Security Cameras Phase III	CIP	-	200,000.00	50,000.00	-	\$ 250,000.00
	MDP Over/Under Voltage Protection Main Power to Terminal	CIP	-	12,000.00	8,000.00	-	\$ 20,000.00
	SRE Facility Design Siting & Environmental	CIP	-	400,000.00	100,000.00	-	\$ 500,000.00

Capital Improvement Program Report Revision
Department of Aviation Commonwealth of Virginia
Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
	Integrate Mass Notification System Airport Wide	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Install Supplemental Airconditioning in Main Communications Room	CIP	-	8,000.00	12,000.00	-	\$ 20,000.00
	Airfield Lighting Controls System Upgrade	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Sweeper	Completed	-	100,000.00	25,000.00	-	\$ 125,000.00
	Fuel Farm Upgrade	CIP	-	33,300.00	66,700.00	-	\$ 100,000.00
	Master Plan Update	CIP	900,000.00	100,000.00	-	-	\$ 1,000,000.00
	Utility Vehicle	CIP	-	24,000.00	6,000.00	-	\$ 30,000.00
	Renovate Entire Baggage Claim Area to Accomadate New Baggage System	CIP	-	200,000.00	50,000.00	-	\$ 250,000.00
	Old Terminal Demo Phase III and Phase IV	CIP	-	800,000.00	200,000.00	-	\$ 1,000,000.00
	SubTotal		\$ 6,220,777.00	\$ 8,463,139.20	\$ 2,315,458.80	\$ 537,000.00	\$ 17,536,375.00
2023							
	SRE Facility Design Siting & Environmental	CIP	-	400,000.00	100,000.00	-	\$ 500,000.00
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	Replacement Incoming Bag Belt Systems Phase 1	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Obstruction Survey	CIP	-	80,000.00	20,000.00	-	\$ 100,000.00
	Runway 2-20 and Airfield Geometry Planning Study	CIP	270,000.00	30,000.00	-	-	\$ 300,000.00
	Taxiway D Rehabilitation (Construction)	CIP	11,250,000.00	1,250,000.00	-	-	\$ 12,500,000.00
	SubTotal		\$ 11,520,000.00	\$ 2,670,000.00	\$ 295,000.00	\$ 180,000.00	\$ 14,665,000.00
2024							
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Replacement Incoming Bag Belt Systems Phase 2	CIP	-	720,000.00	-	180,000.00	\$ 900,000.00
	ARFF Sttation (Design & Evironmental)	CIP	-	160,000.00	40,000.00	-	\$ 200,000.00
	SRE Building (Environmental & Design)	CIP	-	160,000.00	40,000.00	-	\$ 200,000.00
	Taxiway J Rehabilitation & Extension (Design)	CIP	1,530,000.00	170,000.00	-	-	\$ 1,700,000.00
	Terminal Building Rehabilitation	CIP	5,400,000.00	600,000.00	-	-	\$ 6,000,000.00
	SubTotal		\$ 6,930,000.00	\$ 2,000,000.00	\$ 255,000.00		\$ 9,185,000.00
2025							
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00

Capital Improvement Program Report Revision
Department of Aviation Commonwealth of Virginia
Newport News - Williamsburg International Airport

Year	Project Name	Status	FAA	State	Local	PFC	Total
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	ARFF Station (Construction)	CIP	-	3,200,000.00	800,000.00	-	\$ 4,000,000.00
	Jetbridge Replacement	CIP	-	-	900,000.00	-	\$ 900,000.00
	Runway 2-20 and Airfield Geometry (Design & Environmental)	CIP	270,000.00	30,000.00	-	-	\$ 300,000.00
	SRE Building (Construction)	CIP	-	2,400,000.00	600,000.00	-	\$ 3,000,000.00
	Taxiway J Rehabilitation and Extension (Construction)	CIP	14,400,000.00	1,600,000.00	-	-	\$ 16,000,000.00
	SubTotal		\$ 14,670,000.00	\$ 7,420,000.00	\$ 2,475,000.00		\$ 24,565,000.00
2026							
	Aviation Promotion	CIP	-	35,000.00	35,000.00	-	\$ 70,000.00
	Bond Debt South Corporate Apron	CIP	-	155,000.00	-	-	\$ 155,000.00
	PFC Application Development & Administration	CIP	-	-	140,000.00	-	\$ 140,000.00
	Jetbridge Replacement	CIP	-	-	900,000.00	-	\$ 900,000.00
	SubTotal		\$ -	\$ 190,000.00	\$ 1,075,000.00	\$ -	\$ 1,265,000.00
2027							
	Runway 2-20 and Airfield Geometry (Construction)	CIP	4,500,000.00	500,000.00	-	-	\$ 5,000,000.00
	SubTotal		\$ 4,500,000.00	\$ 500,000.00	\$ -	\$ -	\$ 5,000,000.00
All Projects			\$ 43,840,777.00	\$ 21,243,139.20	\$ 6,415,458.80	\$ 717,000.00	\$ 72,216,375.00

PENINSULA AIRPORT COMMISSION

RESOLUTION 22-009 PROCLAMATION IN COMMEMORATION OF THE 80TH ANNIVERSARY OF CIVIL AIR PATROL

WHEREAS, Civil Air Patrol (CAP) was founded on Dec. 1, 1941, to supplement civilian defense organizations and the U.S. military during World War II; and

WHEREAS, in 1946 Congress incorporated CAP as a nonprofit, volunteer civilian organization to provide an organization to encourage and aid American citizens in the development of aviation and maintenance of air supremacy, foster volunteerism among private citizens to the public welfare, and provide aviation education and training to adult and youth members; and

WHEREAS, in 1948 CAP was designated as a civilian auxiliary of the U.S. Air Force, tasked by the secretary of the Air Force to fulfill noncombatant missions on behalf of the service, including humanitarian and search and rescue missions; and

WHEREAS, in 2015 CAP officially a member of the Air Force's Total Force, joining the regular, National Guard, Air Force Reserve, civilian and auxiliary members as airmen when conducting missions for the Air Force; and

WHEREAS, since CAP's beginning, the organization has set itself apart during the country's most tumultuous times: deterring enemy submarine operations during World War II, supporting the Air Force's Ground Observer Corps in tracking suspected enemy aircraft in the 1950s, conducting aerial radiological monitoring of nuclear fallout, conducting counterdrug reconnaissance missions for law enforcement, assisting rescuers and state agencies immediately following the Sept. 11, 2001, terrorist attacks, heavily supporting hurricane relief efforts from the 1960s to the present day, responding to the Exxon Valdez and Deepwater Horizon oil spills and providing an array of support nationwide in response to the COVID-10 pandemic in its largest sustained operation since World War II, as well as aiding communities during other natural disasters, such as floods, wildfires, ice storms and tornadoes; and

WHEREAS, CAP further provides vital homeland security missions that help ensure the protection of the nation's capital and the nation as a whole by assisting Air Force pilots with target-intercept training; and

WHEREAS, CAP provides exceptional educational and growth opportunities for youth through its nearly 25,000-member-strong cadet program, which annually provides access to top national summer flight academies to learn to fly powered or glider aircraft, as well as to more than 30 national programs emphasizing leadership and careers in aviation; and

WHEREAS, CAP's aerospace education program annually touches more than 1,800 educators and more than 200,000 youths — cadets and others in classrooms across America — teaching multidisciplinary aviation concepts that emphasize aviation's connection to history, math, science, government and economics;

THEREFORE, BE IT HEREBY RESOLVED, that the Peninsula Airport Commission hereby commends CAP for its "80 years of Missions for America" and its outstanding cadet and aerospace programs, which annually touch the lives and ensure the safety of thousands of American citizens; and

NOW, THEREFORE: I, James "Jay" Joseph, hereby proclaim December as CIVIL AIR PATROL MONTH at Peninsula Airport Commission in Newport News, Virginia and I encourage all citizens to join in the observance.

James "Jay" Joseph, Chairman

Newport News
Williamsburg Airport

EXECUTIVE SUMMARY

Subject: Proclamation in Commemoration of the 80th Anniversary of Civil Air Patrol

Background: Civil Air Patrol (CAP) was founded December 1, 1941, to supplement civilian defense organizations and the U.S. military during World War II. In 1948 CAP was designated as a civilian auxiliary of the U.S. Air Force, tasked by the secretary of the Air Force to fulfill noncombatant missions on behalf of the service, including humanitarian and search and rescue missions.

Discussion: PAC currently supports a unit of 109 CAP volunteers which they call Newport News / Williamsburg International Airport home. CAP provides exceptional educational and growth opportunities for youth through the cadet program where it touches more than 1800 educators and more than 200,000 youths across America teaching multidisciplinary aviation concepts that emphasize aviation's connection in history, math, science, government, and economics.

Budget Impact: None

Recommended Action: The Commission approve Proclamation of December being Civil Air Patrol Month

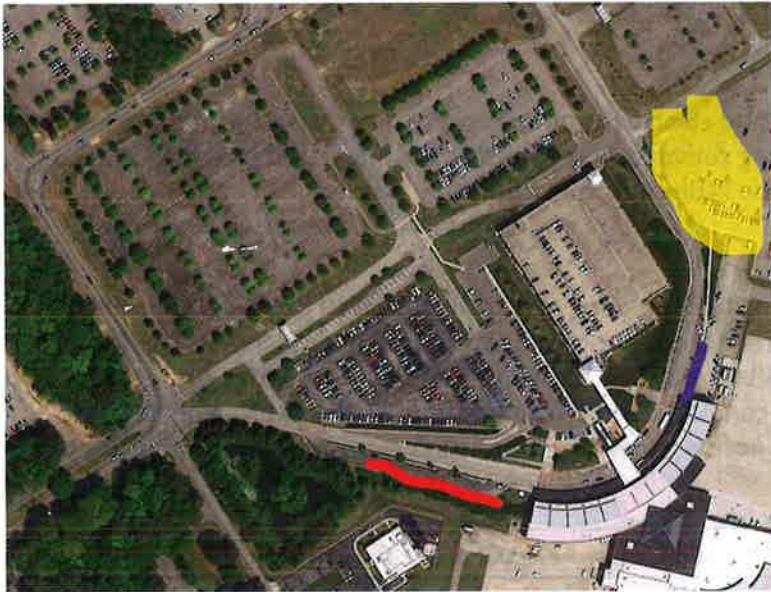
New "Easy Going" Parking Rates - Park anywhere you want for \$10/day, or \$2/hour								
	Short Term		Garage		Long Term		Economy	
	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily
Richmond (current)	\$2	\$24	\$3	\$12	\$3	\$12		
Norfolk (current)	\$2	\$24	\$2	\$10	\$2	\$10		
Newport News (current)	\$2	\$10	\$2	\$10	\$1	\$8	\$1	\$7
NN-W New	\$2	\$10	\$2	\$10	\$2	\$10	\$2	\$10
Dif vs current	\$0	\$0	\$0	\$0	\$1	\$2	\$1	\$3
Dif vs ORF	\$0	-\$14	\$0	\$0	\$0	\$0	#N/A	#N/A
Dif vs RIC	\$0	-\$14	-\$1	-\$2	-\$1	-\$2	#N/A	#N/A
Increases Long Term rates from \$8 to \$10, and Economy from \$7 to \$10								

Valet Parking Overview

A form of valet parking will be introduced at the airport early in 2022. The objective of the new service is to attract and retain more passengers (fill seats), and not specifically to enhance parking revenue. Within the industry, valet parking is typically a premium priced service (\$20+/day), which attracts less than 2% of parked cars. These levels will result in 8 cars per day at Newport News. An alternative approach is to use valet parking to provide a superior airport experience at the same price as parking in the lot, or parking at Norfolk or Richmond. This approach, marketed correctly, can attract up to 10% of parked cars and build significant loyalty among frequent travelers, who can expense the superior service. As such, the recommendation is to aggressively market and price the new valet service as something for every travel, and a key reason to use Newport News, versus other local airports.

The Valet Process

The expected process will have users divert into the old taxi holding area, just before the terminal (red), park their auto, take their keys into the terminal, and drop them off at the valet desk. When they return from their trip, they will pick up their key from the attendant inside the terminal and then proceed to their auto which will be parked in the old employee parking area just past the terminal entrance (purple).



This process will allow 10+ autos to be dropped off, before attendants need to move them to a remote lot (yellow). This dramatically improves labor efficiency and flexibility, as a group of attendants can relocating autos all at once, and most of the time, bring back an auto for another passenger to pick up later that day. The same will be true for the return area, where 10+ autos can be parked waiting for arriving passengers.

Valet Parking Name and Price

The name "valet" connotes a super-premium parking service, so we are recommending an alternative name that will allow us to communicate the benefits of the parking, without unintentionally communicating it is expensive. We are recommending pricing the service at \$10/day to attract more passengers and increase usage, with a target of 10% of travelers by the end of 2022. Richmond has the only other active Valet service, and their price is \$21/day. Prices may be adjusted in the future as demand grows.

We recommend branding the service **Fly-Thru™ Parking**, where you drop your car and keys at the terminal, and we take care of the rest, having your car ready for you to jump in and go when you return. The service concept with branding is:

*Want an even faster, easier, and more enjoyable airport experience? Next time try Newport News-Williamsburg Airport's **Fly-Thru™ Parking**, where you park right outside the terminal doors, drop your keys, and go. Upon your return, your car will be waiting for you right outside the terminal doors. Newport News-Williamsburg Airport's **Fly-Thru™ Parking**, now we're even easier going.*