

# Peninsula Airport Commission

Board of Commissioners Meeting Minutes  
August 25, 2022, 8:00 a.m.

## **Commissioners in Attendance:**

Chair, Lindsey Carney-Smith  
Treasurer, James “Jay” Joseph  
Assistant Treasurer, Jennifer Smith  
Secretary, Sharon Scott (arrived 8:03 a.m.)  
Assistant Secretary, Thomas “Tommy” Garner

## **Staff Members in Attendance:**

Executive Director, Michael Giardino  
Chief Finance Officer, Mark Adams  
Business Development Manager, Chris Walton  
Executive Assistant, Jamie O’Brien  
Counsel, L. Scott Seymour  
Counsel, Patrick O’Donnell

## **Public Officials Present:**

Ralph “Bo” Clayton, Newport News Assistant City Manager

## **Public Attendees:**

David Hause, Kiln Creek HOA  
Steve Peterson, Talbert & Bright  
Jeff Wellman, Talbert & Bright

Chair Carney-Smith called the meeting to order at 8:02 a.m.

**Presentation:** Jared Alexander Award presentation to the following employees for outstanding service:

Brandi Williams  
Nicholas Zielke  
Lisa Ortiz  
Wayne Leonard  
Shawn Robinson

**Minutes.** Commissioner J. Smith moved to accept the June 23, 2022, meeting minutes as presented. Commissioner Garner seconded and the minutes were approved unanimously.

**Public Comment.** None

**Treasurer’s report:** Mr. Joseph stated there was no Finance Committee meeting but he met with Mr. Adams and Mr. Giardino to discuss results for July. Most of the meeting was around presentation formats – specifically for flight activity and financial reports. We need to get to a level of detail needed for the Board of Commissioners but not so detailed as to be burdensome.

The results for the July report were largely driven by the variance between budgeted and actual seats sold. Mr. Giardino gave a presentation regarding the budget and passenger numbers. Available seats are down 25% of what would be normal Covid numbers. We are down 45% from pre-Covid numbers. We did not adjust budget numbers when the budget was passed in June. We will continue to lose money each month due to regional pilot shortage and fewer seats. American Airlines is currently only scheduling out 60-90 days and continuing to cut flights and services everywhere, particularly for regional flights. With Avelo beginning service, some of the budget shortfall will be made up.

Chair Carney-Smith questioned if the budget will be revisited because Avelo will begin service. Mr. Giardino responded that we will track their performance. Ms. Carney-Smith asked if an updated revised budget will be proposed to the Board to be adopted, and not just a tracking report. Mr. Giardino stated we have not made that decision yet.

Ms. Scott asked what the air service consultant says about the drastic drop in seats/service. Mr. Giardino said he doesn't need to consult with anyone but when he discusses the drop with his peers nationally, they are all experiencing the exact same drop. Ms. Scott said "We pay for air service consultant and their job is market and forecast and with issues such as ours. The issue cannot continue to be Covid and pilot shortages. I am flying frequently and I'm getting where I need to go and Norfolk is still booming and so is Richmond." Mr. Giardino replied that Norfolk and Richmond are experiencing the same regional jet pilot shortages and the same regional jet pilot lack of service. We don't have mainline service with American Airlines. What they are experiencing is the fact that the regionals are suffering. The mainline carriers are not having a problem. It's the regional level that is having the trouble. We did get Boeing 737s with Avelo and that will change everything. One Avelo aircraft is equal to almost 4 American Airlines regional jets. We will see an uptick when Avelo starts.

Mr. Garner asked if some of the drop was due to cancellations. Mr. Giardino said that wasn't the issue with our airport. Our load factors are good and we rarely have cancellations at our airport. This problem has been going on for months.

Mr. Giardino said we need to manage our expectations for the future. Getting Avelo will make a big difference for the airport.

Chair Carney-Smith asked if there were anymore questions. There being none, she moved on to discuss committee organizations and assignments. Proposed committee assignments for 2023 are as follows:

Executive Committee	Chair, Vice Chair
Finance/Audit	Treasurer, asst. Treasurer
Planning & Development	Chair, Asst. Secretary
Customer Experience	Secretary, Asst. Treasurer

Bylaws do not describe specific committees or specific committee assignments. It's up to the Commission to formulate those committees, what the scope will be, and which members of the PAC Board will sit on the committees. Chair Carney-Smith reviewed the proposed committees and which commissioners would sit on which committees. She then opened the floor for comment.

Ms. Scott commented, "For the customer experience committee which I see I'm on, I think we kind of fell short in the past because our committee didn't get a chance to interact with the consultants that we are paying to be involved in this experience so without us being actually interacting with them, this doesn't work, so I just think it needs to be a little more interaction. Mr. Walton would come to the meeting and often times he didn't know what to share with us and it was just limited information. Everything we were getting was pretty much what we were getting in our packet. It wasn't any new information, and as I indicated from the last few times that the committee met, I'm not willing to waste my time so if there is nothing meaningful to do, no action required, I don't think that we should just sit there and look at slides that we can get in an email. I want it to be a little more interactive. I don't mind doing whatever my part is for the team but I just require a little more interaction with those that we're paying to do this job as well."

Chair Carney-Smith responded that Ms. Scott's concerns were why we changed the committee. "The committee will also now include Bill Lamanque as well as the Executive Director and Pat Speno because she is in charge of customer experience. One of the scope of work items that should be delegated to this committee is regular interaction with Steve Romme, our marketing consultant. This committee should be reporting back to the PAC on what Steve is doing vs having that come through the Executive Director report.

Chair Carney-Smith asked for more comments or questions. There being none, she asked for a motion to approve the slate. She noted that no dates and times were assigned for committee meetings. That will be left to the committees. She suggested that the committees attempt to meet on the same day that way management isn't kept late 4 days a week. She asked the committee chairs to get together to coordinate a day. The time of day is up to the committees.

Motion to approve the committee assignments as present. Motion made by Ms. Scott and seconded by Mr. Garner. The motion passed unanimously.

**Avelo Update:** Mr. Giardino stated he forwarded the presentation to the Board last night as a read-ahead in preparation for today's meeting.

Some of the information presented in today's slides has been previously shared but since we have two new commissioners, it is included for their information.

Newport News Economic Development Agency (EDA) voted on August 5 to give \$250,000 to Avelo to be used for marketing. Avelo will be executing the document with the EDA. The relationship is strictly between the EDA and Avelo. The airport is not involved other than to advise where the money is spent.

There are three airports in our service area. The other two are doing well. We leak about 93-95% of our traffic to the other two airports. The reason is because we don't offer the service passengers want. Norfolk has been reclassified as a "Medium Hub." This designation is used to apportion the Airport Improvement Program fund federal grants. Norfolk will now get less of that money but they can now charge \$4.50 for passenger facility charges for capital improvements. When an airport gets more passengers, they get more money from passenger facility charges.

In 2019, our enplanements were approximately 219,000. In FY22, we only achieved 83,000 enplanements. Mr. Joseph asked what the number of enplanements was when Air Tran was here. Mr. Giardino responded it was almost 560,000 for one way traffic.

We are primarily a business airport but during Covid, leisure has been the primary business. According to the Virginia Aviation Conference recently, they presented a graphic that showed exponential growth in the leisure market with ultra-low-cost carriers, but the decline has been in the main-line legacy carriers. That decline will continue for the time being. Mr. Giardino continued that we will persist in recruiting other airlines as well as Avelo.

We expect Avelo to do well here for the tourism/leisure customers. We track 85% of load factors. We incentivize carriers to be here. Rents, landing fees, ground handling, ticket counter fees will be waived for two years for Avelo. Avelo was not interested in minimum revenue guarantees like what our SCASDP grant proposed for United Airlines. United Airlines has not begun service here yet because of the regional jet pilot shortage.

What Avelo was offered is \$100,000 per year for two years for marketing and the EDA approved the passage of \$250,000 for Avelo to use for marketing.

Chair Carney-Smith asked if the agreements with Avelo been signed. Mr. Giardino said "Because it was budgeted and already planned, there is no agreement. It is in our marketing budget to apply the \$100,000 to Avelo and we're executing that right now." Chair Carney-Smith clarified that she was asking about the ground handling contract. Mr. Giardino stated that he and Eric Ballou, attorney for Kaufman and Canoles are working on that, because Bud Hafer, the attorney for Avelo, wrote a draft, we received it, and we are reviewing it because it was generic. It needs to be particular to Virginia. Eric and Bud have had a discussion and Bud is fine with Eric making it compliant with Virginia law. Mr. Giardino estimates it should be complete within two weeks.

Mr. Giardino continued. Right away, Avelo will offer two flights a week and beginning November 15, three flights a week. The size of the planes are consistent through April 2023.

Mr. Giardino discussed the Avelo associates with whom we are working. The pedigrees are very good with much experience for each of them. Our airport associates are beginning computer-based trainings in preparation to launch Avelo service. We are soliciting for part-time positions and have received over 100 applications.

The network as of now is very busy and indicates rapid growth. New Haven went from zero flights to 15 flights per day. When we announced Avelo, we received tremendous support and very positive media attention.

Mr. Giardino presented the flight schedule for Avelo. Tickets are being sold. The first flight is October 19. Mr. Giardino would like the Board of Commissioners to be present and consider changing the monthly PAC Board meeting to October 19. We expect dignitaries and media for the inaugural flight.

Chair Carney-Smith asked Mr. Giardino to update the Board "on marketing efforts to bring customers and visitors from Orlando to Newport News, because that was part of what the package was. We

weren't just sending people from Newport News to Orlando. They were going to try to market to try to bring here to enjoy Williamsburg and all of the benefits that our region has to offer."

Mr. Giardino replied that he is working with Jim Olson (the marketing and public relations director at Avelo), as well as other Avelo associates. They would like to try to use some of those marketing dollars in Orlando and Fort Lauderdale. Mr. Giardino does not know what the agreement says with Newport News or other locations, but they are looking to pool some of the money they are getting for marketing and place those marketing dollars in those markets. Mr. Giardino has discussed marketing with the Executive Director of the Williamsburg Tourism Council that we could take further action and help Avelo. Avelo may need some help with that. They *want* to do the marketing but they may not be able to market us the way we can. Mr. Giardino has reached out to other municipalities on the peninsula to see if there are other things we can say to entice visitors to the area.

Ms. Scott asked if we have reached out to the agencies in Florida to see what their thoughts are or if they had marketing dollars. Mr. Giardino stated we have reached out to the Executive Director of Fort Lauderdale Airport for ideas on where we can go. Bill LaManque has suggested to Avelo to target yacht owners, and we have a second home-owner data so we can target them as well.

Considering how well New Haven has done with Avelo, we expect to do better at Newport News. With Avelo, we should be able to get back some of the passengers who have leaked to other airports. The highest demand for service from Newport News to Florida are Orlando and Fort Lauderdale. The next highest are Tampa, Fort Meyers, Sarasota, West Palm Beach.

Mr. Giardino said because our air service has been so limited, people have forgotten to use us. When Air Tran was here, people used us frequently. Since we have lost service, people have chosen other airports because they have had no other choice. They have forgotten about us. That's where marketing comes in. We have already begun billboards and radio ads.

Mr. Giardino showed FY22 had a 25% decrease in seats on American Airlines because of the pilot shortage. This won't change. What does change for us is Avelo service. Right now, Avelo has loaded about 5,000 seats per month through April 2023. There is a potential to get to 40,000 seats with Avelo by the end of the fiscal year. Mr. Giardino believes the number of seats on American Airlines will decrease further but with Avelo seats, we could potentially get about 140,000 seats for the fiscal year. Our break even point is about 151,000 sold seats. He believes this airport can be profitable despite the damage done by Covid.

Avelo originally intended to have Orlando service twice a week. What we got was Orlando and Fort Lauderdale three times a week. They are aggressive and if we perform, they'll perform. We could get service to New Haven. They are based in Houston and they go to Chicago. This could have great potential for us.

Interest in our airport is great. Mr. Giardino's LinkedIn page with a post about Avelo, has garnered attention from Southwest Airlines, Delta Airlines, Spirit Airlines, and United Airlines. Also looking at other posts of his are American Airlines, Allegiant Airlines, and Alaska Airlines.

Mr. Giardino asked if anyone had any questions. Ms. Scott asked if there is reciprocity with other airlines for Avelo passengers who might need to fly on other days not currently serviced for our airport

with Avelo. Mr. Giardino said that sort of reciprocity happens with the larger airlines like American and United. There is no code share with ultra-low-cost carriers.

Chair Carney-Smith asked what happens if Avelo doesn't meet their target. What do they do? Mr. Giardino responded that they would pull service. He said we are closely watching load factors. We currently have an under-performing late evening flight with American Airlines. It doesn't help our load factors when that flight is only 25% full. It's not a time when people want to fly. We are working very hard to fill the seats.

Ms. Scott asked if the under-performing flight was because of a connection issue. Is this late-evening flight poorly performing for that reason? Mr. Giardino said it performs well inbound because it gets people home to Newport News at 7:30. It's getting out at 8:30 that is the challenge. Connections to the west coast via Charlotte do ok, but east coast connections that late do not do well because it gets people to their destination too late.

Chair Carney-Smith suggested that the late American flight could be one of the first topics that Steve Romme can discuss with the Customer Experience committee about promotions we can do to fill those seats; that people outbound at the late evening. Mr. Giardino assured her it would be discussed.

Ms. Smith asked if there was a difference between using the word "customers" vs "passengers." Mr. Giardino said it's just their vernacular.

Chair Carney-Smith asked if there were any other questions about Avelo. She also told Mr. Giardino that prior to the next meeting, it would be helpful if he were to update the Board on the hiring of the part-time employees, what kind of positions we are filling, how it's going, so they don't have to wait another month to find out.

Mr. Giardino noted that we have begun buying equipment for Avelo service. We purchased a "push-back" for \$40,000. It could have cost \$90,000. We were also able to sell back \$20,000 worth of unused equipment from prior days when it was purchased from an un-named airline. The net cost was \$20,000. This was due to John Borden's negotiations. Mr. Giardino also said we have a back-up plan should the push-back equipment fail. We will borrow the equipment from an on-site tenant.

**Staff Reports:** Mr. Giardino said there is an air service development conference in October but he will not be in attendance because he will be here for the inaugural Avelo flight. Crawford, Murphy and Till, our air service development consultants will be in attendance on our behalf and will meet with airlines. We requested to meet with 15 or 16 airlines with whom we'd like to meet. The meetings have not been set yet but he will report back on them at the November meeting which will be held in December.

We are recruiting for a marketing and public relations specialist. We had 70 applications and have narrowed it down to four candidates. Chair Carney-Smith had a question submitted from Vice Chair Kelly: "How does recruiting a marketing public relations specialist as an employee, how does that employee relate to the consultants that we have hired for marketing?" Chair Carney-Smith asked Mr. Giardino to be prepared to address that question at the next PAC Board meeting. Mr. Giardino said the employee would take over for the consultant and put the right person in the right place. He will prepare something more detailed for the next PAC Board meeting.

Our airport is the subject of an enforcement action by the Virginia Department of Environmental Quality. It comes with a civil penalty in a monetary fine. After that, Mr. Giardino wishes to brief the PAC Board in closed session about the matter. It is exempt from FOIA. It will be covered in executive session if the PAC Board wishes.

The parking system is installed. The main focus after air service is to get the road right. We are going through the correct processes and it's now up to engineering, design, and meeting with the city of Newport News about the traffic light at Bland and Siemens Way.

Taxiway A project is almost complete.

We did not win any grant money from the federal government for the Federal Airport Terminal Program, Bilateral Infrastructure Legislation. There are four more rounds for applications for this grant money. We will be applying. Mr. Giardino has invited Senators Kaine and Warner, and Congress member Scott to visit the airport to reinforce their commitment to our airport.

Mr. Giardino recently received a call from a vice president of a Canadian low-cost carrier that flies to the Caribbean. This person lives in Hampton Roads and will visit the airport.

Passenger Facilities Charge program was put in place in 2020 but we are re-scoping it to take care of the roof, windows, and restrooms. For now, we are holding on the bag belt and jet bridge.

Mr. Giardino has met with the Airport District Office and the Department of Aviation and will meet again in September to discuss the Master Plan. This is funded 90% by the FAA, 10% by state entitlement funds. The existing Master Plan is dated and needs to be updated.

Mr. Giardino requests the Board of Commissioners grant PAC employees a day off as recognition for the work involved in getting Avelo here. He would like them to grant Friday, September 2, 2022 off so employees could have a four-day holiday weekend.

October 19, 2022 is the inaugural flight of Avelo to PHF. Mr. Giardino requests the PAC Board consider moving the regular Board of Commissioners meeting to this date so they can be on hand to welcome the flight.

Since the November Board of Commissioners meeting falls on Thanksgiving, the bylaws state that the meeting be moved to the following Thursday. This year, that following Thursday is December 1 and Mr. Giardino will be away at the Virginia Aviation Board meeting. He therefore requests that they move the regular Board of Commissioners meeting to Thursday, December 8, 2022. The Board should also decide if they wish to meet on December 22, 2022 for the regularly scheduled December Board of Commissioners meeting.

Mr. Giardino would like the Board of Commissioners to consider a Board retreat. The last retreat was done in 2019. It builds cohesiveness and would be a good event to help welcome our two new Commissioners.

**Property updates:** Habersham and Jefferson parcels have been ongoing for three years. We believe we are close to finalizing these parcel projects. All paperwork was submitted in 2019. The holdup is the FAA.

Waterworks will be closing soon. Final plats are ready to be signed.

Huntington Pointe has closed and funds have been received.

Mr. Garner asked if there is anything that can be done about the signage for parking in the airport. He believes the signage is inadequate and unfriendly. Better signage would make parking more user friendly. Mr. Giardino stated we will come up with a plan to address better signage.

Mr. Joseph asked when the permanent signage and installation would be complete. Mr. Giardino said it is expected next May or June of 2023. There are safety concerns because of the signal at Bland and G Ave. Steve Peterson from Talbott & Bright responded that he had a meeting with the city of Newport News. There will be no issues with the modification of the signal. There should be a site plan revised and submitted back to the city within two weeks. At that point, it will go out for bidding.

Mr. Garner had an additional comment regarding the barricade barrels in the parking lot of the old terminal. Can those be moved? Mr. Giardino said when the contractor finishes the infield at Taxiway Tango, those barrels can be moved at that point.

Chair Carney-Smith asked for any further questions, old business to be discussed, or new business. There being none, she called for resolutions. Mr. Giardino stated there are two resolutions. The first resolution is to authorize the Executive Director to purchase the homes at 114 and 200 Oriana Road. A slide presentation was presented to justify the purchase (see exhibit one). Mr. Joseph asked how many properties would need to be purchased and at what cost. Mr. Giardino said he would have the information by the next meeting. Mr. Joseph asked what the one received appraisal was and could it be shared. Mr. Giardino stated he would discuss it in closed session. Chair Carney-Smith said we would table this resolution until after the closed session, when the meeting would open to the public.

Chair Carney-Smith asked that future resolutions have numbers attached to them for tracking purposes. Mr. Giardino stated that moving forward, Commission Clerk Jamie O'Brien would make sure resolutions had numbers assigned to them.

The second resolution gives the Executive Director to enter into any airport lease for the Commission that does not exceed a five year term and does not exceed \$40,000, using such form leases with tenants of pre-existing Commission-owned facilities at the airport.

Ms. Scott asked, "So the ones that you're asking the Board to give you the authority to execute, are these leases that you would discuss with the PAC prior to executing them, or you're saying that if it just needs to be done, you just do it and tell us about it later? How are you proposing that to happen?"

Mr. Giardino responded, "The latter, but I have the authority because we have form leases, our revenues and expenses are reported to the Treasurer and the PAC, so you would see if there was an anomaly. But I don't think you'd see an anomaly in a T-hangar of \$499 a month for example. Of course you can ask me any question at any time and I will answer you about anything. But I wouldn't normally



brief you that I signed a mobile home park lease last week, or I wouldn't report that I just executed a new T-hangar lease. If that's what is required, I'll include it in my report. I will put in my Executive Director report that 'during this time since we last met, I executed hangar 14 alpha and Ferguson hardware.'

Ms. Scott said, "I think you missed my point. You said you already had the authority to sign the leases and then you're asking for the authority to sign more so that's why I asked the question. If you already have the authority and you're not reporting to us, I don't see where it doesn't matter but you're asking for more authority. I'm just trying to find a point of clarity between what you are already doing and what you are asking in addition."

There was discussion with Chair Carney-Smith, Mr. Joseph and Mr. Giardino that he has the authority to sign trailer park and T-hangar leases and he is now asking for the same authority to apply to all leases, not just mobile homes and T-hangars. Mr. Giardino said it was customary before his arrival that leases were signed by the Executive Director *or those under him*, but Mr. Giardino will not violate the bylaws. Mr. Garner asked what committee leases fall under. The response was "Planning and Development." Mr. Garner further asked why leases couldn't go before that committee so someone on the Board is aware of what's going on? Mr. Giardino replied that this "fits under the umbrella that was already established, so he was just putting this under that same umbrella." Mr. Joseph asked how many non-trailer park, non-general aviation leases do we have? Mr. Giardino said there were very few, maybe four or five come to mind. Mr. Joseph said he wasn't sure the resolution was necessary. Chair Carney-Smith said it's not. She wants a written report of exactly which leases specifically Mr. Giardino is asking to sign under this resolution and it can be presented next month.

Chair Carney-Smith moved on to go into closed session. Attorney Scott Seymour read the following, "The Chair will now entertain a motion to move the commissioners of the Peninsula Airport Commission convene in closed session meaning pursuant to Virginia code section 2.2.3711 A3 for the discussion the acquisition of real property where the discussion in an open meeting would adversely affect the Commission's bargaining position or negotiating strategy regarding the acquisition of certain parcels on Oriana Road adjacent to the Commission's real property for use of airport purposes described in the Commission's Master Plan, and A5 for the discussion concerning a prospective business or industry or an 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 regarding the expansion of aviation services where no previous announcement has been made on such services. A7 consultation with legal counsel and briefing by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Commission regarding the closure of the mobile home park; and A8, consultation with legal counsel employed or retained by the Commission regarding specific legal matters requiring the provision of legal advice by such counsel regarding regulatory and permitting matters.

Mr. Seymour asked for a motion. Commissioner Joseph moved; Commissioner Scott seconded the motion. Voice vote by roll call: Chair Carney-Smith - yes, Mr. Joseph - yes, Mr. Garner - yes, Ms. Scott - yes, Ms. Smith - yes. Motion passed unanimously.

Closed session began at 9:36 a.m.

Open session resumed at 10:40 a.m.

Mr. Seymour opened the session by certifying that only such business as identified was discussed in accordance with the Virginia code. A motion to reconvene was made by Mr. Joseph and seconded by Mr. Garner. Voice vote by roll call: Mr. Joseph – Yes, Ms. Scott – Yes, Mr. Garner – Yes. Motion passed.

Mr. Joseph asked if he could make a motion on the resolution regarding the properties on Oriana Road. He moved that the resolution be approved. Mr. Garner seconded the motion. Voice vote by roll call: Mr. Joseph – yes, Ms. Scott – yes, Mr. Garner – yes. Motion passed.

Ms. Scott asked if there was any other business. The meeting was adjourned at 10:43 a.m.

DRAFT

Peninsula Airport Commission  
Executive Director's Report  
August 25, 2022

1) Air Service

- a) Avelo Airlines Non-stop Service to Orlando International (MCO) & FT Lauderdale International (FLL)
  - i) Big Win!
  - ii) Begins October 19, 2022 (Wednesday) then Thursday/Sunday. Tuesday begins November 15<sup>th</sup>
    - (1) October 19- November 6 are B737-700 (147 seats)
    - (2) Beginning November 10, B737-800 (189 seats)
  - iii) Sales to Orlando (MCO) are out pacing FT Lauderdale (FLL) (expected)
  - iv) Seats Scheduled: October, 1,323; November, 3,990; December, 4,914; January, 5,292; February, 4,536; March, 4,914; April, 4,914. Seven (7) Month Total, 29,883
  - v) \$100K in PAC-incentive for marketing (Paid marketing began Monday August 22, 2022)
  - vi) Two year waiver on airport rates and charges (except Passenger Facility Charge)
  - vii) PAC providing above and below wing service via *takePHFlight Services* (Two-year waiver)
  - viii) B737 pushback purchased and received
- b) Other
  - i) Conversations continue with other carriers
  - ii) TakeOff 2022 (conference) in October – Crawford, Murphy & Tilly (CMT) representing PHF
  - iii) Redacted per FOIA
- c) Airlines continue to schedule in the short-term (60-90 days)
  - i) AA draft schedule remains light
  - ii) Pilot (and other crew) shortage
    - (1) Regional Carriers (Piedmont, PSA, SkyWest, etc. are most affected)

2) Admin

- a) Employment Positions/Talent/Recruitment and Retention
  - i) Recruiting Marketing and Public Relations Specialist
  - ii) Avelo Airlines Ground Handling Recruiting and Training
  - iii) Avelo University
- b) Virginia Department of Environmental Quality (VDEQ) Enforcement Action – Order by Consent
  - i) Civil Penalty in the form of a monetary fine

3) Capital

- a) Parking Access Revenue Control System (PARCS) – traffic flow reconfiguration in work
- b) Taxiway A – fully funded by Federal Airport Improvement Program (AIP) – COMPLETE
- c) Airport Terminal Program – Small / Non-Hub airports in Virginia received 0.5% of \$90M (Richmond)
- d) Passenger Facility Charge (PFC) #6
  - i) Re-scoping to: Roof, Windows, Restrooms; 90% design Old Terminal; Delete: Bag Belts, Jet Bridge
- e) Meet with Airport District Office (ADO) / Department of Aviation (DOAV) in September
  - i) Master Plan is necessary – Funding: 90% federal (AIP Entitlement) | 10% state (Entitlement)

4) Meetings and Events (**Bold** type requires PAC action)

- a) June 30, 2022, met with Virginia Economic Development Partnership
- b) July 8, 2022, met with PAC Chair
- c) July 11, 2022, Association for Uncrewed Vehicle Systems (AUVSI) Hampton Roads VERTIPORT meeting

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- d) July 18, 2022, met FAA for PFC closeout discussion | conducted new commissioner indoctrination
  - e) July 20, 2022, met with Pastor Ronan and Deacon Evans (Mobile Home Park discussion)
  - f) July 21, 2022, Master Plan pre-scope meeting (engineers and staff)
  - g) July 25, 2022, Avelo on-site visit
  - h) July 26, 2022, Avelo Airlines announcement - good media
  - i) August 4, 2022, Department of Aviation Director (Mr. Greg Campbell) Visit
  - j) August 10-12, 2022, Virginia Aviation Conference (Giardino, Adams, Gay)
  - k) August 12, 2022, Virginia Aviation Board (VAB) Meeting
    - i) Entitlement Utilization Report Program (EURP) - APPROVED
  - l) September 2, 2022, (Recommending) "Avelo Day" holiday**
  - m) September 15, 2022, York County State of the County (RSVP with Jamie)
  - n) September 17, 2022, 5K On the Runway
  - o) September 22, 2022, Regular PAC Meeting
  - p) September 27-29, 2022, Association for Uncrewed Vehicle Systems (AUVSI) Hampton Roads Symposium
  - q) October 11-14, 2022, Airport Rescue and Fire Fighting (ARFF) Live Fire Training
  - r) October 19, 2022, Avelo Airlines First Flight (Media Event)
  - s) October 19, 2022, (Recommending) Regular PAC Meeting**
  - t) October 27, 2022, October Regular PAC Meeting (Recommending moving to October 19, 2022)**
  - u) November 5, 2022, Patrick Henry Mobile Home Park closes
  - v) November 15, 2022, Avelo Airlines begins Tuesday service
  - w) Newport News State of the City (RSVP with Jamie)
  - x) December 1, 2022, November Regular PAC Meeting (Recommending December 9, 2022)**
  - y) December 1, 2022, Hampton State of the City (RSVP with Jamie)
  - z) December 2, 2022, Virginia Aviation Board (VAB) Meeting
  - aa) December 8, 2022, November Regular PAC Meeting (Tentative)**
  - bb) December 22, 2022, Regular PAC Meeting (if necessary)
  - cc) TBD – PAC Retreat (Due to COVID-19 last held August 2019)
- 5) Planning and Development
- a) Habersham and Jefferson Ave (4) Parcels – FAA finalizing land release request
  - b) Newport News Waterworks ("Dog Head") – closing date: TBD (soon)
  - c) Huntington Pointe– Closed | proceeds received
  - d) 114 and 200 Oriana – Approved by Virginia Aviation Board (80% State/20% Local)
  - e) Redacted per FOIA