

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

January 27, 2022

### **Commissioners in Attendance:**

Chair, James “Jay” Joseph  
Vice Chair, Rob Coleman  
Treasurer, Thomas Herbert  
Secretary, Lindsey Smith  
Assistant Treasurer, Sharon Scott  
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  
Administrative / Finance Assistant, Cindy Triplett  
Chief Finance Officer, Mark Adams  
Counsel, L. Scott Seymour

### **Public Officials Present:**

Ted Maslin, Williamsburg City Council  
Ralph “Bo” Clayton, Newport News Assistant City Manager

### **Public Attendees:**

Mr. David Hause

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

**Minutes.** Mr. Herbert made a motion to approve the December 9, 2021, Commission Meeting Minutes. Mr. Kelly seconded the motion. **Roll call by voice vote 5-0. Approved.**

**Employee Staff Appreciation.** The Board of Commissioners recognized, acknowledged, and presented Patricia Speno, Officer Michael DiSanto, Howard “Skeeter” Lavelle, and Eric Thomas with Jared Alexander Employee Recognition Awards for exceptional performance.

**Public Comment.** Mr. Joseph asked if there were any comments from the public. Ms. Rumsey replied yes. Mr. Hause from the Kiln Creek Homeowners Association provided an in-person public comment about ATAC performing engine testing that is generating unlawful noise causing a disruption in the Kiln Creek residential neighborhood. Mr. Hause suggested that the Peninsula Airport install a soundproof hush house structure to reduce the noise level. See Full Comment Exhibit A.

**Mr. Herbert provided the Finance Committee Report:**

- Revenues increased due to:
  - A CRSSA Concessionaire grant receipt in the amount of \$698,463
  - TSA office rent
  - Property rental rates increased
  - Utility rates at the Trailer Park less than projected
  - Increase in revenue from parking and rental cars
- Expenditures increased due to:
  - Crash & Rescue training expenses
  - Terminal Building utilities increase due to cold temperatures
  - Parking lot expenses due to antiquated technology
  - Identifying a water leak at the Trailer Park
    - Ms. Scott recommended contacting Waterworks to retroactively adjust invoices after the leak is fixed
- The Annual Audit:
  - Mr. Greg Miller, an Auditor from Cherry Bekaert, provided an in-person verbal report of the annual audit to the Board of Commissioners during the January 27, 2022, PAC Board Meeting. Mr. Miller reported:
    - That the annual audit was conducted independently and accurately, and in accordance with U.S. GAAP.
    - There were no instances of noncompliance or other matters that are required to be reported.
  - **Mr. Herbert moved to accept the Annual Audit. Mr. Kelly seconded the motion. Resolution 22-013 Approval of the Annual Audit. Roll call by voice vote 5-0. Approved.**

**Mr. Joseph provided the Planning & Development Committee Report:**

- Airport Master Plan Document:
  - An update on the Airport Master Plan will be provided during the February 2022 PAC Board of Commissioners Meeting.
- Aery Hangar Lease:
  - Approve Resolution 22-012 Amendment Extend Deadline Financing for the First Amendment to Commercial Hangar Ground Lease. **Roll call by voice vote 5-0. Approved.**
- Huntington Pointe Land Release Update:
  - Two release letters are pending at the Washington Airport District Office.
  - The City of Newport News Attorney proposed a purchase agreement and Mr. Seymour will be submitting legal technical comments to the City of Newport News Attorney on January 27, 2022.
  - The PAC Board of Commissioners approved the transaction and the MOU.
    - Mr. Seymour will confirm if there are additional actions required by the PAC Board of Commissioners.
  - The PAC Planning & Development Committee requested to be included in legal communication.
- Waterworks Land Release Update:
  - Two release letters are pending at the FAA Washington Airport District Office (WADO) (Huntington Pointe and Newport News Waterworks)
  - Additional information on Waterworks:
    - The City of Newport News Attorney proposed a purchase agreement and Mr. Seymour will be submitting legal technical comments to the City of Newport News Attorney on January 27, 2022.

- The PAC Board of Commissioners previously approved the transaction and the MOU.
- Staff continues to monitor the land release request that is pending.
- Mr. Seymour will confirm if there are additional actions required by the PAC Board of Commissioners.
- The PAC Planning & Development Committee requested to be included in legal communication.
- Habersham Street Real Estate Update:
  - The final plat is pending approval.
- Mobile Home Park Update:
  - The Red Cross and state and city agencies are providing services to the tenants at the Mobile Home Park displaced due to fires.
  - A Profit & Loss report on the Mobile Home Park will be provided to the Board of Commissioners.

**Ms. Smith provided the Governance Committee Report:**

- Expansion of PAC Update:
  - The business community sent a letter of support to the City of Newport News, the City Manager, and the mayor.
  - The Chair of the PAC Board will be contacting community business leaders to discuss the expansion.
  - A working session to discuss the expansion will be scheduled with the PAC Board of Commissioners and the City Council.
- Pending Legislation House Bill No. 1085 at the General Assembly:
  - The PAC Board does not support House Bill No. 1085.
  - The Chair of the PAC, Jay Joseph, will be contacting the Transportation Committee Chair to discuss House Bill No. 1085.
  - Commissioner Scott stated during the discussion, that, “I [Commissioner Scott] want the record to reflect that this is offensive to us, to me, and my City...it’s ironic that the legislation he put forth diminished the number of seats that Newport News has.”
- Legal Services RFP Update:
  - The Board of Commissioners will vote to approve an RFP during a closed session on January 27, 2022.

**Marketing & Public Relations:**

- Did not meet

**Staff Reports:**

- Investment and Jobs Act (IIJA):
  - Mr. Giardino met with Senator Kaine’s staff to discuss the Infrastructure Investment and Jobs Act (IIJA) Bill.
  - The Peninsula Airport will be applying for a Terminal Building grant through the IIJA grant program.
- Inclement Weather:
  - The Peninsula Airport remained open and safe during the recent inclement weather.

**Old Business:**

- None.

**New Business:**

- None.

Mr. Seymour read Virginia law regarding a closed meeting from Code Section 2.23711. A5 and Code Section 2.23711 A9. Mr. Herbert moved the motion of a single closed meeting and Ms. Scott seconded the motion. Roll call by voice vote 5-0. Approved.

The Board of Commissioners went into closed session at 9:42 a.m.

Mr. Seymour read Virginia law regarding an open session reconvening. Mr. Herbert made the motion and Mr. Kelly seconded the motion. **Roll call by voice vote 5-0. Approved.** The Board of Commissioners reconvened in an open session at 10:02 a.m.

**Resolution 22-014 PAC Engaging in a Legal RFP with Kaufman and Canoles. Roll Call by voice vote 5-0. Approved.**

Mr. Joseph adjourned the meeting at 10:03 a.m.

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