

# Peninsula Airport Commission Board of Commissioners Meeting Packet

*Lindsey Carney Smith, Chair*

*Michael Giardino, C.M., Executive Director*

Wednesday, December 21, 2022

8:00 a.m.

Commission Room

900 Bland Blvd

Newport News, VA 23602

# AGENDAS

## **PENINSULA AIRPORT COMMISSION**

### **REGULAR MEETING AGENDA**

**Date: December 21, 2022**

**Time: 8:00 a.m.**

**Location: Commission Room**

- 1) Call to Order
- 2) Approval of Minutes from November 23, 2022
- 3) Approval of Minutes from December 1, 2022, Special Meeting
- 4) Read Instructions for Public Comment
- 5) Public Comment
- 6) Committee Reports
  - a) Finance & Audit – did not meet
  - b) Planning & Development – did not meet
- 7) Executive Director Report
  - a) Memo provided in Board Packet
- 8) Old Business
  - a) Airfield Drainage Project Authorization – Resolution 22-019
  - b) Parking Lot Update
- 9) New Business
- 10) Read instructions for closed session
- 11) Closed Session
  - a) Review of Executive Director
  - b) Discussion concerning prospective businesses
  - c) Discussion concerning bids for access roads

2.2-3711.A.1: Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. Subsection 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. And 2.2-3711(A)(29): Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

12) Open Session

13) Adjourn

# MINUTES

# Peninsula Airport Commission

Board of Commissioners Meeting Minutes

November 23, 2022, 8:00 a.m.

## **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Brian Kelly

Assistant Secretary, Thomas "Tommy" Garner

Treasurer, James "Jay" Joseph

Assistant Treasurer, Jennifer Smith (arrived 8:04 am)

## **Staff Members in Attendance:**

Executive Director, Michael Giardino

Deputy Director, John Borden

Chris Walton, Director of Marketing

Howard "Skeeter" Lavelle, Director of Grounds Maintenance

Brad Hauser, Director of Janitorial Services

Executive Assistant, Jamie O'Brien

Counsel, L. Scott Seymour

## **Public Officials Present:**

Ralph "Bo" Clayton, Assistant City Manager

## **Public Attendees:**

Katie Morgan, Executive Director, Youth Volunteer Corp of Hampton Roads

David Hause, Kiln Creek HOA

William Jones, Flat Out Events

Jason Todd, Flat Out Events

Deanna Hill, Flat Out Events

Chair Carney Smith called the meeting to order at 8:00 a.m.

**Minutes.** Commissioner Garner moved to accept the October 19, 2022 meeting minutes as presented. Commissioner Joseph seconded and the minutes were approved unanimously.

**Public Comment:** No public comments

**Presentation:** A check for \$7,656.22 was presented to Katie Morgan, Executive Director of Youth Volunteer Corp of Hampton Roads. The check was donated by the PAC and the money was raised from the 5K on the Runway held last September 17, 2022. Representatives from Flat Out Events were in attendance to see the presentation of the check.

**Committee Reports:** The Finance & Audit committee met. Commissioner Joseph reported that the PAC ran approximately \$200,000 over the projected loss for the month of October. This was due to start-up costs for Avelo and also the closure of the mobile home park. Moving forward, we should see the budget return to normal.

Also discussed was the financial audit. The auditor has additional questions but projects that by early December, the audit will be complete and accepted for the December Board of Commissioners meeting.

There was a lengthy discussion of where we are with cash flow and projections. Mr. Giardino and staff were asked to provide additional monthly information on the monthly performance as well as a short-term and long-term look to where we are headed. This information will be made available for the December Board of Commissioners meeting. Commissioner Joseph asked Chair Smith to reserve a substantial portion of the agenda for that discussion.

Chair Smith brought up the City of Newport News' audit which is due by December 15 and requires the PAC's numbers to be included in their audit. There was some discussion about whether PAC numbers have been submitted yet or if they are delayed. Chair Smith believes the PAC is late. Mr. Giardino attempted to clarify that the PAC has submitted our FAA CATS requirement which contains the same information required for the CAFR. He further stated that Mr. Adams submitted that information on October 31. The City of Newport News may want audited data but without a finalized audit, we cannot submit that data. Chair Smith asked for a confirmation email on Monday, November 28, to the Board of Commissioners that verifies what Mr. Giardino stated, and include the most recent update on of the communication Mr. Adams has had with the City of Newport News. Mr. Joseph mentioned that if the Board of Commissioners was expanded, rendering Newport News no longer the majority, the PAC would not have to provide audited numbers to any municipality. Commissioner J. Smith asked for clarification on whether the PAC missed the deadline or not. Chair L. Smith said she understood the City's deadline is December 15. Historically the PAC has had the numbers submitted before Thanksgiving. Mr. Giardino said the delay from the auditor has caused us to turn in our numbers later than we have historically, but the draft should be available in early December. Commissioner Joseph explained the GASB (General Accounting Standard Board) rules that outlines why the PAC has to turn in the accounting numbers to the City of Newport News. Commissioner Joseph briefly discussed his conversation with the auditor during their fraud interview. He asked them for their opinion on internal controls. It is Commissioner Joseph's understanding that right now, the PAC doesn't have someone adequately trained on journal entries and separation of duties, and he asked them to look at our requirement for a second check signer on checks over \$10,000 and if that requirement allows for the delegation of check signing duties. Chair Smith commented that separation of duties has come up in audits before and she queried what we are doing about that now. Mr. Giardino said we are now fully staffed and efficient and that should address the concern of separation of duties. Commissioner Kelly commented that this discussion was the first he heard of the City of Newport News being in control of the PAC. Commissioner Joseph said it is theoretical that they have control.

Chair Smith asked Commissioner Garner to give the brief from the Planning & Development committee. Discussed in the meeting was the airport Master Plan update. A scope of work has been submitted for review by the PAC staff.

Land release updates: Habersham is still delayed by the FAA. Two utility easements will follow when Habersham is approved.

Other items discussed were done so in closed session and will be discussed again when this meeting moves to closed sessions.

Commissioner Joseph asked for an update on parking lot improvements and, the status of the lease management software that staff was going to implement.

Mr. Giardino stated the database is being filled. He requests that he be allowed to update the PAC in January on the software.

Mr. Borden addressed the parking lot improvements by informing the commissioners that there will be a pre-bid meeting next week and the job is posted in EVA. Any company that wants to bid must attend the pre-bid meeting so they can see firsthand what the project encompasses. The scope is the new road and entrance to the airport as well as all other access points. The entire project is expected to be completed within approximately four months.

There was discussion about the signage, access, and the kiosks being confusing and difficult to some of the commissioners but Mr. Giardino assured them it was temporary. Once the new access road is built and functional, these concerns would be allayed. It was then determined that there are two action items to address:

1. Investigate and implement an immediate remedy to assist with confusion
2. Report the status of the bid to the commission.

Chair Smith requested we consider hiring local engineering firms to do any work at the airport moving forward.

#### **Executive Director's Report:**

Mr. Giardino gave an update on how well Avelo Airlines is performing at PHF. Marketing is in full swing, with a big focus on military bases. Commissioner Joseph requested a report at the December Board of Commissioners meeting that addresses labor costs vs income amount generated.

A new Marketing and Public Relations Director has been hired. Victoria Hall will begin work on November 28. She is very talented and we expect to substantially reduce expenses we are currently paying to our marketing consultant.

Mr. Giardino and Chair Smith met with the City Manager of Newport News who has agreed to support the airport, including hosting "fly-in" events so attendees use our airport. The City Manager also invited PHF to use the resources she has available to include staff and financial resources.

ATAC hosted an event recently for the Secretary of Transportation Shep Miller and several congressmembers. Mr. Giardino and Chair Smith attended the event. Mr. Miller was very supportive of increasing usage of PHF and asked what could be done to bring more business to the airport.

Mr. Giardino provided an update on capital improvement. Most of our capital is considered "pass-through" money, reimbursable from the State and Federal governments. A second submission for the



Bipartisan Infrastructure Legislation Grant was submitted three weeks ago. It is believed PHF has a good chance to be awarded some of the grant money.

Mr. Giardino discussed Resolution 22-018 which addresses airport property reclamation. This resolution authorizes the Executive Director to immediately enter into an agreement with a vendor to demolish remaining structures in the former mobile home park and remove debris. It is considered a safety issue because as long as structures are on the site, there is a chance for trespassing, vagrancy, vandalism, and other crimes.

Hampton State of the City event will be December 1. All commissioners are invited to be the guests of PHF. We are a Silver Sponsor for the event.

**Old Business:** none

**New Business:**

Chair Smith asked Mr. Giardino to briefly talk about Resolution 22-018. He discussed the cost analysis and timeline for the two vendors to demolish and remove debris from the former mobile home park property. Because it is an urgent safety issue, it needs to be addressed as quickly as possible. One of the vendors will save the PAC approximately \$150,000. The total cost is outside of the Executive Director's spending limit so it requires a resolution.

There was some discussion about exactly what the vendor would do and what would remain vs what would be removed. There was also some discussion about exactly what would be removed. Chair Smith requested a final situation report outlining everything discussed (what would be removed, financial report).

Chair Smith suggested the resolution be amended to state either Munden or Spade can perform the work, up to the \$192,500. Mr. Giardino verbally stated he amends the resolution as the Chair suggested.

Commissioner Garner made the motion to accept Resolution 22-018 as modified. The motion was seconded by Commissioner Kelly. A roll call vote was taken: Ms. Carney Smith – YES, Mr. Kelly – YES, Mr. Joseph – YES, Ms. J. Smith – YES, Ms. Scott – YES, Mr. Garner – YES. The motion passed unanimously.

Commissioner Joseph commended the staff for the excellent job in closing the mobile home park. The park was closed on time with no hold-overs and no lawsuits or unlawful detainers were filed. Mr. Giardino also thanked all staff who worked so hard to succeed in closing the park.

Chair Smith asked if there was any other business for open session. There being none, 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.A.1 Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body; and 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 (regarding expansion of [aviation services] where no previous announcement has been made).

Commissioner J. Smith made the motion to go into closed session; Commissioner Kelly seconded the motion. Voice vote by roll call: Chair Carney Smith - YES, Mr. Kelly – YES, Mr. Joseph – YES, Mr. Garner – YES, Ms. J. Smith – YES. Motion passed unanimously.

Closed session began at 9:28 a.m.

Attorney Seymour read the following: “To conclude the closed session meeting and return to the open meeting and that prior to a roll call vote, the Commissioners of the Peninsula Airport Commission shall certify that to the best of their knowledge (i) only such public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the meeting by the members of the Commission.

Any member of the Commission who believes that there was a departure from the requirements just stated must so state prior to the roll call vote and indicate the substance of the departure that, in such Commissioner’s judgment has taken place.

If there are no such statements of departure, if we could please have a motion and second to end and certify the closed session and return to open meeting.” The Commission certified that no departures were raised.

A motion to reconvene was made by Mr. Garner and seconded by Mr. Kelly. Voice vote by roll call: Chair Carney Smith - YES, Mr. Kelly – YES, Mr. Joseph – YES, Mr. Garner – YES, Ms. J. Smith – YES. Motion passed unanimously.

Open session resumed at 11:30 a.m.

Chair Carney Smith asked if there was any other business to bring before the Commission. There being none, she called for a motion to adjourn. The motion was made by Mr. Garner and seconded by Mr. Kelly. Voice vote by roll call: Chair Carney Smith - YES, Mr. Kelly – YES, Mr. Joseph – YES, Mr. Garner – YES, Ms. J. Smith – YES. Motion passed unanimously.

Meeting adjourned at 11:32 a.m.

Commissioner Smith asked about staff recognition. Mr. Giardino stated he would bring the discussion to the commissioners at the December Board of Commissioners meeting. It was also questioned about changing the date of the December Board of Commissioners meeting. The meeting was reconvened at 11:33 a.m.

A motion was made by Commissioner Garner to change the date of the December Board of Commissioners meeting to December 21, 2022, at 8:00 a.m. The motion was seconded by Mr. Kelly. Voice vote by roll call: Chair Carney Smith - YES, Mr. Kelly – YES, Mr. Joseph – YES, Mr. Garner – YES, Ms. J. Smith – YES. Motion passed unanimously.

Meeting was adjourned at 11:34 a.m.

# FINANCIALS

# Newport News Williamsburg Airport

## MEMORANDUM

**TO:** PAC Treasurer  
**FROM:** CFO  
**VIA:** Executive Director

**DATE:** December 19, 2022

**SUBJECT:** November Financial Report

Enplanements for November were 2,100 fewer than budgeted which had a negative effect on revenue.

Significant maintenance and repair expenses resulting from bringing Concourse A back in service from many years of dormancy for Avelo Airlines had a negative impact on expenses.

- Airline revenues down due to the reduced schedule for American Airlines.
- Fixed Based Operators revenues down due to reduced fuel sales generally associated with the American Airlines reduction.
- Expenses were higher than budgeted due to the following:
  - Repairs and Maintenance expense included unexpected costs for runway electrical controls fiber cables replacements and environmental remediations. Over budget by \$20K.
  - Office and Administration costs up due to some annual expenses being paid in the month of November. These are mostly budgeted expenses that just happened to be paid in this month. Some unusual repairs were experienced this month of about \$4K. The remainder over budget amount of \$18K were for annual budgeted items and should not recur in future months.
  - Restaurant expenses were higher than budgeted resulting mostly from a ramp up in staffing related to increased passenger traffic anticipated from the new Avelo flights. Variable food costs are up due to general inflation.

**PENINSULA AIRPORT COMMISSION  
NOVEMBER 2022  
OPERATING INCOME STATEMENT**

DESCRIPTION	NOV 2022 ACTUAL	NOV 2022 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET		PRIOR YR ACTUAL	
<b>REVENUE</b>										
Airline Fees	41,514	55,017	75.5%	221,400	281,290	78.7%	672,032	32.9%	619,644	35.7%
Fixed Based Operators	42,457	48,996	86.7%	230,830	247,794	93.2%	593,311	38.9%	533,896	43.2%
Property Rental	101,560	94,061	108.0%	503,399	491,194	102.5%	1,149,785	43.8%	1,563,252	32.2%
Rental Cars	180,663	155,113	116.5%	944,837	815,796	115.8%	1,937,986	48.8%	1,948,834	48.5%
Parking Lot	63,174	70,965	89.0%	337,285	355,835	94.8%	853,512	39.5%	815,823	41.3%
Restaurant Income	35,583	32,885	108.2%	161,505	173,056	93.3%	411,056	39.3%	341,169	47.3%
<b>TOTAL REVENUE</b>	<b>464,951</b>	<b>457,037</b>	<b>101.7%</b>	<b>2,399,256</b>	<b>2,364,965</b>	<b>101.4%</b>	<b>5,617,682</b>	<b>42.7%</b>	<b>5,822,618</b>	<b>41.2%</b>
<b>EXPENSES</b>										
Labor and Benefits	392,101	358,671	109.3%	1,798,079	1,793,355	100.3%	4,304,073	41.8%	4,252,201	42.3%
Marketing & Advertising	62,061	63,177	98.2%	238,271	315,885	75.4%	758,911	31.4%	647,857	36.8%
Office & Administration	63,878	37,523	170.2%	475,905	408,279	116.6%	821,674	57.9%	758,936	62.7%
Utilities	104,893	109,687	95.6%	340,383	298,435	114.1%	677,486	50.2%	646,068	52.7%
Repairs & Maintenance	70,664	48,977	144.3%	464,669	244,885	189.7%	588,618	78.9%	751,540	61.8%
Restaurant Expense	54,851	29,402	186.6%	206,221	154,477	133.5%	367,136	56.2%	361,674	57.0%
Bond Debt	17,554	15,838	110.8%	95,555	79,190	120.7%	190,052	50.3%	246,068	38.8%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>766,002</b>	<b>663,275</b>	<b>115.5%</b>	<b>3,619,083</b>	<b>3,294,506</b>	<b>109.9%</b>	<b>7,707,950</b>	<b>47.0%</b>	<b>7,664,344</b>	<b>22.1%</b>
<b>NET INCOME</b>	<b>(301,051)</b>	<b>(206,238)</b>	<b>146.0%</b>	<b>(1,219,827)</b>	<b>(929,541)</b>	<b>131.2%</b>	<b>(2,090,268)</b>	<b>58.4%</b>	<b>(1,841,726)</b>	<b>22.1%</b>
<b>OTHER ITEMS</b>										
Trailer Park	(123,342)	(80,000)	154.2%	(433,998)	(350,000)	124.0%	(500,000)	86.8%	(361,014)	
Expense Subsidy	46,523	46,523	100.0%	689,688	689,689	100.0%	689,688	100.0%	4,300,988	
Sale of Land	-	-		4,219,249	-		-		302,520	
<b>NET AFTER OTHER</b>	<b>(377,870)</b>	<b>(239,715)</b>		<b>3,255,112</b>	<b>(589,852)</b>		<b>(1,900,580)</b>		<b>2,400,768</b>	

**BALANCE SHEET**

	<b>Total</b>
Cash - Unrestricted	5,874,725
Cash - Restricted	12,852,752
Other Current Assets	202,680
Fixed Assets (Net of Depreciation)	78,150,558
<b>TOTAL ASSETS</b>	<b>97,080,715</b>
Current Liabilities	588,717
Long Term Notes Payable - Restricted	639,053
Long Term Notes Payable - Unrestricted	4,985,556
OPEB	6,441,300
<b>TOTAL LIABILITIES</b>	<b>12,654,626</b>
Net Capital Beginning	58,031,741
Capital Contributions	23,139,236
YTD Earnings Current Year	3,255,112
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>97,080,715</b>

Peninsula Airport Commission  
Executive Director's Report  
December 21, 2022

1) Air Service

- a) Avelo Airlines Non-stop Service to Orlando International (MCO) & FT Lauderdale International (FLL)
  - i) Passengers and Load Factors are increasing each month
  - ii) Avelo Effect Email and informational flier:
    - (1) sent to community leaders pushing promo code use
    - (2) showed quantifiable economic impact metrics (tax revenue, jobs, direct and indirect revenue)
  - iii) PHF's best outbound passenger-count days (including AA) in three years (December 2019) on:
    - (1) November 27 – 540
    - (2) December 15 – 504
  - iv) Avelo ground station audit revealed PHF is one of Avelo's top four performing stations
  - v) Avelo schedule extended through June 2023
  - vi) Already had additional Tuesday service in November and December.
    - (1) Regular Tuesday service begins in February
  - vii) Seats Scheduled: October, 1,323; November, 3,224; December, 3,780; January, 3,402; February, 3,780; March, 4,914; April, 4,914; May, 3,024; June, 2,260, FY 2022 Ten (10) Month Total, 30,639 seats
- b) Other
  - i) Conversations continue with other carriers continue – use of SCASDP has been offered
- c) Airlines continue to schedule in the short-term (60-90 days)
  - i) AA draft schedule remains light, although some capacity has been added back
  - ii) Pilot (and other crew) shortage continues
    - (1) Regional Carriers (Piedmont, PSA, SkyWest, etc. are most affected)

2) Admin/Finance

- a) Employment: Positions/Talent/Recruitment and Retention
  - i) Hired Victoria Hall, Marketing and Public Relations Specialist
  - ii) Gapping four FTEs and other PTE
  - iii) Avelo Airlines Ground Handling Recruiting and Training as needed
  - iv) Avelo expenditures were unbudgeted
    - (1) Equipment and repair
    - (2) Labor – 5 FTE allocated to Avelo (others as necessary)
    - (3) 6-8 PTE @ \$15/hr as required

3) Capital

- a) Parking Access Revenue Control System (PARCS)
  - i) Evaluating traffic flow reconfiguration bids (due December 14)
  - ii) Reworking communication and signage plan for temporary entrances
- b) Taxiway A – fully funded by Federal Airport Improvement Program (AIP) – PUNCH LIST phase
- c) Airport Terminal Program – Round II; submitted Roof, Windows, Egress, Bathrooms
- d) Passenger Facility Charge (PFC) #6
  - i) Re-scoping to: Roof, Windows, Restrooms; 90% design Old Terminal; Delete: Bag Belts, Jet Bridge
- e) Met with Airport District Office (ADO) / Department of Aviation (DOAV) in September
  - i) Master Plan is necessary – Funding: 90% federal (AIP Entitlement) | 10% state (Entitlement)
  - ii) Scoping is near completion

Peninsula Airport Commission  
Executive Director's Report  
December 21, 2022

- iii) PAC meets selected Master Plan consultant Wednesday December 21
- iv) Federal grant will be written when scoping is complete

- 4) Meetings and Events (**Bold** type requires PAC action)
- a) December 2, 2022, Naval Air Station Oceana Family Center Avelo Promotion
  - b) December 15, 2022, 100.5 The VIBE Avelo Promotion
  - c) December 17, 2022, Military Exodus (AA upgaged aircraft, 93% LF)
  - d) December 21, 2022, Regular PAC Meeting (Moved from December 22)
  - e)

- 5) Planning and Development
- a) Habersham and Jefferson Ave (4) Parcels – FAA finalizing land release request
  - b) Redacted per FOIA

**FY 2023 Mid-Year Budget Review (Executive Summary)**

1. Four factors impacting the budget. In order of impact:

	<u>Lost Revenue</u>	<u>Additional Expense</u>
a. Reduced air service capacity after budget		
i. AA cut average of 197 seats/day	\$800,000 - 1,300,000	
b. Closing Unsustainable Enterprise		\$500,000 - 600,000
c. Avelo startup		\$500,000
d. Inflation (7% of consumable expenses)		\$140,000

- 2. Unbudgeted Impact to FY2023 budget: \$1,940,000 - \$2,540,000
- 3. Total projected FY 2023 shortfall: \$4,150,385
- 4. Projected unrestricted cash balance beginning FY 2024: \$2,944,167

Notes:

- Unrestricted cash balance history:
  - June 2022: \$3,216,883
  - January 2020 (beginning of COVID): \$1,677,673
  - December 2017: \$165,689

# AIR SERVICE REPORT



## Monthly Air Service Report Summary November 2022

- Load factors:
  - 87.5% for American
  - 32.7% for Charters
  - 64% for Avelo
  - 61.4% Overall
- Flight Ops (landings & take offs)
  - 3415

<u>FY23 Actual PAX</u> <u>(7/1/22 – 6/30/23)</u>	<u>FY23 Budgeted PAX</u> <u>7/1/22 – 6/30/23</u>	<u>FY22 Actual PAX</u> <u>(7/1/21 – 6/30/22)</u>	<u>FY21 Actual PAX</u> <u>(7/1/20 – 6/30/21)</u>
Jul: 17,738	Jul: 15,830	Jul: 21,586	Jul: 12,409
Aug: 16,853	Aug: 15,208	Aug: 18,582	Aug: 9,589
Sep: 15,198	Sep: 16,055	Sep: 16,210	Sep: 8,384
Oct: 16,161	Oct: 18,812	Oct: 19,044	Oct: 11,463
Nov: 16,182	Nov: 18,921	Nov: 16,375	Nov: 10,113
Dec:	Dec: 19,552	Dec: 15,846	Dec: 10,201
Jan:	Jan: 19,552	Jan: 10,538	Jan: 6,929
Feb:	Feb: 17,660	Feb: 11,864	Feb: 6,775
Mar:	Mar: 18,812	Mar: 16,810	Mar: 9,116
Apr:	Apr: 22,902	Apr: 15,896	Apr: 12,840
May:	May: 22,817	May: 12,719	May: 11,744
Jun:	Jun: 22,902	Jun: 13,702	Jun: 20,408
<b>Total: 82,132 PAX</b>	<b>Total: 229,024 PAX</b>	<b>Total: 166,770 PAX</b>	<b>Total: 129,971 PAX</b>

RESOLUTION(S)

# Newport News Williamsburg Airport

## EXECUTIVE SUMMARY

**Subject:** Provide professional services for preliminary engineer, survey, and study to correct drainage deficiencies for the General Aviation (GA) and back ramp areas.

**Background:** Drainage deficiencies have affected the area in question for years. The PAC was briefed on 22 Oct 2020 by Talbert and Bright (T&B) on the conditions and lack of drainage for the GA hangar/ramp and surrounding area totaling 181 acres. Key points of the briefing were lack of positive water flow, annual precipitation, flat or lack of slope (less than 1%) of areas creating a bowl affect in the area, poor soil/clay inability to drain, high water table, and damaged/undersized infrastructure to handle the amount storm water created during medium to large rain events.

**Discussion:** With the recent reclamation of land, critical infrastructure/piping and proper topical survey can be accomplished and can be studied. The October 2020 briefing included an estimation of \$250,000.00 for a preliminary study and survey to be done. State entitlement funding in the amount of \$400,000.00 was approved for the repair and replacement of the entire drainage system in the area. The preliminary study/survey is the first and necessary step for this larger project in the future.

**Budget Impact:** Total cost of project will be \$117,241.00 with an 80% match from state entitlement funding and 20% local funding match.

**Recommended Action:** The PAC approve the Executive Director to execute Scope of Services Contract authorization for \$117,241.00 with (T&B)

**PENINSULA AIRPORT COMMISSION  
RESOLUTION 22-019  
RESOLUTION AWARDDING CONTRACT  
FOR AIRFIELD DRAINAGE PROJECT AUTHORIZATION**

December 21, 2022

**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 fiscal year 2023 Peninsula Airport Commission Capitol Budget was presented and approved, and which funding will be provided as an eligible project under the FY23 Entitlement Utilization Report and Plan ("EURP") 80% [entitlement funds] provided by the Commonwealth's Department of Aviation and 20% from local airport funds]; and

**WHEREAS**, the Commissioners of the Peninsula Airport Commission, was briefed on 22 October, 2020 by Talbert & Bright regarding the drainage deficiencies that have chronically affected the area; After mature deliberation and upon the recommendations of Staff, the Peninsula Airport Commission deem it prudent and desirable to authorize the Executive Director to execute a Scope of Services Contract for \$117,241.00.

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

1. The Commission authorizes the Executive Director to execute a Scope of Services Contract in the amount if \$117,241.00 with Talbert and Bright to address the Airfield Drainage Project.
2. The execution and delivery of the Scope of Services Contract for the Airfield Drainage Project is approved, and each of the Chair, the Vice-Chair or the Executive Director, any of whom may act, is authorized and directed to execute and deliver same, [substantially in the form presented to this meeting, which is approved,] with such changes, insertions and omissions not inconsistent with this Resolution as may be approved by such officer, [with the advice of counsel,] whose approval shall be conclusively evidenced by the execution of the Agreement.
3. This resolution shall take effect immediately.