

# Peninsula Airport Commission

Board of Commissioners Meeting Minutes

March 23, 2023, 8:00 a.m.

## **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas "Tommy" Garner

Secretary, Sharon Scott (arrived 8:11 a.m.)

Assistant Treasurer, Jennifer Smith (arrived 8:04 a.m.)

## **Staff Members in Attendance:**

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Human Resources Manager, Regina Carson

Business Development Manager, Chris Walton

Director of Finance, Mark Adams

## **Public Officials Present:**

Assistant City Manager, Ralph "Bo" Clayton

## **Public Attendees:**

Counsel, L. Scott Seymour

Kiln Creek HOA representative, David Hause

Consultant, Fabio Bendana

Eric Hause

Chair Carney Smith called the meeting to order at 8:01 a.m.

Chair Smith welcomed Jacqueline Wade who now runs PHF's Hero's Lounge (formerly the USO lounge).

**Public Comment:** No comments

**Planning and Development Committee Report:** Commissioner Garner and Chair Smith met with John Borden, Chris Walton, and Barbara Rumsey on Wednesday, March 22, 2023. There are still three land releases pending before Virginia Department of Transportation and the FAA. The forced main project would like to begin work in June (project off of Brick Kiln) but the airport is awaiting approval from the FAA before work can begin.

The second project is the Habersham project. The public comment portion of the process is complete with no comments. The last step is awaiting FAA sign-off.

Chris Walton has been regularly following up on all three land releases. They will be released in order. Habersham will be first, and until Habersham is approved, the remaining two projects are on hold.

The third land release is the Virginia Natural Gas (VNG) easement and a temporary construction easement that is connected to the VNG easement. Draft language has been submitted.

Remaining topics for this committee will be discussed in closed session.

**Finance and Audit Committee Report:** Commissioner J. Smith stated that Commissioner Joseph (the committee chair) sent an email to the rest of the PAC Board of Commissioners. Commissioner J. Smith was unable to attend the Finance and Audit Committee meeting. She requested that the commissioners review the email and she stated that the committee will meet in April.

Chair Smith asked the commissioners to closely examine the report generated by Director of Finance, Mark Adams that was included in the email from Commissioner Joseph. The report projects where the airport will be financially in a year. The April Board of Commissioners meeting will include a budget discussion for fiscal year 2024.

Also, to be discussed at the April Board of Commissioners meeting will be the following:

- The status of the audit contract, confirmation with the City of Newport News and the auditor who have agreed on the date and data to be delivered to the City
- The airport is currently on a hiring freeze due to budget shortfalls
- There is a need to consider what to do with the Virginia Resource Authority Bonds, as far as debt service coverage

The contract with Crawford, Murphy, and Tilly (CMT) ends March 31, 2023. The airport will not be renewing with CMT and a discussion has been held with the Planning and Development Committee and John Borden to determine a different path forward. More discussion will occur in closed session.

**Executive Director Report:** John Borden announced the birth of a son to marketing manager Victoria Hall.

American Airlines is going back up to four flights a day at least through August 2023.

Staff are continuing to examine the budget and evaluate necessary changes.

The annual AIP/ACIP request is due to the FAA and the state by April 1. It is a five year plan outlining how the airport will use federal and state funding for certain projects. Funding for projects under the AIP/ACIP is 90% federal funding and 10% state funding.

The master plan project is ongoing. The scope of work and supporting documentation are due by May 5<sup>th</sup> in order to be included for funding in the AIP/ACIP grant request. The airport is close to having that completed.

The condition of Taxiway Delta needs to be addressed. Staff recently signed a Cat X survey for the taxiway which must be completed before the grant can awarded for the design and environmental impact studies. This is the most critical need. Staff is looking at a 2023/2024 timeline to begin to address this.

The airport will be applying for separate funding through AIG for the terminal roof. Currently the airport has about \$4 million in AIG money that can be utilized anywhere. The FAA is in agreement that AIG funding should be used for the building. The goal is to have a proposal for AIG grant funding in by May 5. If it is approved, the airport will move forward on the roof.

Chair Smith asked when the airport would be notified of whether the grant application was accepted and approved. Mr. Borden said the airport should know by June.

Chair Smith invited Fabio Bendana to provide an update. Mr. Bendana said the master plan is moving along. It is with the FAA now and there will be more to do, but everything is proceeding as expected.

Chair Smith stated that during the Planning and Development Committee meeting, all options for air service was discussed including smaller commuter airlines. EVTOL and Cargo were also discussed as well as expanding general aviation and possibly more commercial hangars. She said there are over 70 people on the wait list for a GA hangar. Mr. Borden mentioned that the airport will remove a potential third runway from the master plan so that land could be considered for other development for airport uses.

Chair Smith said that there was now a quorum present so the commissioners could go back to approving the minutes from the February 23, 2023 Board of Commissioners meeting. She invited questions, comments and revisions. None were made and a motion to approve the minutes as presented was made by Commissioner Scott and seconded by Commissioner Garner. An audible vote was taken and the motion was approved unanimously.

**Charitable Partner Drawing:** Chair Smith announced that the drawing for a charitable partner for the 2023 5K on the Runway would take place next. She gave a brief description of the event. The drawing was broadcast online as a Facebook Live event. Mr. Borden introduced the commissioners and legal counsel. He elaborated about the 5K on the Runway. The names were tumbled and Chair Smith drew the name of **Dream Catchers at the Cori Sikich Therapeutic Riding Center in Toano**. This organization delivers weekly equine-assisted therapeutic interventions to people living with disabilities, at-risk youth, and veterans.

**New Business:** none

**Closed Session:** Counsel Scott Seymour read the Virginia code to enter in to closed session: 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; (3) Discussion of real property issues for the acquisition of publicly held land where discussing the matter in open session would harm the commission's bargaining power; (5) Prospective business discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made; (8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; (29) To discuss terms of contracts prior to the public approval of a contract, where discussion in open session could adversely affect the bargaining position or negotiating strategy of the commission.

A motion was made by Commissioner J. Smith and seconded by Commissioner Scott. A roll call vote was taken. Chair Smith – For, Commissioner Garner – For, Commissioner Scott – For, Commissioner J. Smith - For. Closed session began at 8:45 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.”

A motion was made by Commissioner Scott and seconded by Commissioner J. Smith. A roll call vote was taken. Chair Smith – For, Commissioner Garner – For, Commissioner Scott – For, Commissioner J. Smith - For. The motion passed unanimously. The meeting resumed in open session at 9:39 a.m.

Commissioner Scott asked when Hampton would be replacing the Col. Brian Kelly on the Board of Commissioners. Chair Smith stated that she had spoken to Hampton City Manager Mary Bunting who did not have an immediate answer. Chair Smith believes Ms. Bunting is waiting to collaborate with Newport News City Manager Cindy Rohlf about who would be the best candidate to put forward. Commissioner Smith said she was concerned about the optics of Hampton not having representation at this meeting since Commissioner Joseph (from Hampton) was unable to attend the March 23 meeting. Commissioner Scott suggested the Board let Hampton know that they would appreciate Hampton putting forth a candidate soon.

Chair Smith asked if there was anything else to come before the commission. There being none, the meeting adjourned at 9:40 a.m.