

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

October 19, 2023, 8:00 a.m.

Commissioners in Attendance:

Chair, Lindsey Carney Smith
Vice Chair, Thomas Garner
Treasurer, James "Jay" Joseph
Secretary, Dr. McKinley Price
Assistant Secretary, John Lawson

Staff Members in Attendance:

Interim Executive Director, John Borden
Office Manager, Barbara Rumsey
Director of Finance, Mark Adams
Commission Clerk, Patricia Speno
Facility Director, William LaManque

Public Officials Present:

Assistant City Manager of Newport News, Ralph "Bo" Clayton

Counsel:

Counsel, L. Scott Seymour

Public Attendees:

John Murray, Hampton University
Mr. Orestes Gooden, Hampton University
David Hause, Kiln Creek HOA
Jacqueline Wade, Hero's Lounge Volunteer Manager

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

Approval of Minutes: Chair Smith stated that the Minutes from the last meeting were included in the Board Packet and asked if anyone had comments or edits. There were none. Commissioner Joseph moved to accept the September 21, 2023, meeting minutes. Commissioner Garner seconded the motion, There was a roll call vote and the minutes were approved unanimously. 5-0

Public Comment: Chair Smith asked if there was anyone for Public Comment. Ms. Rumsey stated yes and read the instructions for Public Comment. Mr. John Murray from Hampton University addressed the Commission and invited the board to the HU Aviation Summit on Thursday November 2nd. Mr. Murray stated there would be seven airlines in attendance and Mr. LaManque will be representing Newport News Airport in a panel discussion.

Committee Reports: Chair Smith asked to start the with our newly formed Facilities Committee.

Facilities Committee: Mr. Borden reported that this was not a formal meeting, it was more of an introductory meeting to provide an understanding of PFC, State Entitlements, AIG funding, and AIP funding. The meeting was a general overview and not an official meeting. The official, first meeting will take place today after the Commission Meeting.

Mr. Garner stated he and Commissioner Lawson walked with Mr. Borden around the airport. They sighted needed repairs, to include windows, roof, painting, escalator, and elevator among them.

Chair Smith asked for an update on the grant application. Mr. Borden reported there was discussion about the grant during the conversation with Commissioners Garner and Lawson. To repair the roof, PAC would need \$600,000.00 of an estimated \$2,000,000.00. project. Mr. Borden felt, at that time, it was not prudent to put in for the roof. Additionally, Mr. Borden reported he did put in a package for the egress stairwell.

Finance and Audit Committee Report: Commissioner Joseph reported the Finance and Audit Committee did not meet. Chair Smith asked the board to look at the financials included in the board packet as well as the one-page summary. She asked if there were any questions or comments. There were none.

Planning and Development Committee Report: Chair Smith reported that we will have a resolution to vote on today with regards to the parking access road. Chair Smith stated there was an MOU that has circulated between us and the city of Newport News in regard to the city's assistance to get that access road reconstructed as such so we are not making a hard left turn into the parking lot. Chair Smith reported she received a letter from an airport customer who stated one of the primary issues she had coming to the airport was access to the parking lot. She found the barricade signs very confusing, and our police had to escort her into the parking area. The staff did reach out to the customer and assured her that it was temporary until we can construct the access road.

Chair Smith stated we did not take any action at last month's meeting with regards to the MOU because there was a question whether curb and guttering was going to be required on a portion of the access road. If the curb and guttering were not going to be required, it would be a cost reduction. It has been agreed that curb and guttering is not required and therefore it is a cost reduction. Chair Smith asked Attorney Seymour if he would like to give an update on the MOU.

Attorney Seymour stated the MOU comments came back from the City Attorney's office lowering the cost estimate and accepted what they were willing to accept from our proposed changes. We are comfortable with this. Chair Smith stated that from a payment standpoint, the city is going to pay for it and we are going to reimburse the City. The MOU will be signed after updated prints have been approved by the City of Newport News.

RESOLUTION 23-011 AUTHORIZING A MEMORANDUM OF UNDERSTANDING PENINSULA AIRPORT COMMISSION PARKING ACCESS ROAD WITH THE CITY OF NEWPORT NEWS, VIRGINIA. Chair Smith asked for a motion to approve Resolution 23.011. A motion was made by

Commissioner Garner to approve the resolution as presented. Commissioner Lawson seconded the motion. Voice vote by roll call: Chair Smith-For, Commissioner Garner-For, Commissioner Joseph-For, Commissioner Dr. Price-For, Commissioner Lawson – For. **The motion passed unanimously. 5-0.**

Executive Director Report : Mr. Borden reported that he had not seen movement on the Regional Airport Study and asked if any Commissioners had any updates. Chair Smith stated that she had spoken with Dan Wolfe and their next step is to look at financials. She added that they will be asking for backup information to support and supplement because they will have to tie it all in. Mr. Borden reported they had a town hall meeting with the GA tenants. Mr. Borden was pleased with the meeting and stated the tenants were open to communication. Mr. Borden reported surveys were given out to our passengers and 98% rated their overall airport experience at Newport News Airport as excellent and 96% rated their car rental experience as excellent. Mr. Borden reported that the State Entitlement quarterly report went in on the 16th of October and the quarterly meeting will be on 17th November. We put in for State Entitlement funding this quarter for a wildlife assessment that has to be done. The state will pay 80% of that as well as a mower deck, access control project line was increased because we identified more gates that will help us identify who is going in and out and to stop any security breaches.

Chair Smith asked if we had a date for the next town hall with the GA tenants as she felt it would be helpful if we had PAC representation. Chair Smith asked Mr. Borden to let her know when we have a date. Chair Smith asked Mr. Borden the status on the escalators and elevators. Mr. Borden responded that two elevators have to get new frame boards installed and the escalators are waiting on parts and personnel. Chair Smith asked for a timeline. Mr. Borden responded 2 weeks for the elevators and approximately 3 weeks for the escalators. Mr. Borden confirmed that we have one operable elevator. Chair Smith asked Mr. Borden for an update on the air conference that he and Mr. LaManque attended.

Mr. LaManque reported it was interesting. The discussion was mostly UAV's (Unmanned Aerial Vehicle) and we offered to assist on anything we could help with locally. There are some local companies we are talking with that could lead to hangar leases. Mr. LaManque added that most of the weather information now sensors from airplanes. The National Weather Service base their forecasts on these reports from UAV's.

Old Business: Chair Smith reported that there is a resolution in the package to amend the PAC bylaws to change our regular PAC meeting from the 4th Thursday of the month to the 3rd Thursday of the month.

Resolution:23-012. We resolve that the Peninsula Airport Commission approve and adopt a Resolution to amend the PAC bylaws to change the regular PAC meetings from the 4th Thursday of the month to the 3rd Thursday of the month. Chair Smith called for a motion to approve Resolution 23-012. A motion was made by Commissioner Garner to accept the resolution. The motion was seconded by Commissioner Joseph. Voice vote by roll call: Chair Smith – For, Commissioner Joseph – For, Commissioner Dr. Price – For, Commissioner Garner-For, Commissioner Lawson – For. The motion passed unanimously. 5-0.

New Business: Commissioner Joseph stated most organizations such as this one, that are subdivisions of the Commonwealth, usually have at least state or federal related legislation in funding. Commissioner Joseph stated he felt it would be an item to discuss annually whether there is anything we are asking, either funding or legislatively, at either the state or federal level, to follow up on and track any of those. Mr. Joseph stated he did not have a specific item; it was more of a question.

Mr. Borden reported for state or federal action we tend to have the AIP meetings in March and our yearly AIP, which is a 5-year plan, goes on April 1st. Mostly capital, runway, and buildings are all submitted on April 1st. Mr. Borden reported the state entitlement is quarterly. Mr. Joseph asked if there is any money allocated to airports in the biannual state budget discretionary funding as opposed to entitlement funding? Mr. Borden stated he did speak to Mike Swain, DAOV, about a discretionary grant for the roof amount and could we get a grant for our portion. Mr. Borden reported he was told our entitlement money would have to be all allocated and used up before we could get a discretionary grant. Mr. Borden stated that most discretionary grants are used for GA airports and not commercial airports. Chair Smith asked if there is line-item appropriation of funding in the Commonwealth's budget for airports and airports other than Patrick Henry? Mr. Borden responded there is no such line-item appropriation. Chair Smith asked if it would be beneficial to us to consider hiring a lobbyist or consultant to help with the grant portion as sometimes having someone actively lobbying or calling to demonstrate the merits of the grant helps to get the award. Mr. Borden agreed and cited help from lobbyist in the past.

Closed Session: At this time the Chair will entertain a motion to move that the Peninsula Airport Commission convene in closed session pursuant to the Virginia code section 2.2-3711.A.(1): for the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of the Commission regarding various employee matters of the Commission and 2.2.3711 A (5) regarding the discussion or 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.

A motion was made by Commissioner Garner and seconded by Commissioner Dr. Price. A roll call vote was taken. Chair Smith – For, Commissioner Joseph – For, Commissioner Dr. Price -For, Commissioner Garner-For, Commissioner Lawson-For. The motion passed unanimously. 5-0.

Closed session began at 8:25 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 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 Dr. Price and seconded by Commissioner Joseph. A roll call vote was taken. Chair Smith – Yes, Commissioner Joseph – Yes, Commissioner Dr. Price– Yes, Commissioner Garner- Yes, Commissioner Lawson – Yes. The motion passed unanimously. 5-0. The meeting resumed in open session at 9:30 a.m.

Chair Smith asked if there was any other business to come before the commission.

There being no further business to come before the commission, the meeting adjourned at 9:30 a.m.