

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

December 7, 2023, 8 a.m.

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Treasurer, James “Jay” Joseph

Secretary: Dr. McKinly Price

Staff Members in Attendance:

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

Public Officials Present:

Assistant City Manager of Newport News, Ralph “Bo” Clayton

Director of Development, City of Newport News, Florence Kingston

Economic Development Manager, City of Newport News, Tom O’Grady

Counsel:

Counsel, L. Scott Seymour

Public Attendees:

David Hause, Kiln Creek HOA

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Chair Smith called the meeting to order at 8:00 a.m. by welcoming everyone in attendance. She also thanked everyone for being flexible with our new schedule and wished everyone a Happy December and Holidays. Chair Smith added that Mr. Lawson had a conflict and was regrettably unable to attend the meeting today.

Approval of Minutes from October 19, 2023. Chair Smith asked if there were any comments or edits to the Minutes. There were none. She asked for a motion to approve the minutes from

October. Dr. Price moved a motion and Mr. Garner seconded the motion. All Commissioners in attendance approved. Minutes **approved. 5-0.**

Approval of Minutes from November 7, 2023. Chair Smith stated that there was a special meeting last month with the purpose of Fabio Bendana, Passero Associates to present the current plan for the future of the airport to the new Commissioners. She asked if there were any comments or edits. There were none. Chair Smith asked for a motion to approve the November Minutes. Dr Price moved the motion and Mr. Joseph seconded the motion. All Commissioners in attendance approved. **Minutes approved. 5-0.**

Public Comment. The Chair asked if there was anyone signed up for Public Comment and Ms. Rumsey replied that there was none.

Presentation from Florence Kingston, Newport News Economic Development

Authority(NNEDA). Chair Smith welcomed Florence Kingston. Ms. Kingston thanked Chair Smith and the Commission. She then gave some history of the NNEDA and PHF. Ms. Kingston stated that she is here regarding a proposal for a Newport News Air Commerce Park. Ms. Kingston then added that the Virginia Economic Development Partnership and Hampton Roads Alliance have expressed interest in working together to achieve a Newport News Air Commerce Park and they are using PAC, Newport News, and NNEDA resources. She then introduced Tom O’Grady who passed around maps of the proposed Air Commerce Park. **See Exhibits for visual site map of the proposed parcels.** Ms. Kingston continued by stating the proposed West Park site has a target industry sector of aerospace, aerial systems or other aeronautical use and it is 280 acres NE of McManus Blvd. She continued that the East Park site includes 50 acres of undeveloped land. Ms. Kingston added that both sites have good transportation and utility access and are zoned for light industrial and taxiway access. The West Park also includes a parcel owned by the City of Newport News as shown in the handouts.

Ms. Kingston added that the Hampton Roads Alliance engaged KPMG to help identify industrial sites around the region. Aviation-related industrial opportunities at Newport News Air Commerce Park rated high in their findings. NNEDA is working with the Alliance on site marketing materials and drone videos to update the current resources and materials. VAEDP requires a site characterization report for an available site to be listed on VA scan business ready online site. NNEDA has engaged Kimly Horne to prepare reports on existing conditions at its’ expense. These sites are currently listed as available with VAEDP for aviation-related uses. Both sites are currently Tier 2 out of 5 tiers of site readiness. Tier 2 means there is a lack of significant due diligent studies. VAEDP is moving forward as the Governor approved new money in the budget to prepare sites to be business ready. Virginia has identified a lack of “large sites” that are business ready. Ms. Kingston added that they are in the process of requesting funding to support a due diligence study of Newport News Air Commerce Park. The goal is to raise these sites from tier 2 to tier 3 status. If selected for funding, VAEDP offers a 3-1 match for funding to conduct the studies. Site selection inquiries are coming in with a 1–2-day turnaround on RFI responses. She added that her team has worked with airport personnel to glean existing conditions and studies that have been conducted but there are some key details missing. It has always been the charge of NNEDA that the success of the airport is integral to the success of Newport News. Tom

is leading the charge on the application and we are requesting a letter of support to submit with the application which is due January 11th. Ms. Kingston added that she has been in communication with the Chair throughout the process so there is no surprise. She added that the project was included in GOVA Region 5 growth and diversification that must be updated every 2 years. NNEDA also appreciates being included in the Master Plan Technical Advisory Committee (TAC), we have had issues with the current proposed 3rd Runway which has hindered economic growth. It was identified by the EDA as a barrier when identifying constraints. Therefore we ask that the 3rd runway be removed from the Airport Master Plan which will benefit us all with economic growth as it is codified in the city ordinance. Ms. Kingston asked if there were any questions and thanked the PAC for their time. Dr. Price asked for clarification of the West site. Ms. Kingston clarified that they took the liberty to call the parcels East and West and that there is more undeveloped land that could be studied in the future. The NNEDA has been a sponsor of AUSI Conference to look at the next generation of aviation and that should also be looked at within the Master Plan.

Dr. Price asked if there were any watershed issues. Ms. Kingston and Mr. O'Grady replied that they are not aware of any and that they have been working with the PAC for many years and have a good understanding of much of the land. Mr. Joseph asked for clarification regarding the 3rd runway being codified in city ordinance. Ms. Kingston replied that it is and that means that development of that proposed site has been hindered by height and use restrictions. Chair Smith stated that it is an overlay. Ms. Kingston agreed that it was an overlay. Mr. Joseph asked if it was considered to be in the city zoning ordinance. Ms. Kingston stated yes, it is in the city zoning ordinance and has hindered development. Mr. Joseph agreed that the PAC wants it out as well. Mr. Joseph asked how much money is estimated to conduct the needed studies. Mr. O'Grady replied that they have estimated \$440,000.00. Chair Smith added that business-ready site means these study results are in hand. There was further discussion regarding the studies and the tiers. Mr. Joseph asked what it would take to get to the next level. Mr. O'Grady replied; to get to the next level would mean there is a formal site plan in place by engineers so you are physically ready to turn over within 30 days. Mr. Joseph asked if we fit into an exception within GoVA as they have historically approved "Mega Sites." Mr. O'Grady stated that it is a competition with a 2-step review process. He added that 45 sites were approved during the pre-app process and not all of those will be selected for funding. Ms. Kingston added that with declining resources, there have been some changes and although we are not a "Mega site" we are in that sweet spot. Chair Smith asked if Ms. Kingston could provide the types of users that are interested in these sites. Mr. O'Grady stated that in general they are seeing advanced manufacturing, a variety of warehouse distribution, aerospace unmanned systems aviation related industries are our target. Ms. Kingston added that they are also submitting another property, the Carlton property, as a separate application. She added that they are seeing 2- and 3-million-dollar opportunities. Ms. Kingston stated that we must be aligned to get the best resources. Chair Smith asked how quickly you will know about the grant. Mr. O'Grady answered that the timeline is within 30-60 days. Chair Smith added that it is important to add that Florence has been working on the Regional Study as well. She added all of this is necessary for the region and the airport.

Mr. Joseph asked the status of money with NNEDA. Ms. Kingston gave a broad total of 1,144,000.00. We did do a closeout of marketing dollars but the accountant will be able to provide the exact amount remaining. Chair Smith thanked Florence and Tom for attending and presenting and stated that the PAC will support the grant application.

Committee Reports:

Finance & Audit:

Mr. Joseph stated that the Committee was unable to meet but there was a conversation with staff. The audit is nearly completed and we will accept it in January. Positive variances to the budget year to date look good but personally I expect that the yearly slowdown will burn through those positives.

Planning & Development:

Chair Smith stated that there are some updates to provide and asked Mr. Garner to provide an update to the parking entrance. Mr. Garner thanked Mr. Clayton and stated that it looks like it is about complete. Mr. Clayton agreed that it is completed. Mr. Borden asked if there was going to be a ribbon-cutting and Mr. Garner replied no it should be open as soon as possible. Chair Smith asked if the barriers were going to go away. John stated yes and some signage needs to be updated. Mr. Garner asked how long before we can open. Mr. Borden stated that we will do it on a Monday when the full staff is there to assist our customers. Mr. Garner added that the Trailer Park demo is complete. Mr. Joseph added that since the removal of the trailers, there has been no significant flooding on the back ramp. Mr. Garner asked about the temporary easement across from Wal-Mart; was it supposed to be a laydown area or a construction site. Mr. Borden stated that is where they are constructing the pipe and we have been in talks and will reach out. Chair Smith asked Mr. Seymour if he remembers the time period. He did remember temporary storage was a part of the easement. Chair Smith stated that we should know if they are exceeding their approval. Chair Smith stated we need to resolve as we made sure there was specific language in the easement to protect our community. Mr. Hause added that the pipe is being put in all the way down Brick Kiln. They still have a ways to go before they get to where they go under the road, pond, and highway.

Update on Regional Study. Chair Smith stated that we will receive a preliminary report next Friday. There will be a further update at the next meeting.

Facilities:

Mr. Garner stated the Committee did not meet, however; John sent us his condition index to see how the Administration uses it for the facilities on airport property. Mr. Garner added that issues were identified and have a status of repair needed and a better update will be forthcoming.

Executive Director Report:

Mr. Borden provided dates of Master Plan Meetings:

TAC meeting 12/14 11-1 in the Banquet Room

Public Meeting 12/14 6:30pm VPCC

Mr. Borden added that the preliminary presentation will be sent out tomorrow. He added that there will also be a premier of a movie "Flight 704" that was partially filmed at the airport for the cast and crew. Mr. Borden also added that Patricia Speno has retired. He added that Block leave starts this Sunday and we are expecting about 50-60 soldiers. Chair Smith asked who is managing General Aviation with Chris Walton gone. Mr. Borden replied Bill LaManque and Jamie O'Brien. Mr. Joseph asked for the invitation to the public meeting to go to GPNow.

Old Business: None.

New Business: Chair Smith stated that United Way contacted her in regard to using the airport for their end of year celebration. Mr. Borden stated that we will collaborate with them and TSA for Concourse A use approval. Ms. Smith stated we have some Resolutions to address.

Resolution 23-012. Approving amendment to contract for on-call professional engineering services. Chair Smith stated that this is a 1-year renewal with Talbert & Bright and is the third renewal so we will need to look at the solicitation ahead of time. The staff and Counsel stated they will check the end date. She asked for questions or comments. There were none. Chair Smith asked for a motion. Mr. Garner moved a motion and Dr. Price seconded the motion. Roll call by voice vote. **4-0. Approved.**

Resolution 23-013. Regarding the real estate purchase agreement for the sale of approximately .08 acres for Jefferson Ave intersection improvements. Chair Smith asked for questions or comments. There were none. She asked for a motion. Mr. Garner made a motion, Dr. Price seconded the motion. Roll call by voice vote. **4-0 Approved.**

Resolution 23-014. Accept DOAV Marketing Grant. Chair Smith stated that this is a grant that we apply for each year to assist with Marketing expenses for Billboards and radio ads. She asked for questions or comments. There were none. Chair Smith asked for a motion. Mr. Joseph made a motion; Dr. Price seconded the motion. Roll call by voice vote. **4-0. Approved.**

Closed Session: Chair Smith asked Mr. Seymour to read closed session law for Personnel 2.2.3711.(A)(1) Discussion of employees any public body. Prospective Business 2.2.3711.(a)(5) Discussion concerning a prospective business or industry or the expansion of air service. Roll call by voice vote. 4-0 approved.

Closed session began at 8:55a.m.

Mr. Seymour read open certification. Roll call by voice vote. 4-0. Approved.

Open session began at 9:17a.m. Chair Smith asked if there was anything for the good of the order. There was no response.

Chair Smith adjourned the meeting at 9:18 a.m.

Next Meeting Date: January 18th, 2023, at 8 a.m.