

# Peninsula Airport Commission

Board of Commissioners Meeting Minutes

August 24, 2023, 8:00 a.m.

## **Commissioners in Attendance:**

Chair, Lindsey Carney Smith  
Treasurer, James "Jay" Joseph  
Secretary, Dr. McKinley Price

## **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 Lawson

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

Ms. Smith welcomed Mr. John Lawson, our newly appointed Commissioner. She stated Mr. Lawson has not been sworn in yet as we are awaiting the results of his background check. Additionally, Ms. Smith added Mr. Garner was unable to attend today as he was ill.

**Minutes:** Commissioner Joseph moved to accept the July 27, 2023 meeting minutes. Dr. Price seconded and the minutes were approved unanimously.

**Public Comment:** No public comment

**Finance and Audit Committee Report:** Commissioner Joseph reported the committee did not meet as we did not have a quorum. However, there was a discussion with staff on Monday and the numbers are included in the board packet. He reported that airline revenues were good, and the restaurant made money. Mr. Joseph stated that the most notable expense was a lump sum annual insurance cost which was budgeted. Mr. Joseph reported we were about \$30,000.00 to the good on our net loss and on track to meeting our budget.

Mr. Borden added that we were \$31,000.00 under budget so far minus the pre-paid insurance premium. Revenue is expected to be up in August due to high load factors. Mr. Borden added he expects utility bills to increase due to the heat wave we recently had.

There was a small discussion involving committee meetings pertaining to dates and times of meetings.

**Planning and Development Committee Report:** Chair Smith reported that the Planning and Development Committee did not meet as there was no quorum. The Chair and Commissioner Garner had been in touch with Mr. Borden separately and together throughout the month. Ms. Smith asked Mr. Borden for an update on the easements and land releases.

Mr. Borden reported the easements are close to being finished. Habersham is moving along very well and there is only a matter of verifying if there is any conflict with the two other easements. The HRSD easement is so far back that it is not going to affect the intersection work. They will only be verifying if the VNG easement is going to be a problem and we do not think it will be.

Mr. Seymour added that VNG easement has closed, and the check was delivered this morning. He added the HRSD easement should close pending confirmation from city engineering that there is no conflict with the current plats. Those both need to be recorded so we can close the right of way conveyance to the city. We have kept their council up to date as it has been a concern with the community there as they have an expensive irrigation system.

Mr. Borden added that he met with Mr. Hause and his Facility Manager who put in the sprinkler system. We met last Friday and went over some work that has already been done and it looks like HRSD has not moved their silt fence back yet, so they now have a better idea of what is going on.

Ms. Smith added that Mr. Seymour mentioned in our last meeting in July, we voted to approve the Virginia Natural Gas easement. There was a \$15,000.00 compensation that went along with that easement, which was delivered today, and we can now close that file out.

Ms. Scott asked Mr. Seymour if he wanted to talk about the settlements with HRSD. Mr. Seymour reported that HRSD was approved as well, and we are going to receive \$200,000.00 from HRSD when we close that easement. We expect that to close in the next week, and that \$200,000.00 should be coming to us as soon as we close.

Ms. Smith stated Vice Chair Garner has been working with the engineering department of the city on assistance with how we can make it easier for our customers entering the airport parking lot. Mr. Clayton reported that we had done an approved site plan and we still require a land disturbance, and a right of way permit. and more importantly, an MOU. Mr. Clayton said they have a draft MOU and will get it over to legal. Mr. Clayton stated he hopes the MOU will come before the PAC next month.

Ms. Smith asked Mr. Borden if there were any other Planning and Development items.

Mr. Borden reported that the Taxiway Delta grant from the FAA finally came down. Mr. Borden said he has a DocuSign version that will need to be electronically signed which was approved by the FAA and the State. It will be 90% funded by the FAA and 10% by the State. Ms. Smith asked Mr. Borden to explain to the new Commissioners what the project would entail. Mr. Borden stated that Taxiway Delta

is our main artery from the ramp out to runway 2/20 and it is in bad shape per the pavement study that was completed 4 years ago by the State. Design work is going to be boring, sampling, and environmentalists to determine the best plan forward to rehabbing it. We absolutely need taxiway Delta, and the FAA is on board with doing the design work. Depending on the cost to repair, it could be broken up into phases in the next year or two when we look at using AIP funding, Airport Improvement Program, from the FAA.

Ms. Smith asked if this grant was solely for design. She also asked that there are no funds for construction, renovation, improvement? Mr. Borden confirmed that the grant is for design only. Mr. Borden addressed the board and asked if they agree and approve, we can sign it today and it can go up to the FAA.

Ms. Smith asked for a motion to approve Resolution 24-004 regarding accepting a grant from the FAA for Airport Improvement funds.

**Resolution 24-004: We resolve that the Peninsula Airport Commission approve and adopt Resolution 24-004 Authorizing acceptance and approval of the grant off The Airport Improvement Plan regarding Taxiway Delta.**

Commissioner Joseph made a motion to accept the resolution. Commissioner Dr. Price seconded the motion. Voice vote by roll call: Chair Smith – For, Commissioner Joseph – For, Commissioner Dr. Price – For. **The motion passed unanimously.**

**Executive Director Report:** Mr. Borden reported on the 5K on the Runway. He stated that we have approximately four hundred runners signed up and we expect a final push to exceed 600, We have approximately 15,250.00 in sponsorships.

Mr. Borden stated that we had a good month overall with high load factors Mr. Borden reported we had outreach last week from TRAIL Academy, (Transportation, Analytics, Information and Logistics) from Bethel High, visit us with fifteen teachers. They had a tour of the airport and received a history of the airport with information that they can take back to the students on what it takes to run an airport.

Mr. Borden reported a Master Plan kick-off meeting in July. The technical advisory committee consists of staff, Commissioners and City EDA members. We are expecting our consultant to give us a schedule for future meetings.

Ms. Smith added for purposes of new commissioners, the Master Plan should be updated every 10 years and we are at the point where it is time to update. We did a large scope of work to talk about the future opportunities for the airport. The Master Plan considers current assets, current status of our assets, what kind of condition are they in, what are we going to do in terms of everything we and the other airports have and then what are we doing in the future for other opportunities for air service. An outside consultant leads this process, and we are at the very beginning of this process. The scope of work has been approved and the contract has been approved. Ms. Smith asked Mr. Borden to get a timeline of the meetings and a timeline of what this process looks like as there are certain milestones that we need to make sure dovetail with this regional study that is coming along. Mr. Borden responded that when the regional study is completed, we hope to funnel that information that we get out of the study into the Master Plan. This regional study should help us plan the overall Master Plan.

Ms. Smith explained the regional study that Mr. Borden was referring to is the study that was commissioned by Hampton Roads Transportation Alliance under Doug Smith's leadership. Leaders had reached out to Cindy Rolfe at the time as well as Mary Bunting and Mark Perryman at Norfolk Airport. He said it really is time to do a regional study of the seven airport assets we have in this community and how they all are functioning and how they can function better to support a regional approach to air service in the area. A GO Virginia grant was approved, and a scope of work was put together by Hampton Roads Transportation Alliance with the input from both this commission, Norfolk's Airport Authority and the three localities, Newport News, Hampton, and Norfolk. The RFP has gone out and Hampton Roads Alliance has gotten a response back from a consultant. It is a combined force of two consultants that put a proposal together. That contract was signed by Doug Smith as recently as 10 days ago. The first meeting with the consultant is September 8<sup>th</sup> and that is to go through their plan for this process. They will be doing on-site visits at all of the airports, primarily concentrating on the two main airports. The study is going to look at commercial air service, unmanned systems, next generation of mobility in air service, cargo and expanding the general aviation community. These factors are at play now to decide what is the best future for our airport.

Commissioner Joseph asked for a timeline for this project. Ms. Smith replied the consultants are saying 6 months from Sept 1 and we are hoping to decrease that time. At our September meeting we will have a much more comprehensive update because we will have had the first kick-off meeting.

**Old Business:** Dr. Price asked if we could start the process of moving the commission meetings to the 3<sup>rd</sup> Thursday of the month.

Ms. Smith added that it is not an enabling act scenario, it is controlled by the by-laws which means we can control changing it.

Mr. Seymour added that if we want to move the meeting to a meeting-by-meeting basis now, by resolution you can do that.

**Resolution: We resolve that the Peninsula Airport Commission approve and adopt a Resolution changing the September meeting from September 28th to September 21, 2023. A motion was made by Commissioner Joseph to accept the resolution. The motion was seconded by Dr. Price. Voice vote by roll call: Chair Smith – For, Commissioner Joseph – For, Dr. Price – For. The motion passed unanimously.**

**New Business:** Chair Smith asked the staff to talk to the rental car companies here at the airport about a process that would allow customers to bypass lines and go straight to your rental car as you can in bigger airports. Staff to look into this and report back.

**Closed Session:** Counsel Scott Seymour stated at this time the Chair will accept 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 and A.(5): regarding discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made or the business or industry's interest in locating or expanding its facilities in the community.

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

Closed session began at 8:27 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 Dr. Price and seconded by Commissioner Joseph. A roll call vote was taken. Chair Smith – Yes, Commissioner Joseph – Yes, Dr. Price– Yes. The motion passed unanimously. The meeting resumed in open session at 9:21 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 9:22 a.m.