

# Peninsula Airport Commission

## Board of Commissioners Meeting Packet

*John Borden, Acting Executive Director*

*Lindsey Carney Smith, Chair*

Thursday, September 21, 2023 8:00 a.m.

Commission Room

900 Bland Blvd

Newport News, VA 23602

# AGENDAS

# Newport News Williamsburg Airport

## **PENINSULA AIRPORT COMMISSION**

### **COMMITTEE MEETING AGENDA**

#### **FINANCE & AUDIT COMMITTEE**

**DATE: September 18 , 2023**

**TIME: 4:00 p.m.**

- 1) Call to Order
  
- 2) New Business
  - a) Bank Discussion
  
- 3) Old Business
  - a) August Financial Results

**Adjourn**

# Newport News Williamsburg Airport

## **PENINSULA AIRPORT COMMISSION**

### **COMMITTEE MEETING AGENDA**

#### **PLANNING & DEVELOPMENT COMMITTEE**

**DATE: September 18, 2023**  
**TIME: 5:00 PM**

- 1) Call to Order
- 2) New Business
  - A. Access Road Discussion
  - B. Old Business
    1. Easement Discussion
    2. MOU with City of Newport News
- 3) Adjourn

**MEMORANDUM OF UNDERSTANDING: PENINSULA AIRPORT COMMISSION  
PARKING ACCESS ROAD**

**THIS MEMORANDUM OF UNDERSTANDING** (“MOU”), made effective the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the **PENINSULA AIRPORT COMMISSION** (“PAC”), a municipal corporation created by a special act of the General Assembly of Virginia, and the **CITY OF NEWPORT NEWS, VIRGINIA**, a Virginia municipal corporation (“CITY”).

**WHEREAS**, PAC is the owner of an approximately 824.63 acre parcel of land in Newport News, Virginia having a Parcel ID of 112.0001-01 and a street address of 900 Bland Boulevard (the “PAC Parcel”); and

**WHEREAS**, CITY owns and maintains that certain right-of-way adjacent to the PAC Parcel known as Bland Boulevard; and

**WHEREAS**, PAC desires to construct or have constructed an access road to provide more direct access from Bland Boulevard to parking lots and other PAC-owned facilities on the PAC Parcel; and

**WHEREAS**, construction of the access road will involve improvements to both the PAC Parcel and Bland Boulevard; and

**WHEREAS**, PAC and CITY agree that it is in the best interest of both parties to have certain improvements to the PAC Parcel and Bland Boulevard constructed as one project (the “Project”); and

**WHEREAS**, PAC and CITY desire to enter this MOU to document their understanding and agreement concerning the execution of the Project; and

**WHEREAS**, PAC agrees to reimburse CITY for CITY’s costs in the construction of the Project under the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the above recitals, and the mutual covenants and provisions contained herein, the Parties hereto agree as follows:

I. IMPROVEMENTS

- a. In support of the Project, CITY agrees to construct the following improvements upon Bland Boulevard and the PAC Parcel, in the location outlined on Plan Sheet No. C-200 attached hereto as **Exhibit A** (the “Improvements”):
  - i. Phase I: road cut and grading work, including removal of existing curb, existing material, and construction of road bed
  - ii. Phase II: installation of new curb and gutter
  - iii. Phase III: installation of new asphalt
- b. CITY anticipates using its Public Works department to complete Phases I and III of the Improvements, and a private contractor for completion of Phase II.
- c. For purposes of clarity, this MOU only relates to the improvements outlined above and shown on Exhibit A.

II. DESIGN OF IMPROVEMENTS

- a. PAC has employed Talbert & Bright and Popli Design Group (“ENGINEERS”) to prepare plans and specification for the Improvements and additional projects PAC is facilitating.
- b. PAC and CITY, in coordination with ENGINEERS, will coordinate, review, and approve a set of final plans and specifications for the Improvements (the “Final Plans and Specifications”).

- c. PAC will compensate ENGINEERS for all engineering design costs, including but not limited to the cost of preparing the Final Plans and Specifications and any amendments thereto.

III. CONSTRUCTION OF IMPROVEMENTS:

a. Cost of Construction

- i. The total cost of the Improvements (the “Improvement Costs”), as more particularly defined by the Final Plans and Specifications, shall include:

1. Cost of construction of the Improvements, including costs related to any construction contract and labor, material, and equipment costs attributable to City employees and equipment used to construct the Improvements;
2. Cost of advertising for bids, if necessary;
3. Cost of approvals and permits required for construction of the Improvements;
4. Costs for construction contract administration and inspection;  
and
5. Any related miscellaneous essential expenses.

- ii. The current estimated Improvement Costs is \$100,000.

b. Construction Contract Documents; Contractors

- i. PAC and CITY agree that CITY may employ City staff and/or such contractors and subcontractors (the “Contractors”) as City deems fit to complete the Improvements.

- ii. CITY shall be responsible for preparing, finalizing, and executing any and all front end documents, construction contracts, bidding documents, bonds, insurance documents, and amendments, revisions, and modifications thereto, relating to the construction of the Project (the “Project Documents”).
- iii. The procurement of goods and services from nongovernmental sources will be completed in accordance with the Virginia Public Procurement Act.

c. Right of Entry:

- i. During the term of this MOU, PAC consents and agrees that CITY, its employees, agents, and independent contractors, may enter upon the PAC Parcel for purposes of constructing the Improvements and such other activities as may be reasonably necessary to construct the same. This right of entry is intended and shall be construed only as a temporary, non-exclusive license to access and perform construction activities upon the PAC Parcel, and not as a grant of an easement or other real property interest.
- ii. All construction work will be performed in a safe and workmanlike manner, in accordance with all applicable regulations and code provisions.

d. Payment of Cost of Improvements



- i. During the course of construction, CITY will compensate the Contractors and other individuals and entities providing materials and/or services related to the Improvements for all Improvement Costs.
- ii. PAC will reimburse CITY for all Improvement Costs attributable to the Project in one lump sum payment upon completion of construction (as determined by CITY). CITY shall provide PAC with an invoice detailing the Improvement Costs. Within thirty (30) days of its receipt of such invoice, PAC shall reimburse CITY for the Improvement Costs detailed in the invoice.

e. Ownership: Upon completion of the Project, that portion of the Improvements located within Bland Boulevard shall be the property of CITY, and that portion of the Improvements located within the PAC Parcel shall be the property of PAC.

IV. SCHEDULE: Construction is anticipated to begin by [REDACTED] and be completed by [REDACTED].

V. GOVERNING LAW: This MOU shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

VI. TERMINATION: This MOU may be terminated by the CITY or PAC in the event that the other party materially breaches this MOU and such breach is not cured

within sixty (60) days of the defaulting party's receipt of written notice of such breach from the non-defaulting party; or by mutual agreement of the CITY and PAC. Anything herein or elsewhere to the contrary notwithstanding, any such termination of this MOU shall not relieve the parties of their obligation to pay all of the Improvement Costs incurred prior to termination, whether or not those amounts are due and payable as of the termination date.

VII. NOTICE: Any notice, communication or request under this MOU shall be provided in writing by either (a) certified mail, return receipt requested, postage prepaid, or (b) a nationally recognized overnight delivery service (next business day service), or (c) hand-delivery, if the receipt of the same is evidenced by the signature of the addressee or authorized agent, and addressed to the following:

a. TO CITY:

b. TO PAC:

VIII. ASSIGNMENT: No party may assign its rights under this MOU without the prior written consent of the other party.

IX. AMENDMENT: This MOU may be amended only by a written instrument duly executed by the parties.

X. SEVERABILITY: If any provision of this MOU or the application thereof to any circumstance shall be determined to be invalid, illegal or unenforceable to any extent, the remainder of this MOU and the application thereof shall not be affected and shall continue to be valid, in effect and enforceable to the fullest extent permitted by law.

- XI. TERM: The term of the MOU will commence on the date the MOU is fully executed and be completed when each party has completely performed its obligations hereunder.
- XII. FORCE MAJEURE: In the event of enforced delay in the performance of such obligations due to unforeseeable causes beyond the control of the CITY or PAC or the Contractor and without their fault or negligence, including, but not restricted to, acts of God or of the public enemy, acts of the government, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargos, and unusually severe weather or delays of subcontractors due to such causes; it being the purpose and intent of this provision that in the event of the occurrence of any such enforced delay, the time or times for performance of the obligations of the parties shall be extended for the period of the enforced delay.
- XIII. WAIVER:
- a. No waiver of breach of any term or provision of this MOU shall be construed to be, or shall constitute, a waiver of any other breach of this MOU. No waiver shall be binding unless in writing and signed by the parties waiving the breach.
  - b. The failure of any party to seek redress for violation of or to insist upon the strict performance of any covenant or condition of this MOU shall not prevent a subsequent act, which would have originally constituted a violation, from having the effect of an original violation.
  - c. The rights and remedies provided by this MOU are cumulative and the use of any one right or remedy by any party shall not preclude or waive the right to

use any or all other remedies. Such rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.

XIV. INTEGRATION: This MOU constitutes the entire understanding among the parties. No provision of this MOU may be waived, modified or amended except by an instrument signed by the party against whom the enforcement of such waiver, modification or amendment is sought. No waiver by either party of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to comply.

**WITNESS** the following signatures and seals:

**PENINSULA AIRPORT COMMISSION**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF NEWPORT NEWS, VIRGINIA**

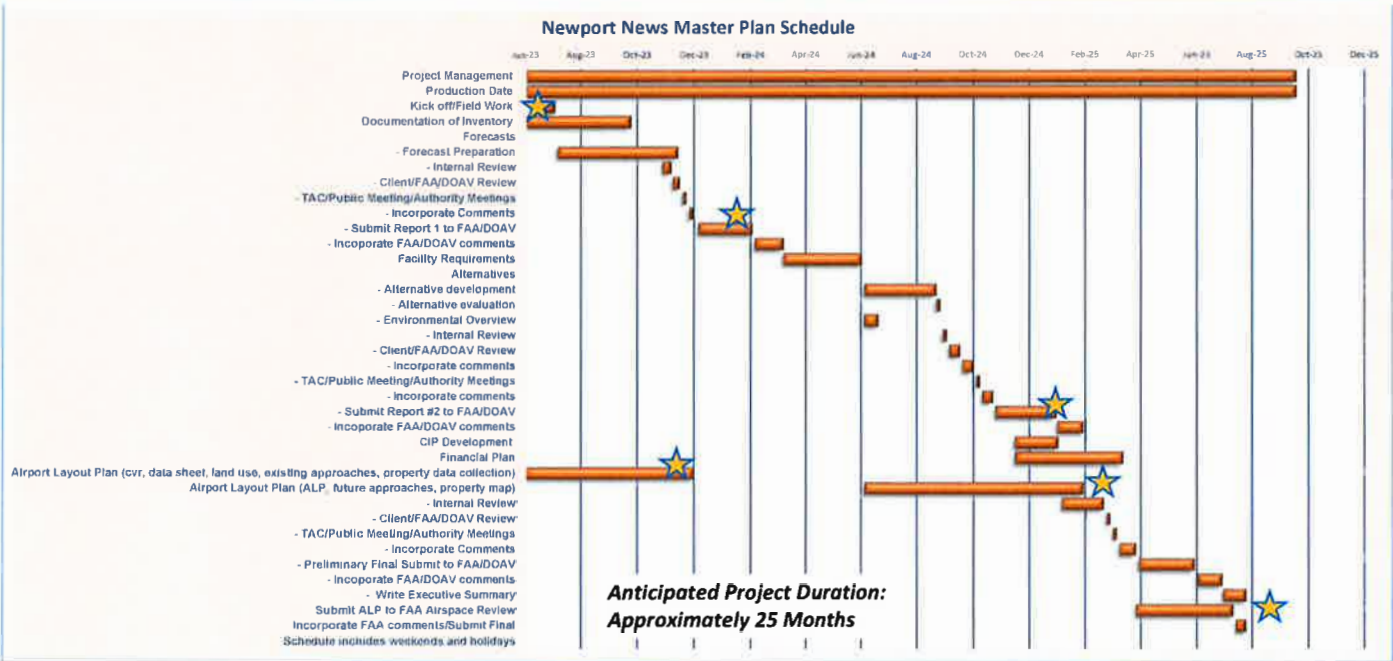
\_\_\_\_\_  
Alan K. Archer, Acting City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



# PENINSULA AIRPORT COMMISSION

## MEETING AGENDA

**Date: September 21, 2023**

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

**Location: Commission Room**

- 1) Call to Order
- 2) Approval of Minutes from August 2023
- 3) Read Instructions for Public Comment
- 4) Public Comment
- 5) Committee Reports
  - a) Finance & Audit
  - b) Planning & Development
- 6) Executive Director Report
- 7) Old Business
  - a) Easement Update
  - b) Master Plan Update
- 8) New Business
- 9) Closed Session
  - Personnel §2.2.3711.(A)(1) Discussion of employees of any public body.
  - Prospective Business §2.2.3711.(A)(5) Discussion concerning a prospective business or industry or the expansion of air service.

Adjourn

# MINUTES

# 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.

# FINANCIALS

**PENINSULA AIRPORT COMMISSION  
AUGUST 2023  
OPERATING INCOME STATEMENT**

DESCRIPTION	AUG 2023 ACTUAL	AUG 2023 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
<b>REVENUE</b>								
Airline Fees	40,962	38,731	105.8%	80,041	77,283	103.6%	450,482	17.8%
Fixed Based Operators	51,692	56,166	92.0%	104,601	112,218	93.2%	664,881	15.7%
Property Rental	90,418	95,491	94.7%	206,765	211,675	97.7%	1,145,311	18.1%
Rental Cars	181,489	151,924	119.5%	340,568	302,194	112.7%	1,690,718	20.1%
Parking Lot	66,130	47,483	139.3%	127,552	94,938	134.4%	567,572	22.5%
Restaurant Income	28,440	25,555	111.3%	59,612	50,826	117.3%	283,947	21.0%
<b>TOTAL REVENUE</b>	<b>459,131</b>	<b>415,350</b>	<b>110.5%</b>	<b>919,139</b>	<b>849,134</b>	<b>108.2%</b>	<b>4,802,911</b>	<b>19.1%</b>
<b>EXPENSES</b>								
Labor and Benefits	302,978	317,355	95.5%	604,436	634,710	95.2%	3,808,255	15.9%
Marketing & Advertising	5,072	28,184	18.0%	30,705	56,368	54.5%	338,199	9.1%
Office & Administration	49,115	36,208	135.6%	337,269	333,277	101.2%	665,363	50.7%
Utilities	70,895	50,087	141.5%	125,028	100,174	124.8%	717,766	17.4%
Repairs & Maintenance	82,319	46,460	177.2%	141,951	84,275	168.4%	459,220	30.9%
Restaurant Expense	26,105	25,188	103.6%	48,003	50,107	95.8%	282,592	17.0%
Bond Debt	55,100	55,100	100.0%	110,200	110,200	100.0%	661,202	16.7%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>591,584</b>	<b>558,582</b>	<b>105.9%</b>	<b>1,397,592</b>	<b>1,369,111</b>	<b>102.1%</b>	<b>6,932,597</b>	<b>20.2%</b>
<b>NET INCOME</b>	<b>(132,453)</b>	<b>(143,232)</b>	<b>92.5%</b>	<b>(478,453)</b>	<b>(519,977)</b>	<b>92.0%</b>	<b>(2,129,686)</b>	<b>22.5%</b>
<b>OTHER ITEMS</b>								
Trailer Park	(49)	-		(138)	-		-	
Expense Subsidy	-	-		-	-		-	
Sale of Land/Fixed Assets	33,000	-		33,300	-		-	
<b>NET AFTER OTHER</b>	<b>(99,502)</b>	<b>(143,232)</b>		<b>(445,291)</b>	<b>(519,977)</b>		<b>(2,129,686)</b>	

**BALANCE SHEET**

	<b>Total</b>
Cash - Unrestricted	3,076,247
Cash - Restricted	12,955,016
Other Current Assets	653,779
Fixed Assets (Net of Depreciation)	71,173,355
<b>TOTAL ASSETS</b>	<b>87,858,397</b>
Current Liabilities	675,052
Long Term Notes Payable - Restricted	-
Long Term Notes Payable - Unrestricted	4,774,133
OPEB	5,504,332
<b>TOTAL LIABILITIES</b>	<b>10,953,517</b>
Net Capital Beginning	51,981,643
Capital Contributions	25,368,528
YTD Earnings Current Year	(445,291)
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>87,858,397</b>

Peninsula Airport Commission

Operating Income Statement results analysis

August 2023

Airline Fees Revenue above budget due to American fill rates and maintaining full schedule of flights. This could be a seasonal fluctuation on the high side during the summer months. The budget is NOT adjusted for seasonal scheduling due. The unusual fluctuations for the past three years are not a good gage to use for seasonal budget allocations.

Rental cars, parking lot and restaurant are above budget due to the airline passenger counts.

Property rental revenues are subject to unexpected turnover for certain properties. These budget deficiencies are not likely to recover later in the year. The current rent rolls are being managed at very near to 100% occupancy.

Expenses are above budget for the following situations:

Category	Unbudgeted expense	Amount
Office	Annual computer maintenance	20,000
Repairs	Roof repairs, parking lot system repairs	20,000
Utilities	Elevated outside temperatures during July and August	25,000

The utilities costs will moderate compared to budget on a year-to-date basis due to seasonal temperature variations. The impact of price inflation remains an unknown for this expense area.

Virginia Department of Aviation annual Airport support funds were used to cover approximately \$52K of these year-to-date maintenance expenses.

Labor costs are below budget estimates. Controlling the hours worked is the main reason for this below budget amount. This area will be closely monitored monthly.

# AIR SERVICE REPORT



## Monthly Air Service Report Summary August 2023

- Load factors:
  - 89.6% for American
  - 0% Charters
  - 89.6% Overall
- 5,125 Flight Ops (landings & take offs)

<u>FY Actual PAX</u> <u>(7/1/23 – 6/30/24)</u>	<u>FY23 Actual PAX</u> <u>(7/1/22 – 6/30/23)</u>	<u>FY22 Actual PAX</u> <u>(7/1/21 – 6/30/22)</u>
Jul: 13,283	Jul: 15,044	Jul: 21,586
Aug: 13,558	Aug: 14,280	Aug: 18,582
Sep:	Sep: 12,372	Sep: 16,210
Oct:	Oct: 13,649	Oct: 19,044
Nov:	Nov: 14,626	Nov: 16,375
Dec:	Dec: 14,860	Dec: 15,846
Jan:	Jan: 9,029	Jan: 10,538
Feb:	Feb: 10,879	Feb: 11,864
Mar:	Mar: 13,322	Mar: 16,810
Apr:	Apr: 11,596	Apr: 15,896
May:	May: 8,480	May: 12,719
Jun:	Jun: 12,623	Jun: 13,702
<b>Total: 26,841</b>	<b>Total: 150,760 PAX</b>	<b>Total: 189,172 PAX</b>

RESOLUTION(S)