

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

January 18, 2024

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

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

Public Officials Present:

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

Mayor, City of Newport News, Philip Jones

City Manager, City of Newport News, Allan Archer

Counsel:

Counsel, L. Scott Seymour

Public Attendees:

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Chair Smith called the meeting to order at 8:00 a.m. by welcoming everyone in attendance.

She added that we have a robust agenda so we will move forward with the 1st item.

Approval of Minutes from December 2, 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. Lawson 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.

Audit Presentation. Lauren Strobe joined the meeting via Teams from Cherry Bekaert; the PAC's Audit firm. Ms. Strobe went through a PowerPoint presentation regarding the annual Audit. She noted that the report shows the same weaknesses as previous years, which were regarding Internal Controls. Ms. Strobe also added that this year posed a new topic regarding IT Assets and the amortization schedule for those assets and last year's new topic was regarding lease amortization. Ms. Strobe added that next year we will be challenged with GASB 101 regarding Veterans Combat Pay. The presentation can be viewed in Exhibits.

The Chair opened the floor for questions. Mr. Joseph stated that the PAC charged the Auditor with three tasks; Accounts Receivable, Labor Cost Tracking, and Statement Format. Ms. Strobe replied that Accounts Receivable was evaluated and had no findings, Labor Cost tracking was looked at from an elevated level and there were no findings. MS. Strobe added that as far as statements are concerned, it depends on the information the Board would like to see but the Auditor suggests using GAAP reports and statements.

Committee Reports:

Finance & Audit:

Mr. Joseph asked the staff what the HR estimate was for 1 FT employee. Mr. Adams replied it is estimated at \$150K.

Planning & Development:

Chair Smith stated that the Committee did not meet but there were some items to discuss. Ms. Smith asked Mr. Seymour for an update on Land Release/Easements. Mr. Borden added that we are looking to receive a request from Rick Aviation. Mr. Seymour added that the City is in the Inspection Period.

Facilities:

Mr. Garner stated the Committee did not meet but will meet before the next PAC meeting.

Executive Director Report:

Mr. Borden stated that the drone flights are scheduled for the City of Newport News to scan the East and West Park and other airport property. He added that United Way will be having its annual celebration here on February 29th. AIP project Taxiway D Geotechnical work is completed.

Old Business: NNEDA grant for site readiness update – Ms. Smith stated that the package was selected to move to the next round. This is good news to allow us to have site-ready property for development. Master Plan Update- Mr. Border stated that we are awaiting a draft of the Public Comment Summary Report as aerial imagery is being done at 8:40 am.

New Business. Ms. Smith asked if there were any questions

Closed Session: Chair Smith asked Mr. Seymour to read closed session law for 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. Roll call by voice vote. **5-0 approved.**

The closed session began at 8:40 a.m.

Mr. Seymour read the open certification. Roll call by voice vote. **5-0 Approved.**

The open session began at 9:40 a.m. Chair Smith asked if there was anything for the good of the order. Mr. Joseph asked if we need a motion to accept the audit. Mr. Seymour agreed that would be the best thing to do. Roll call by voice vote. **5-0 Approved.**

Chair Smith adjourned the meeting at 9:42 a.m.

Next Meeting Date: February 18th at 8 a.m.

Approved February 18th, 2024.