

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

February 15, 2024

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Treasurer, James “Jay” Joseph

Secretary: Dr. McKinly Price

Commissioners Absent:

Assistant Secretary, John Lawson

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

Counsel:

Counsel, L. Scott Seymour

Public Attendees:

Josh Janney, Virginian Pilot

David Hause, Kiln Creek HOA

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Chair Smith called the meeting to order at 8:03 a.m. by welcoming everyone in attendance.

She also welcomed Josh from the Virginian Pilot who is now assigned to the Commission.

Approval of Minutes from January 18, 2024. 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

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

Approval of Minutes from Special Meeting January 30, 2024. Chair Smith asked for a motion to approve. Dr. Price moved the motion. Mr. Garner 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.

Committee Reports:

Finance & Audit:

Mr. Joseph stated that the Committee met on Tuesday and reviewed the January Financial Results, which were positive at this time but we will see some decline in upcoming months. Mr. Joseph added that American is going down to three flights which were at 4 – 5 flights per day. Mr. Joseph stated that there was a Rates & Charges conversation and analysis completed and at this time, the recommendation is that they are in line with the market. He also stated that there will be a conversation regarding a Tenant in closed session. Mr. Joseph added that there was also a capital Fund discussion and we tried to provide unanticipated costs today we have provided an analysis of where we are on ongoing projects. There was a document provided to the PAC and Mr. Joseph provided a conclusion of funding streams; with American paying into the PFC account, there is 11.5 million dollars, there are FAA Entitlements with AIP of 5.8 million and 1.7 mil per year with current enplanement numbers, BIL/AIG funding of 6 million dollars with a 5-year time limit. Mr. Joseph added an explanation of CIP projects; Taxiway D Design started this year, Master Plan 1.2 million remaining and is on pause, GA Ramp Design is 95% completed and the construction will be ready to bid this year. Mr. Joseph also added the ACIP letter and explained the local match required for CIP projects. Dr. Price asked requested clarity on AIG. Mr. Borden replied that is the Airport Improvement Grant. Chair Smith asked questions.

Planning & Development:

Chair Smith stated that the Committee did not meet but there were some items to discuss in closed session. She asked Counsel if he had anything for Planning & Development. Mr. Seymour had nothing to update. Chair Smith stated we have a permanent sign and a homemade sign and stated that we should do better. Mr. Borden added that a permanent sign is forthcoming. Mr. Borden added that the Virginia Natural Gas work is done and the land will be restored.

Facilities:

Mr. Garner stated the Committee did not meet.

Executive Director Report:

Mr. Borden stated that it is AIP season, the letter you were provided is a kick-off and there was 1 pre-meeting, and the next meeting will be with the State, TBI and consultants, it

must be completed by March as the letter must be sent by April 1st. He asked if any Commissioners would like to attend. Chair Smith and Vice Chair Gardner would like to attend. Mr. Borden stated that the Budget will be presented at the March meeting. He added that bill is working with Hampton on a Tourism Grant. Mr. Borden also added that we are getting great community support and partnerships with our #FlyLocal.BuyLocal campaign.

Old Business: There was none.

New Business. There was none.

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. Chair Smith asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **5-0 approved.**

The closed session began at 8:20 a.m.

Mr. Seymour read the open certification and asked for a motion. Dr. Price moved the motion. Mr. Garner seconded the motion. Roll call by voice vote. **5-0 Approved.**

The open session began at 9:21 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 asked if there was anything else for the good of the order. Mr. Borden stated that he had just received word that that we did not receive the BIL award we applied for. Chair Smith asked that Mr. Borden asked Mr. Borden to send a link to the website that shows the awards.

Chair Smith adjourned the meeting at 9:23 a.m.

Next Meeting Date: March 21st at 8 a.m.