

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

April 23, 2024

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Secretary: Dr. McKinley Price

Assistant Secretary, John Lawson

Treasurer, James “Jay” Joseph

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:

Jacqueline Wade, Volunteer Manager, Heroes Lounge

David Hause, Kiln Creek HOA

Chair Smith called the meeting to order at 8:00 a.m. by welcoming everyone in attendance. She then thanked the airport staff for the new sign for traffic flows at Bland Blvd.

Approval of Minutes from March 18, 2024. Chair Smith asked if there were any comments or edits to the Minutes. There were none. Dr. Price made a motion and Mr. Garner seconded the motion. Roll call by voice vote. **5-0. Minutes approved.**

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 briefed the PAC on March financials and stated that the summary of events covers variances to include the payment to the City of Newport News for \$60,000. He also added that there will be a budget presentation in May. He asked if there were any questions and there were none.

Planning & Development:

Chair Smith stated that the Committee did not meet this month.

Facilities:

Mr. Garner stated that the committee discussed funded capital improvements to include Roof and Jetbridge replacement. He added that staff is to send him and Mr. Lawson the scopes for both projects and the windows project. Mr. Garner asked staff to have the scopes within 30 days.

Executive Director Report:

Mr. Borden provided an air service update. He added that in April, we gained 200 seats, May has 4 flights daily, July and August are scheduled for 5 flights per day and then in August, the schedule suggests 6 flights per day. There was a discussion regarding HRTPO meeting and the DOAV Conference. Chair Smith asked John to send a representative to the HRTPO and he should go to Staunton for the conference.

Old Business: There was none.

New Business. There was none.

Closed Session: Chair Smith asked Mr. Seymour to read closed session statements for Personnel 2.2.3711.(A)(1) Discussion of employees of any public body, Property 2.237.11.(A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the 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 8:12 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 9:05 a.m. Chair Smith asked Mr. Seymour to state the business that was discussed in closed session. Mr. Seymour stated that the PAC gave authority to the Chair to seek consultants to assist in the Executive Director search in the amount of \$50,000. She then asked if there was anything for the good of the order. There were no comments.

Chair Smith adjourned the meeting at 9:12 a.m.

Next Meeting Date: May 16th at 8 a.m.

Approved May 23, 2024