

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

May 23, 2024

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary, John Lawson

Treasurer, James “Jay” Joseph

Commissioners Absent:

Assistant Treasurer, McKinley Price, DDS

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:

L. Scott Seymour

Public Attendees:

Jacqueline Wade, Volunteer Manager, Heroes Lounge

David Hause, Kiln Creek HOA

Fabio Bendana, Passero & Associates

Brett Huff, Wavy TV 10

Chair Smith called the meeting to order at 8:00 a.m. by welcoming and thanking everyone for attending the meeting.

Approval of Minutes from April 23, 2024. Chair Smith asked if there were any comments or edits to the Minutes. Ms. Rumsey stated that there is an amendment to the minutes as the vote count needs to be changed to reflect Commissioner attendance. Chair Smith also added that there needs to be a closing statement of action from the closed session. She asked for a motion to approve the minutes with the suggested edits. Mr. Joseph moved a motion and Mr. Garner seconded the motion. Voice vote by roll call. **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: There were no Committee Meetings this month.

Executive Director Report: Mr. Borden presented the FY25 budget in a PowerPoint slideshow. The exhibit is included in the minutes. He asked if there were any questions. Mr. Joseph asked how raises would be implemented since they are included in the budget. Mr. Borden stated that June is the annual review deadline for Supervisors so raises can go into effect July 1st. Chair Smith asked for clarification regarding merit and cost of living increases. Mr. Borden replied yes, due to the pending minimum wage increase, we are making small adjustments to get everyone close to the new rate before it goes into effect so it is not a hard hit all at once.

FY25 Budget. Chair Smith requested a motion. Mr. Garner moved a motion, Mr. Lawson seconded the motion. Roll call by voice vote. **5-0. Approved.**

Mr. Borden provided information from the DOAV Conference; there is new legislation regarding fuel and derelict aircraft and we have been asked for a letter of support. He added that there will be a NAVAID study this year so we will expect a State visit. He added that the FAA is also talking about diversification and how airports can increase revenue. Mr. Borden added that there is also legislation regarding Real Estate disclosures for buyers that are purchasing near an airport. He added that the Virginia ARFF mobile unit trainer is over 25 years old and VAOC has decided to have the unit at a few sites and have everyone travel to the unit instead of the unit traveling to each airport. Mr. Borden also stated that the DOAV launched a new website. Chair Smith asked if there were any questions regarding the Conference or information provided by the Executive Director. There were none. Chair Smith thanked John for having a presence at the Conference.

Old Business: There was none.

New Business.

Dominion Power Easement. Mr. Seymour stated we have a tenant who wants to upgrade to Phase 3 power and we have sent back comments and will wait for a reply in order to move forward with the Easement required to complete the work. We have prepared Resolution 24-005 for your review and consideration. Chair Smith asked for questions or comments. There were none. She asked for a motion. Mr. Garner moved a motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0. Approved.**

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. Mr. Lawson 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. Mr. Garner moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 Approved.**

The open session began at 8:45 a.m. Chair Smith asked if there was anything for the good of the order. There were no comments.

Chair Smith asked if there was anything else for the good of the order.

Chair Smith adjourned the meeting at 8:46 a.m.

Next Meeting Date: June 20th at 8 a.m.

Approved June 20, 2024 by roll call vote. 5-0.