

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

August 15, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

### **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:**

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

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

Dave Dober, ATAC

Fabio Bendana, Passero Associates, LLC., Architect for PAC

**Chair Smith called the meeting to order at 8:00 a.m.** Counsel and two board members stated that they have a meeting elsewhere this morning and will need to leave by 10am. Chair Smith agreed that the meeting will be prompt.

**Approval of Minutes from July 18, 2024.** Chair Smith asked if everyone had time to review and if there were any comments or edits to the minutes. There were none. Dr. Price moved a motion and Mr. Garner seconded the motion. Voice vote by roll call. **4-0. 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:** The Chair stated that we will move forward with Committee Reports. She asked Mr. Joseph if the Finance Committee met.

**Finance & Audit Committee.** Mr. Joseph stated that the Committee met on Tuesday, and we are ahead of budget and seat counts are good. He added that we have two empty hangars, but they are scheduled to be occupied. Mr. Joseph added that our Restricted Funds are not bearing good interest and there are two opportunities through the Commonwealth. The first is Virginia Municipal League (VaML) and the other is a Local Government Investment Pool (LGIP). The interest we accrue remains restricted but adds to Capital Funds. The recommendation is for staff to bring a resolution to the PAC to earn 4.1% on our Restricted Capital Funds. Mr. Seymour stated that he recommended LGIP and has no insight into the VaML. Mr. Joseph stated to Mr. Adams that we still have more to find out. Mr. Joseph asked Mr. Adams if he is comfortable using our recommendation. Mr. Adams replied that we will continue to research. Chair Smith stated that she would like a presentation on use. Mr. Joseph added that he would like for staff to speak to users and recommended Carl Daughtery. Chair Smith asked Mr. Seymour about the decision for the operating account and how we will be moving forward. Mr. Seymour cited regulation for small procurement based on fees or sole source with a waiver on debt. He added that the issues could be that the bonds are unsecured, and we would need to review the deposit account agreement. Chair Smith stated that Towne has not told us that waiving fees was a condition, but it would show good faith. Chair Smith asked if we are on track to get the audit to the City of Newport News by the deadline. Mr. Adams replied that we are on track. Mr. Joseph added that the auditors also work with the city, and we had a call with all three parties, so everyone is on the same page.

**Planning & Development & Facilities Update.** Chair Smith stated the Committee did not meet but we do have an update on the Windows Project from Fabio Bendana. Mr. Bendana stated that we received three bids, and we recommend GCCM, LLC. We included a bid tabulation in your packet with all bid information. This project is an FAA approved PFC project, app 6. Fabio then explained the bid process. Chair Smith asked what the next steps would be. Mr. Bendana replied that we will have an interview with the successful bidder, then an Intent to Award, we will then look at samples and mobilize them in 3 months. Chair Smith asked about passengers during

construction. Mr. Bendana replied that the construction will be done in phases so we can protect our passengers. Chair Smith would like the Facilities Committee to participate in the sample review. Mr. Joseph asked what samples would be reviewed. Mr. Bendana replied with the different samples of glass that will be reviewed.

**Executive Director Report:** Mr. Borden started with our 139 Inspection has been moved to September 4<sup>th</sup> and 5<sup>th</sup>. He added that the 5K is moving along, we are ahead on runners but short on sponsors and would like to see sponsorships from within the room. Mr. Borden stated that we are looking at 6 flights per day in September and currently remaining at 73-95% load factors. Dr. Price asked how long that is going to last. Mr. Borden replied that through September that is as long as they plan in the future stays at 2 days with four flights, and 5 days with six flights.

Mr. Borden gave his trip report from the Virginia Aviation Board Conference.

- The main theme at the round table of airports is that is difficult to find workers.
- Manassas will become a commercial airport ran by AV Ports
- DOAV is being requested to provide more incentives.
- AIP increases are coming.
- ALP is particularly important for all construction on airport property.
- Site Ready Grants-GA airports are requesting acreage to be lowered.

**Old Business:** The Chair asked Mr. Seymour about the ROW to Ridgeway Park. Mr. Seymour stated that we have not seen anything that shows we own the property. We asked the title company for their research that shows it is ours.

**New Business:** Chair Smith stated that she would like to bring back the Remote Participation Policy and asked Mr. Seymour if he had a draft already. Mr. Seymour stated that he would revise and bring forth next month.

**Closed Session:** Chair Smith asked Mr. Seymour to read closed session statements for Personnel §2.2.3711. (A)(1), Acquisition & Disposition §2.23711. (A)(3), and Prospective Business §2.2.3711. (A)(5) Chair Smith asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 approved.**

**The closed session began at 8:43 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. **4-0 Approved.**

**The open session began at 9:28 a.m.** Chair Smith asked if there was anything for the good of the order. There were no comments.

**Chair Smith adjourned the meeting at 9:34 a.m.**

**Next Meeting Date:** Sep 19th at 8 a.m.

Approved September 19, 2024