

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

September 19, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary John Lawson arrived at 8:07a.m.

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

### **Staff Members in Attendance:**

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

Fabio Bendana, Passero Associates, Architect

### **Public Officials Present:**

None

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

John Sodor, Citizen

Josh Janney, Daily Press/Virginian Pilot

Dave Dober, ATAC

David Hause, Kiln Creek HOA

Tom O’Grady, City of Newport News

**Chair Smith called the meeting to order at 8:00 a.m.** She Thanked everyone in attendance. Chair Smith also thanked the host; Peninsula Pastoral Counseling Center and asked Mr. Borden to introduce them. Mr. Borden introduced Becky Glass and stated that PPCC is our 5K Charitable Partner this year and thanked the center for being great partners. Ms. Glass thanked everyone for moving the location of the meeting. She then introduced For McFall who manages the center's development. She stated that they are looking forward to the 5K and wanted to share that for which the funds will be used. Ms. Glass stated that the funds will be used for families unable to pay for services and that 40% of their patients are either covered under Medicare or Medicaid. The Center is focused overall, mind, body, and spirit. She thanked the Commission and attendees and stated that she loves the airport and will continue to use it.

**Amend Agenda.** Chair Smith asked for a motion to amend the agenda as we have some Commissioners that must be at another meeting at 9a.m. Mr. Garner moved a motion to amend the agenda. Dr. Price seconded the motion. All Commissioners in attendance agreed by voice vote.**4-0. Approved.**

Chair Smith introduced Tom O'Grady from the City of Newport News office of Development. Mr. O'Grady provided an update on the Air Commerce Park site readiness application. He stated that the application was submitted in January of 2024 to assist in getting industrial sites shovel ready. He then went over the different environmental and catex requirements needed for site readiness to include wetlands and jurisdictional determination. Newport News Development has created an RFP that is due September 23<sup>rd</sup>. The award will be announced October 4<sup>th</sup> and the notice to proceed will be announced Oct 7<sup>th</sup>. He added that all studies must be completed by September 2025 and the NNEDA requested separate delineation from the Army Corps of Engineers. Mr. O'Grady also added that this will require a Right of Entry agreement that will be forwarded to counsel. The PAC agreed that it would not require a vote and could be executed.

**Closed Session:** Chair Smith asked Mr. Seymour to read closed session statements for §2.2-3711(A)(1): Personnel, §2.2-3711(A)(3) Acquisition & disposition of real property, and §2.2-3711(A)(5): Prospective Business. Chair Smith asked for a motion. Dr. Price moved the motion. Mr. Garner seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:10a.m.**

Chair Smith asked Mr. Seymour for open certification. Mr. Seymour read the required certification statement. Mr. Garner moved a motion; Dr. Price seconded the motion. Roll call by voice vote. **5-0. Open session began at 8:39a.m.**

**Approval of Minutes from August 15, 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. Lawson seconded the motion. Voice vote by roll call. **5-0. Minutes approved.**

**Approval of Minutes from Special Meeting August 13, 2024.** Chair Smith asked if everyone had a chance to review the minutes from the special meeting. Everyone agreed with no edits. Dr. Price moved a motion; Mr. Garner seconded the motion. Roll call by voice vote. **5-0 Minutes approved.**

**Public Comment.** The Chair asked if there was anyone who signed up for Public Comment and Ms. Rumsey replied that there was none.

**Committee Reports:**

**Finance & Audit Committee.** Mr. Joseph stated that the financial results are good. He added that they are working on refining the balance sheet for readability and a better picture year over year. Mr. Joseph stated that we have been discussing a pending move and Mr. Adams has an update. Mr. Adams stated that our current Bank has agreed to raise our APR to 4%, which relieves some time pressure from staff. Chair Smith asked for a timeline. Mr. Adams replied that we would have a full report at the next Commission meeting. Chair Smith added that we would act in November.

**Executive Director Report:** Mr. Borden stated that our 139 Inspection showed zero deficiencies and that this was the fourth time this has occurred in his charge. Mr. Borden gave Kudos to the team for another outstanding job well done. He provided an update on the Windows Project of which the kick-off was postponed until Monday. Mr. Borden added that the 5K is on Saturday and tomorrow the team will focus on setting up. He added that Casey Auto Group is now renting eighty parking spaces for \$1K per month for 3 – 6 months and they are participating in the 5K. Chair Smith asked Mr. Bendena for the Windows timeline. Mr. Bendena stated that the project timeline was set at 180 days and the awarded vendor has agreed to the terms. The Kick-Off meeting is on Monday so a full schedule will be set at that time. Mr. Lawson asked if there were any supply chain issues. Mr. Bendena replied that during the interview, the vendor stated that there were no issues. Mr. Borden added that we should get the samples within 2-3 weeks.

**Old Business: Electronic Participation Policy.** Chair Smith introduced the policy. Mr. Seymour added that the code was amended so this needs to be adopted annually and that it is a straightforward policy. Dr. Price stated that his only concern is the possibility of another COVID situation which is medical. Chair Smith asked for a motion. Dr. Price moved a motion; Mr. Lawson seconded the motion. Roll call by voice vote. **5-0. Electronic Participation Policy Approved.**

**New Business:** Chair Smith stated that Mr. Lawson was re-appointed and that he has accepted. Thank you for your continued service.

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:** Oct 17th at 8 a.m.

**Minutes Approved.** October 17, 2024 by roll call voice vote 5-0.