

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

October 17, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary John Lawson

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

### **Public Officials Present:**

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

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

Josh Janney, Daily Press/Virginian Pilot

Dave Dober, ATAC

David Hause, Kiln Creek HOA

Chris Morello, Department of Development, City of Newport News

**Chair Smith called the meeting to order at 8:00 a.m.** She began by thanking everyone in attendance. She then moved on to last meeting’s minutes.

**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. Garner seconded the motion. Voice vote by roll call. **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 positive due to Federal payments for the closed-out, Taxiway A project. He added that we cannot look to have this in upcoming months.

**Planning & Development Committee.** Chair Smith stated that they would provide an update in closed session.

**Facilities Committee.** Mr. Borden provided an update on current projects.

Windows Project. The project is starting to move forward, and the contractor is currently in the permit process. Chair Smith asked for the project schedule.

Jetbridge Replacement Project. The engineering team will be out next week and there will be some temporary work before replacement.

Roof Project. John Robinson has sent back comments regarding the package we submitted over a year ago. Staff are currently reviewing and responding to clarify his questions.

ACIP Update. Staff had a Pre-ACIP (Airport Construction In Progress) meeting with TBI (Talbert & Bright) and we should receive our letter from the FAA soon. He also added that ACIP funding for FY25 is 95%.

**Executive Director Report:** Mr. Borden stated that the final tabulation for the 5K is to hand Peninsula Pastoral Counseling Center a check for \$2500. He added that we were short on sponsors this year and that the charitable partner was amazing to work with.

Chair Smith asked Mr. Adams for an update of funds. Mr. Adams stated that we are really waiting for the fees from Towne Bank so we will have a full analysis and recommendation for the PAC.

**Old Business.** There was none.

**New Business:** There was none.

**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. Mr. Garner moved the motion. Price seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:07a.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 8:50a.m.**

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

Dr. Price asked if there was anything the Commission could do to help the 5K. Mr. Borden replied to assist us with marketing efforts for next year particularly for sponsors.

**Chair Smith adjourned the meeting at 8:52 a.m.**

**Next Meeting Date:** Nov 21st at 8 a.m.