

Peninsula Airport Commission Board of Commissioners Meeting Packet

Lindsey Carney Smith, Chair

John Borden, Interim Executive Director

Thursday, January 18, 2024

8:00 a.m.

Commission Room

900 Bland Blvd

Newport News, VA 23602

AGENDAS

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

COMMITTEE MEETING AGENDA

FINANCE & AUDIT COMMITTEE

DATE: January 16, 2024

TIME: 8:00 a.m.

- 1) Call to Order
- 2) New Business
 - a) Audit Presentation
- 3) Old Business
 - a) December 2023 financial results
- 4) Adjourn

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

COMMITTEE AGENDA

PLANNING & DEVELOPMENT COMMITTEE

DATE: JANUARY 16, 2024

Time: 4 P.M.

- 1) Call to Order
- 2) New Business
 - a) Utility easement for Rick Aviation (Dominion Power)
- 3) Old Business
 - a) Update on Habersham (City of Newport News)
- 4) Adjourn

Newport News Williamsburg Airport

PENINSULA AIRPORT COMMISSION

AGENDA

FACILITIES COMMITTEE

Date: January 18, 2024

Directly following PAC Board Meeting

- 1) Call to Order
- 2) New Business
- 3) Old Business
 - a) Condition Index
- 4) New Business
 - a) PFC Update
- 5) Adjourn

PENINSULA AIRPORT COMMISSION

REGULAR MEETING AGENDA

Date: January 18, 2024

Time: 8:00 a.m.

Location: Commission Room

- 1) Call to Order
- 2) Approval of Minutes from December 7, 2024
- 3) Read Instructions for Public Comment
- 4) Public Comment
- 5) Audit Presentation by Lauren Strobe
- 6) Committee Reports
- 7) Airport Director Report
- 8) Closed Session
 - a) Personnel 2.2.3711.(A)(1) Discussion of employees of any public body.
 - b) Prospective Business 2.2.3711.(A)(5) Discussion concerning a prospective business or industry or the expansion of air service.
- 9) Adjourn

MINUTES

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

December 7, 2023, 8 a.m.

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Treasurer, James “Jay” Joseph

Secretary: Dr. McKinly Price

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

Director of Development, City of Newport News, Florence Kingston

Economic Development Manager, City of Newport News, Tom O’Grady

Counsel:

Counsel, L. Scott Seymour

Public Attendees:

David Hause, Kiln Creek HOA

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Chair Smith called the meeting to order at 8:00 a.m. by welcoming everyone in attendance. She also thanked everyone for being flexible with our new schedule and wished everyone a Happy December and Holidays. Chair Smith added that Mr. Lawson had a conflict and was regrettably unable to attend the meeting today.

Approval of Minutes from October 19, 2023. Chair Smith asked if there were any comments or edits to the Minutes. There were none. She asked for a motion to approve the minutes from

October. Dr. Price moved a motion and Mr. Garner seconded the motion. All Commissioners in attendance approved. Minutes **approved. 5-0.**

Approval of Minutes from November 7, 2023. Chair Smith stated that there was a special meeting last month with the purpose of Fabio Bendana, Passero Associates to present the current plan for the future of the airport to the new Commissioners. She asked if there were any comments or edits. There were none. Chair Smith asked for a motion to approve the November Minutes. Dr Price moved the motion and Mr. Joseph seconded the motion. All Commissioners in attendance approved. **Minutes approved. 5-0.**

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

Presentation from Florence Kingston, Newport News Economic Development

Authority(NNEDA). Chair Smith welcomed Florence Kingston. Ms. Kingston thanked Chair Smith and the Commission. She then gave some history of the NNEDA and PHF. Ms. Kingston stated that she is here regarding a proposal for a Newport News Air Commerce Park. Ms. Kingston then added that the Virginia Economic Development Partnership and Hampton Roads Alliance have expressed interest in working together to achieve a Newport News Air Commerce Park and they are using PAC, Newport News, and NNEDA resources. She then introduced Tom O’Grady who passed around maps of the proposed Air Commerce Park. **See Exhibits for visual site map of the proposed parcels.** Ms. Kingston continued by stating the proposed West Park site has a target industry sector of aerospace, aerial systems or other aeronautical use and it is 280 acres NE of McManus Blvd. She continued that the East Park site includes 50 acres of undeveloped land. Ms. Kingston added that both sites have good transportation and utility access and are zoned for light industrial and taxiway access. The West Park also includes a parcel owned by the City of Newport News as shown in the handouts.

Ms. Kingston added that the Hampton Roads Alliance engaged KPMG to help identify industrial sites around the region. Aviation-related industrial opportunities at Newport News Air Commerce Park rated high in their findings. NNEDA is working with the Alliance on site marketing materials and drone videos to update the current resources and materials. VAEDP requires a site characterization report for an available site to be listed on VA scan business ready online site. NNEDA has engaged Kimly Horne to prepare reports on existing conditions at its’ expense. These sites are currently listed as available with VAEDP for aviation-related uses. Both sites are currently Tier 2 out of 5 tiers of site readiness. Tier 2 means there is a lack of significant due diligent studies. VAEDP is moving forward as the Governor approved new money in the budget to prepare sites to be business ready. Virginia has identified a lack of “large sites” that are business ready. Ms. Kingston added that they are in the process of requesting funding to support a due diligence study of Newport News Air Commerce Park. The goal is to raise these sites from tier 2 to tier 3 status. If selected for funding, VAEDP offers a 3-1 match for funding to conduct the studies. Site selection inquiries are coming in with a 1–2-day turnaround on RFI responses. She added that her team has worked with airport personnel to glean existing conditions and studies that have been conducted but there are some key details missing. It has always been the charge of NNEDA that the success of the airport is integral to the success of Newport News. Tom

is leading the charge on the application and we are requesting a letter of support to submit with the application which is due January 11th. Ms. Kingston added that she has been in communication with the Chair throughout the process so there is no surprise. She added that the project was included in GOVA Region 5 growth and diversification that must be updated every 2 years. NNEDA also appreciates being included in the Master Plan Technical Advisory Committee (TAC), we have had issues with the current proposed 3rd Runway which has hindered economic growth. It was identified by the EDA as a barrier when identifying constraints. Therefore we ask that the 3rd runway be removed from the Airport Master Plan which will benefit us all with economic growth as it is codified in the city ordinance. Ms. Kingston asked if there were any questions and thanked the PAC for their time. Dr. Price asked for clarification of the West site. Ms. Kingston clarified that they took the liberty to call the parcels East and West and that there is more undeveloped land that could be studied in the future. The NNEDA has been a sponsor of AUSI Conference to look at the next generation of aviation and that should also be looked at within the Master Plan.

Dr. Price asked if there were any watershed issues. Ms. Kingston and Mr. O'Grady replied that they are not aware of any and that they have been working with the PAC for many years and have a good understanding of much of the land. Mr. Joseph asked for clarification regarding the 3rd runway being codified in city ordinance. Ms. Kingston replied that it is and that means that development of that proposed site has been hindered by height and use restrictions. Chair Smith stated that it is an overlay. Ms. Kingston agreed that it was an overlay. Mr. Joseph asked if it was considered to be in the city zoning ordinance. Ms. Kingston stated yes, it is in the city zoning ordinance and has hindered development. Mr. Joseph agreed that the PAC wants it out as well. Mr. Joseph asked how much money is estimated to conduct the needed studies. Mr. O'Grady replied that they have estimated \$440,000.00. Chair Smith added that business-ready site means these study results are in hand. There was further discussion regarding the studies and the tiers. Mr. Joseph asked what it would take to get to the next level. Mr. O'Grady replied; to get to the next level would mean there is a formal site plan in place by engineers so you are physically ready to turn over within 30 days. Mr. Joseph asked if we fit into an exception within GoVA as they have historically approved "Mega Sites." Mr. O'Grady stated that it is a competition with a 2-step review process. He added that 45 sites were approved during the pre-app process and not all of those will be selected for funding. Ms. Kingston added that with declining resources, there have been some changes and although we are not a "Mega site" we are in that sweet spot. Chair Smith asked if Ms. Kingston could provide the types of users that are interested in these sites. Mr. O'Grady stated that in general they are seeing advanced manufacturing, a variety of warehouse distribution, aerospace unmanned systems aviation related industries are our target. Ms. Kingston added that they are also submitting another property, the Carlton property, as a separate application. She added that they are seeing 2- and 3-million-dollar opportunities. Ms. Kingston stated that we must be aligned to get the best resources. Chair Smith asked how quickly you will know about the grant. Mr. O'Grady answered that the timeline is within 30-60 days. Chair Smith added that it is important to add that Florence has been working on the Regional Study as well. She added all of this is necessary for the region and the airport.

Mr. Joseph asked the status of money with NNEDA. Ms. Kingston gave a broad total of 1,144,000.00. We did do a closeout of marketing dollars but the accountant will be able to provide the exact amount remaining. Chair Smith thanked Florence and Tom for attending and presenting and stated that the PAC will support the grant application.

Committee Reports:

Finance & Audit:

Mr. Joseph stated that the Committee was unable to meet but there was a conversation with staff. The audit is nearly completed and we will accept it in January. Positive variances to the budget year to date look good but personally I expect that the yearly slowdown will burn through those positives.

Planning & Development:

Chair Smith stated that there are some updates to provide and asked Mr. Garner to provide an update to the parking entrance. Mr. Garner thanked Mr. Clayton and stated that it looks like it is about complete. Mr. Clayton agreed that it is completed. Mr. Borden asked if there was going to be a ribbon-cutting and Mr. Garner replied no it should be open as soon as possible. Chair Smith asked if the barriers were going to go away. John stated yes and some signage needs to be updated. Mr. Garner asked how long before we can open. Mr. Borden stated that we will do it on a Monday when the full staff is there to assist our customers. Mr. Garner added that the Trailer Park demo is complete. Mr. Joseph added that since the removal of the trailers, there has been no significant flooding on the back ramp. Mr. Garner asked about the temporary easement across from Wal-Mart; was it supposed to be a laydown area or a construction site. Mr. Borden stated that is where they are constructing the pipe and we have been in talks and will reach out. Chair Smith asked Mr. Seymour if he remembers the time period. He did remember temporary storage was a part of the easement. Chair Smith stated that we should know if they are exceeding their approval. Chair Smith stated we need to resolve as we made sure there was specific language in the easement to protect our community. Mr. Hause added that the pipe is being put in all the way down Brick Kiln. They still have a ways to go before they get to where they go under the road, pond, and highway.

Update on Regional Study. Chair Smith stated that we will receive a preliminary report next Friday. There will be a further update at the next meeting.

Facilities:

Mr. Garner stated the Committee did not meet, however; John sent us his condition index to see how the Administration uses it for the facilities on airport property. Mr. Garner added that issues were identified and have a status of repair needed and a better update will be forthcoming.

Executive Director Report:

Mr. Borden provided dates of Master Plan Meetings:

TAC meeting 12/14 11-1 in the Banquet Room

Public Meeting 12/14 6:30pm VPCC

Mr. Borden added that the preliminary presentation will be sent out tomorrow. He added that there will also be a premier of a movie "Flight 704" that was partially filmed at the airport for the cast and crew. Mr. Borden also added that Patricia Speno has retired. He added that Block leave starts this Sunday and we are expecting about 50-60 soldiers. Chair Smith asked who is managing General Aviation with Chris Walton gone. Mr. Borden replied Bill LaManque and Jamie O'Brien. Mr. Joseph asked for the invitation to the public meeting to go to GPNow.

Old Business: None.

New Business: Chair Smith stated that United Way contacted her in regard to using the airport for their end of year celebration. Mr. Borden stated that we will collaborate with them and TSA for Concourse A use approval. Ms. Smith stated we have some Resolutions to address.

Resolution 23-012. Approving amendment to contract for on-call professional engineering services. Chair Smith stated that this is a 1-year renewal with Talbert & Bright and is the third renewal so we will need to look at the solicitation ahead of time. The staff and Counsel stated they will check the end date. She asked for questions or comments. There were none. Chair Smith asked for a motion. Mr. Garner moved a motion and Dr. Price seconded the motion. Roll call by voice vote. **4-0. Approved.**

Resolution 23-013. Regarding the real estate purchase agreement for the sale of approximately .08 acres for Jefferson Ave intersection improvements. Chair Smith asked for questions or comments. There were none. She asked for a motion. Mr. Garner made a motion, Dr. Price seconded the motion. Roll call by voice vote. **4-0 Approved.**

Resolution 23-014. Accept DOAV Marketing Grant. Chair Smith stated that this is a grant that we apply for each year to assist with Marketing expenses for Billboards and radio ads. She asked for questions or comments. There were none. Chair Smith asked for a motion. Mr. Joseph made a motion; Dr. Price seconded the motion. Roll call by voice vote. **4-0. Approved.**

Closed Session: Chair Smith asked Mr. Seymour to read closed session law for Personnel 2.2.3711.(A)(1) Discussion of employees any public body. Prospective Business 2.2.3711.(a)(5) Discussion concerning a prospective business or industry or the expansion of air service. Roll call by voice vote. 4-0 approved.

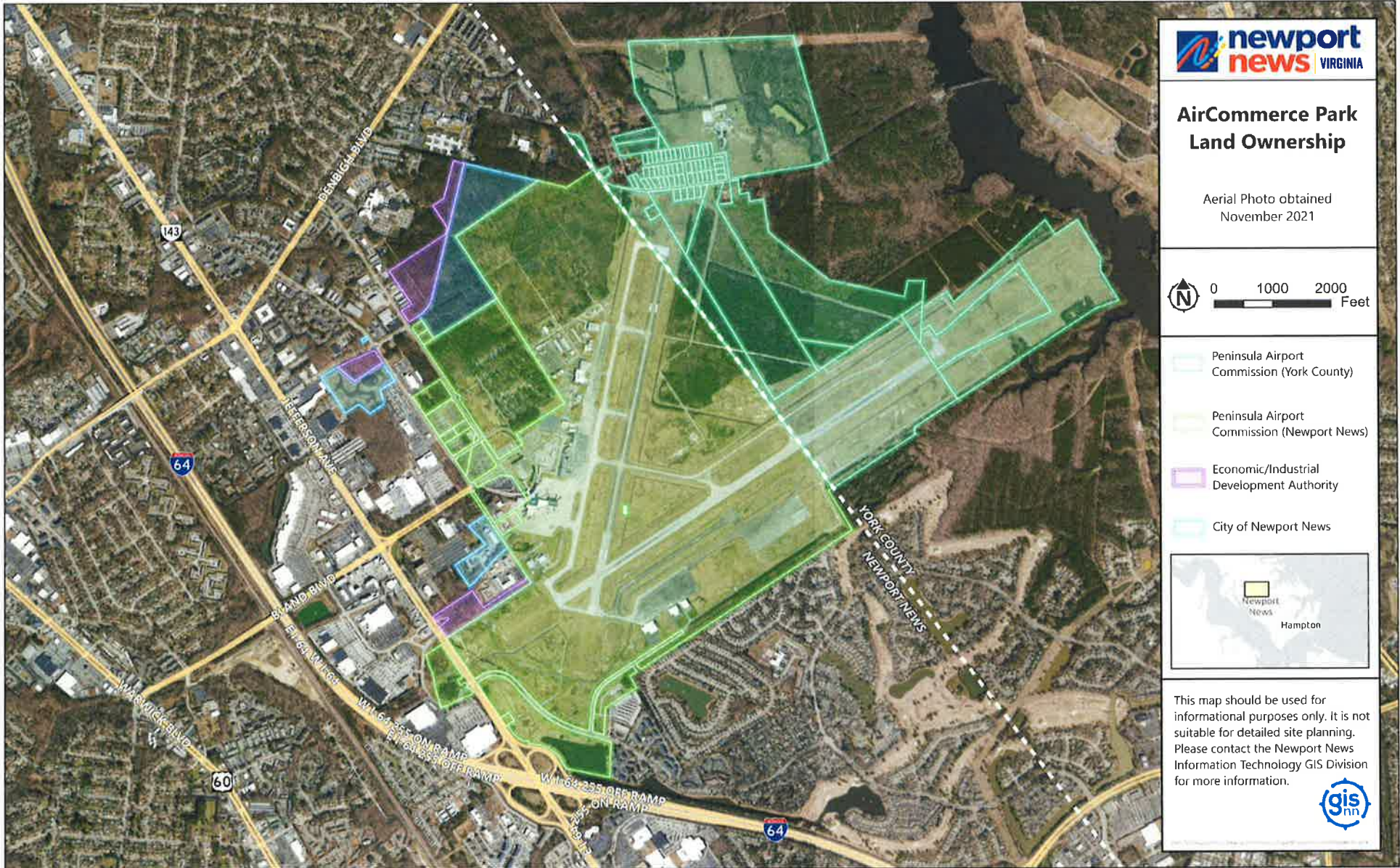
Closed session began at 8:55a.m.

Mr. Seymour read open certification. Roll call by voice vote. 4-0. Approved.

Open session began at 9:17a.m. Chair Smith asked if there was anything for the good of the order. There was no response.

Chair Smith adjourned the meeting at 9:18 a.m.

Next Meeting Date: January 18th, 2023, at 8 a.m.



AirCommerce Park Land Ownership

Aerial Photo obtained
November 2021



- Peninsula Airport Commission (York County)
- Peninsula Airport Commission (Newport News)
- Economic/Industrial Development Authority
- City of Newport News



This map should be used for informational purposes only. It is not suitable for detailed site planning. Please contact the Newport News Information Technology GIS Division for more information.





Air Commerce Park

Aerial Photo obtained
October 2023



- ACP West Phase I
- ACP East



This map should be used for informational purposes only. It is not suitable for detailed site planning. Please contact the Newport News Information Technology GIS Division for more information.



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PENINSULA AIRPORT COMMISSION

RESOLUTION 2023- 13 _____ REGARDING REAL ESTATE PURCHASE AGREEMENT FOR SALE OF APPROXIMATELY .08 ACRES FOR JEFFERSON AVENUE INTERSECTION IMPROVEMENTS

December 7, 2020

WHEREAS, the Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended, and owns and operates Newport News – Williamsburg International Airport (the “Airport”);

WHEREAS, the Commission is empowered to lease, sell or encumber any real property owned by the Commission;

WHEREAS, the Commission desires to sell certain real property, consisting of approximately .08 acres (the “Property”), not needed for operation of the Airport and otherwise surplus to the needs of the Commission to the City of Newport News, Virginia, a municipal corporation of the Commonwealth of Virginia (the “Purchaser”);

WHEREAS, there has been prepared the form of a purchase and sale agreement between the Commission and the Purchaser (the “Real Estate Purchase Agreement”) with respect to the Commission’s sale of the Property, and such Real Estate Purchase Agreement has been reviewed by the Planning and Development Committee and presented at this meeting; and

WHEREAS, the Commissioners of the Peninsula Airport Commission, after mature deliberation and upon the recommendation of the Planning and Development Committee, desire to approve the Real Estate Purchase Agreement and its execution and delivery on behalf of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PENINSULA AIRPORT COMMISSION THAT:

1. The sale of the Property to the Purchaser upon the terms and conditions set forth in the Real Estate Purchase Agreement is hereby approved. The Real Estate Purchase Agreement, in substantially the form submitted to this meeting, is hereby approved with such changes, insertions or omissions as may be acceptable to the Commission and approved by the Chair or Vice Chair, either of whom may act, upon advice of counsel to the Commission, which approval shall be evidenced conclusively by the execution and delivery of the Real Estate Purchase Agreement. The Chair and the Vice-Chair, either of whom may act, are authorized and directed to execute and deliver the Real Estate Purchase Agreement on behalf of the Commission, together with such deeds, certificates, affidavits, settlement statements and other ancillary documents or instruments contemplated therein, and necessary for the performance of the Commission’s obligations under the Real Estate Purchase Agreement, in such form as may be acceptable to the

Commission and approved by the Chair or Vice Chair, either of whom may act, upon advice of counsel to the Commission, which approval shall be evidenced conclusively by the execution and delivery of such document, certificate, affidavit or instrument.

2. This resolution shall take effect immediately.

PENINSULA AIRPORT COMMISSION

RESOLUTION 23 - 012 _____ APPROVING AMENDMENT TO CONTRACT FOR ON-CALL PROFESSIONAL ENGINEERING CONSULTING SERVICES

December 7, 2023

WHEREAS, the Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended, and owns and operates Newport News – Williamsburg International Airport;

WHEREAS, the Commission previously issued its request for qualifications (“RFQ”) for on-call professional engineering consulting services pursuant to the Virginia Public Procurement Act, and, after mature deliberation and upon the recommendations of Staff, awarded the engagement for on-call professional engineering consulting services to Talbert, Bright, & Kane, Inc. (“Talbert & Bright”) pursuant to the terms of the RFQ and that certain On-Call Professional Engineering Consulting Services Agreement between the Commission and Talbert & Bright, effective on December 5, 2019 (the “Agreement”);

WHEREAS, the Agreement had a one-year term, with four additional one-year renewal periods at the option of the Commission; and

WHEREAS, the Commissioners of the Peninsula Airport Commission, after mature deliberation, desire to approve a one-year renewal of the Agreement in accordance with its terms, and the execution and delivery on behalf of the Commission of the proposed Amendment to the Agreement, effecting the renewal, a copy of which is attached hereto as Exhibit A (the “Amendment”).

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF COMMISSIONERS OF THE PENINSULA AIRPORT COMMISSION THAT:

1. A one-year renewal of the term of the Agreement is hereby approved, the form of the Amendment is hereby approved, and each of the Chair, the Vice Chair, and the Executive Director of the Commission is hereby authorized and directed to enter into the Amendment on the Commission’s behalf, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officer executing it, his or her execution to constitute conclusive evidence of his or her approval of any such completions, omissions, insertions and changes. The Agreement shall remain in effect in accordance with its terms except as otherwise modified by the Amendment.
2. This resolution shall take effect immediately.

PENINSULA AIRPORT COMMISSION

RESOLUTION 2023- 13 _____ REGARDING REAL ESTATE PURCHASE AGREEMENT FOR SALE OF APPROXIMATELY .08 ACRES FOR JEFFERSON AVENUE INTERSECTION IMPROVEMENTS

December 7, 2020

WHEREAS, the Peninsula Airport Commission (the “Commission”) is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 22 of the Acts of the General Assembly of the Commonwealth of Virginia of 1946, as amended, and owns and operates Newport News – Williamsburg International Airport (the “Airport”);

WHEREAS, the Commission is empowered to lease, sell or encumber any real property owned by the Commission;

WHEREAS, the Commission desires to sell certain real property, consisting of approximately .08 acres (the “Property”), not needed for operation of the Airport and otherwise surplus to the needs of the Commission to the City of Newport News, Virginia, a municipal corporation of the Commonwealth of Virginia (the “Purchaser”);

WHEREAS, there has been prepared the form of a purchase and sale agreement between the Commission and the Purchaser (the “Real Estate Purchase Agreement”) with respect to the Commission’s sale of the Property, and such Real Estate Purchase Agreement has been reviewed by the Planning and Development Committee and presented at this meeting; and

WHEREAS, the Commissioners of the Peninsula Airport Commission, after mature deliberation and upon the recommendation of the Planning and Development Committee, desire to approve the Real Estate Purchase Agreement and its execution and delivery on behalf of the Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PENINSULA AIRPORT COMMISSION THAT:

1. The sale of the Property to the Purchaser upon the terms and conditions set forth in the Real Estate Purchase Agreement is hereby approved. The Real Estate Purchase Agreement, in substantially the form submitted to this meeting, is hereby approved with such changes, insertions or omissions as may be acceptable to the Commission and approved by the Chair or Vice Chair, either of whom may act, upon advice of counsel to the Commission, which approval shall be evidenced conclusively by the execution and delivery of the Real Estate Purchase Agreement. The Chair and the Vice-Chair, either of whom may act, are authorized and directed to execute and deliver the Real Estate Purchase Agreement on behalf of the Commission, together with such deeds, certificates, affidavits, settlement statements and other ancillary documents or instruments contemplated therein, and necessary for the performance of the Commission’s obligations under the Real Estate Purchase Agreement, in such form as may be acceptable to the

Commission and approved by the Chair or Vice Chair, either of whom may act, upon advice of counsel to the Commission, which approval shall be evidenced conclusively by the execution and delivery of such document, certificate, affidavit or instrument.

2. This resolution shall take effect immediately.

FINANCIALS

Peninsula Airport Commission

Operating Income Statement results analysis

December 2023

Airline Fees Revenue are in line with budget. December fill rates percentage for the month was in line with budget. This statistic was running above budget in prior months, but the December holidays resulted in a few days well below the target percentage. For December the overall fill rate and revenue realization per passenger were in line with the budget for the month despite the few very light days. Remaining on budget through the expected slower winter seasonal period, which now has a reduced three flights a day published schedule by American Airlines, will be uncertain. The budget is NOT adjusted for seasonal scheduling. The unusual fluctuations for the past three years are not a good gage to use for seasonal budget allocations.

Rental cars, parking lot and restaurant revenues follow the airline passenger counts. Rental cars revenue continues to be better than budget even through these recent months with lower passenger counts. There is not a reliable method to predict short-term fluctuations in rental car revenues. These revenue areas will be watched closely during the expected slower season for the next three months.

Property rental revenues remain above budget by keeping the rent rolls managed at very near to 100% occupancy.

The utilities expense usage component compared to budget is expected to even out by June 2024 due to seasonal temperature variations. The lower monthly expense for December relates to more moderate fall seasonal temperatures. The impact of price inflation on utility expenses is expected to push this category above budget for the year ending June 2024.

Repairs and maintenance expense for December includes outside escalator and parking garage elevator maintenance. These are unbudgeted expense line items. The project is not completed as of the end of December. The over budget year to date amount is a concern and continues to be monitored closely. Other emergency repairs could result in unexpected expenses at any time.

Labor costs are below budget estimates. Controlling the hours worked is the main reason for this below budget amount. This area will be closely monitored monthly.

Marketing and Advertising expenses remain below budget. This area shows no immediate need to increase spending up to the budgeted amount. Passenger counts remain above the budgeted 75% fill rate of available seats. This area will be revisited as needed based on actual fill rates.

**PENINSULA AIRPORT COMMISSION
DECEMBER 2023
OPERATING INCOME STATEMENT**

DESCRIPTION	DEC 2023 ACTUAL	DEC 2023 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
REVENUE								
Airline Fees	36,754	36,767	100.0%	238,131	225,246	105.7%	450,482	52.9%
Fixed Based Operators	47,476	54,914	86.5%	305,713	332,441	92.0%	664,881	46.0%
Property Rental	108,135	95,412	113.3%	657,954	593,358	110.9%	1,145,311	57.4%
Rental Cars	159,516	133,723	119.3%	1,014,889	845,359	120.1%	1,690,718	60.0%
Parking Lot	48,939	47,178	103.7%	369,244	283,787	130.1%	567,572	65.1%
Restaurant Income	18,950	22,432	84.5%	151,165	141,973	106.5%	283,947	53.2%
TOTAL REVENUE	419,770	390,426	107.5%	2,737,096	2,422,164	113.0%	4,802,911	57.0%
EXPENSES								
Labor and Benefits	292,148	309,030	94.5%	1,786,039	1,854,180	96.3%	3,808,255	46.9%
Marketing & Advertising	1,055	28,184	3.7%	39,634	169,104	23.4%	338,199	11.7%
Office & Administration	19,020	25,568	74.4%	478,668	470,742	101.7%	665,363	71.9%
Utilities	46,482	50,087	92.8%	418,064	363,022	115.2%	717,766	58.2%
Repairs & Maintenance	55,908	36,950	151.3%	258,671	232,075	111.5%	459,220	56.3%
Restaurant Expense	21,097	22,234	94.9%	131,580	140,385	93.7%	282,592	46.6%
Bond Debt	55,100	55,100	100.0%	330,601	330,600	100.0%	661,202	50.0%
TOTAL OPERATING EXPENDITURES	490,810	527,153	93.1%	3,443,257	3,560,108	96.7%	6,932,597	49.7%
NET INCOME	(71,040)	(136,727)	52.0%	(706,161)	(1,137,944)	62.1%	(2,129,686)	33.2%
OTHER ITEMS								
Trailer Park	(90)	-		(52,846)	-		-	
Expense Subsidy	-	-		-	-		-	
Sale of Land/Fixed Assets	1,174	-		230,726	-		-	
NET AFTER OTHER	(69,956)	(136,727)		(528,281)	(1,137,944)		(2,129,686)	

BALANCE SHEET

	<u>Total</u>
Cash - Unrestricted	3,189,185
Cash - Restricted	13,491,329
Other Current Assets	1,032,945
Fixed Assets (Net of Depreciation)	71,531,560
TOTAL ASSETS	89,245,019
Current Liabilities	1,229,851
Long Term Notes Payable - Restricted	-
Long Term Notes Payable - Unrestricted	4,850,957
OPEB	5,884,821
TOTAL LIABILITIES	11,965,629
Net Capital Beginning	51,981,870
Capital Contributions	25,825,801
YTD Earnings Current Year	(528,281)
TOTAL LIABILITIES AND CAPITAL	89,245,019

AIR SERVICE REPORT

Monthly Air Service Report Summary December 2023

- Load factors:
 - 91.7% for American
 - 0% Charters
 - 91.7% Overall
- 6461 Flight Ops (landings & take-offs)

<u>FY Actual PAX</u> <u>(7/1/23 – 6/30/24)</u>	<u>FY23 Actual PAX</u> <u>(7/1/22 – 6/30/23)</u>	<u>FY22 Actual PAX</u> <u>(7/1/21 – 6/30/22)</u>
Jul: 13,283	Jul: 15,044	Jul: 21,586
Aug: 13,558	Aug: 14,280	Aug: 18,582
Sep: 14,153	Sep: 12,372	Sep: 16,210
Oct: 11,343	Oct: 13,649	Oct: 19,044
Nov: 11,864	Nov: 14,626	Nov: 16,375
Dec: 5,321	Dec: 14,860	Dec: 15,846
Jan:	Jan: 9,029	Jan: 10,538
Feb:	Feb: 10,879	Feb: 11,864
Mar:	Mar: 13,322	Mar: 16,810
Apr:	Apr: 11,596	Apr: 15,896
May:	May: 8,480	May: 12,719
Jun:	Jun: 12,623	Jun: 13,702
Total: 69,522 PAX	Total: 150,760 PAX	Total: 189,172 PAX

EXHIBITS

PENINSULA AIRPORT COMMISSION
A Component Unit of the
City of Newport News, Virginia

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

As of and for the Year Ended June 30, 2023

And Report of Independent Auditor

PENINSULA AIRPORT COMMISSION
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PENINSULA AIRPORT COMMISSION
COMMISSION MEMBERS

JUNE 30, 2023

Lindsey Smith

Chair

Thomas Garner

Vice-Chair

Jay Joseph

Treasurer

Dr. McKinley Price

Secretary

John Lawson

Assistant Secretary

Report of Independent Auditor

To the Board of Commissioners
Peninsula Airport Commission

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the Peninsula Airport Commission (the “Commission”), a component unit of the City of Newport News, Virginia, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commission’s basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Commission, as of June 30, 2023, and the changes in financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia (the “Specifications”). Our responsibilities under those standards and Specifications are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*; and the *Specifications* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards; *Government Auditing Standards*; and the *Specifications* we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the Required Supplemental Information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinion on the financial statements that collectively comprise the Commission's basic financial statements. The Supplementary Information, as listed in the table of contents, is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Commission Members but does not include the basic financial statements and our auditor’s report thereon. Our opinion on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 11, 2023, on our consideration of the Commission’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission’s internal control over financial reporting and compliance.

Cherry Bekaert LLP

Richmond, Virginia
December 11, 2023

PENINSULA AIRPORT COMMISSION
MANAGEMENT’S DISCUSSION AND ANALYSIS

JUNE 30, 2023

Management’s Discussion and Analysis (“MD&A”) of the Peninsula Airport Commission’s (“Commission”) activities and financial performance provides the reader with an introduction and overview to the basic financial statements of the Commission as of and for the fiscal year ended June 30, 2023. The Commission is directly responsible for the operation of the Newport News-Williamsburg International Airport’s (“PHF” or “Airport”) activities. The information contained in MD&A should be considered in conjunction with the financial statements and various historic summaries of activities and financial performance included in this report.

Following the MD&A are the basic financial statements of the Commission together with the notes thereto, which are essential to a full understanding of the data contained in the financial statements. In addition to the basic financial statements and accompanying notes, this section also presents certain supplementary information regarding debt service requirements to maturity and information regarding capital acquisition and construction activities.

Airport Activities and Highlights

Airport activities increased (decreased) in major areas in relation to previous years as follows:

	<u>2023</u>	<u>2022</u>
Enplanements	63,473	96,200
% Increase (decrease)	-34.02%	51.56%
Aircraft operations	39,090	52,000
% Increase (decrease)	-24.83%	33.03%
Landed weight	106,622,340	105,384,600
% Increase (decrease)	1.17%	-1.16%
Parking (vehicles)	27,863	37,746
% Increase (decrease)	-26.18%	35.47%
Parking (revenue)	746,150	792,118
% Increase (decrease)	-5.80%	61.38%
Rental car commissions	1,779,242	1,826,740
% Increase (decrease)	-2.60%	21.89%
Customer facility charge	676,137	729,212
% Increase (decrease)	-7.28%	7.85%

While the numbers above paint an accurate depiction of the past two fiscal years, for one to truly gain a solid basis for evaluation, outside influence to that fiscal climate must be denoted. The year of FY 2023 remained weak due to inconsistent recovery of airline travel after the “COVID-19” pandemic. Smaller airports have not proportionally benefited from the industry wide rebound to basically even with passenger levels pre pandemic. The general reason for the unbalanced recovery is the industry wide shortages of pilots and flight support staff of the major airlines. This leads to a greater concentration of passenger traffic to the airports capable of attracting and handling larger and more fully loaded aircraft.

PENINSULA AIRPORT COMMISSION MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2023

Financial Operations Highlights

Net position decreased by \$3.2 million in 2023 compared to a \$1.8 million increase in 2022.

- Operating income decreased by 9.54% from \$5.9 million to \$5.3 million due to decreases in enplanements and overall traffic.
- Operating expenses increased by 7.12% from \$14.9 million to \$16 million as a result of general inflation increases in expenses and increases in general maintenance activities suspended during the COVID-19 slow down period.
- The above factors resulted in a loss from operations of \$1.6 million more than the 2022 results. This decrease is largely due to the slower recovery of smaller airports from the COVID-19 pandemic than the recovery noted by the nation's larger airports.
- Nonoperating income (expenses) increased by approximately \$330 thousand from 2022, with a net nonoperating gain of \$4.6 million in 2023 compared to a net gain of \$4.4 million in 2022. This increase in nonoperating activity was primarily due to the American Recovery Plan Act Federal Grant reimbursements and the sale of capital assets.
- Capital contributions received in the form of grants from the federal government and the Commonwealth of Virginia decreased by 57.22% from \$6.6 million in 2022 to \$2.8 million in 2023 due to the timing of capital projects.
- Capital projects that were completed or started in FY 2023 included \$5.90 million on taxiway A and D shoulders and lights, \$257 thousand on maintenance equipment and vehicles, \$949 thousand on terminal equipment, \$316 thousand for parking lot projects, and \$1.41 million on general aviation airfield projects.

Summary of Operations and Changes in Net Position

	<u>2023</u>	<u>2022</u>
Operating income	\$ 5,292,408	\$ 5,850,493
Operating expenses	16,036,458	14,970,178
Loss Before Other Nonoperating Income and Expenses	(10,744,050)	(9,119,685)
Other nonoperating income	4,694,179	4,364,568
Loss Before Capital Contributions	(6,049,871)	(4,755,117)
Capital contributions	2,819,985	6,591,638
Change in Net Position	<u>\$ (3,229,886)</u>	<u>\$ 1,836,521</u>

Financial Position Summary

Net position may serve over time as a useful indicator of the Commission's financial position. The Commission's assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$77.26 million at June 30, 2023, a \$3.26 million decrease from June 30, 2022.

PENINSULA AIRPORT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2023

	<u>2023</u>	<u>2022</u>
Assets:		
Current assets	\$ 4,604,667	\$ 3,953,911
Restricted assets	12,665,597	13,030,904
Capital assets, net	71,150,493	77,044,898
Other noncurrent assets	<u>1,214,594</u>	<u>1,730,465</u>
Total Assets	<u>89,635,351</u>	<u>95,760,178</u>
Deferred outflows of resources	<u>1,149,017</u>	<u>539,090</u>
Liabilities:		
Current liabilities	1,219,748	1,645,376
Long-term liabilities	<u>8,125,051</u>	<u>9,532,943</u>
Total Liabilities	<u>9,344,799</u>	<u>11,178,319</u>
Deferred inflows of resources	<u>4,153,053</u>	<u>4,604,548</u>
Net Position:		
Net investment in capital assets	66,331,034	71,140,004
Restricted	18,565,098	16,618,850
Unrestricted	<u>(7,609,616)</u>	<u>(7,242,452)</u>
Total Net Position	<u>\$ 77,286,516</u>	<u>\$ 80,516,402</u>

The largest portion of the Commission's net position each year (86% at June 30, 2023), represents its investment in capital assets (e.g., land, buildings, improvements, equipment, and right-of-use assets – IT subscriptions), less the related indebtedness outstanding used to acquire those capital assets. The Commission uses these capital assets to provide services to its passengers and visitors to the Airport; consequently, these assets are not available for future spending. Although the Commission's investment in its capital assets is reported net of related debt, it is noted that the resources required to repay this debt must be provided annually from operations, since it is unlikely the capital assets themselves will be liquidated to pay liabilities.

An additional portion of the Commission's net position (24% at June 30, 2023), represents federal and state grant funds that are subject to external restrictions as well as the net pension asset. These restrictions stipulate how funds can be used. Annual entitlement funds from the Commonwealth of Virginia can be used for 100% of the nonfederal portion of projects that are funded under provisions of the Federal Airport Improvement Program as well as other approved uses as stipulated in the Airport Program Manual. Passenger Facility Charge Funds are reserved for Federal Aviation Administration and Airline approved projects.

Airport Rates and Charges

The Commission established an Airline Use and Lease Agreement ("Agreement") effective November 1, 1992, which in part establishes the rates and charges for the use of the Airport. Landing fees are \$1.98 per 1,000 lbs. of landed weight at June 30, 2023. Terminal rental rates are \$34 per square foot at June 30, 2023. The Commission also has the ability under the Agreement to adjust Airport rates and charges annually to ensure adherence to all financial covenants in its bond resolutions. It establishes new rates and charges for the use of its facilities and for services provided to its customers on an annual basis. Airline permits were negotiated with the airlines in 2012 and are on a month-to-month schedule. New Airport rates and charges were approved for FY 2020 and went into effect on July 1, 2019.

**PENINSULA AIRPORT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS**

JUNE 30, 2023

Revenues

A summary of revenues is as follows:

	<u>2023</u>	<u>Percent of Total</u>	<u>2022</u>	<u>Percent of Total</u>
Operating Revenues:				
Airfield	\$ 1,448,250	14.2%	\$ 1,438,942	13.8%
Terminal and landside	3,437,367	33.7%	3,555,794	34.0%
Other rents	361,114	3.5%	400,351	3.8%
Trailer park rent	-	0.0%	397,939	3.8%
Administrative and miscellaneous	45,677	0.4%	57,467	0.5%
Total Operating Revenues	<u>5,292,408</u>	<u>51.8%</u>	<u>5,850,493</u>	<u>55.9%</u>
Nonoperating Income:				
Federal grants	705,129	6.9%	4,300,989	41.1%
Interest income	3,520	0.0%	1,919	0.0%
Other	405	0.0%	5,208	0.0%
Gain on sale of assets	4,212,197	25.9%	302,520	2.9%
Total Nonoperating Income	<u>4,921,251</u>	<u>32.8%</u>	<u>4,610,636</u>	<u>44.1%</u>
Total Revenues	<u>\$ 10,213,659</u>	<u>84.7%</u>	<u>\$ 10,461,129</u>	<u>100.0%</u>

Expenses

A summary of expenses is as follows:

	<u>2023</u>	<u>Percent of Total</u>	<u>2022</u>	<u>Percent of Total</u>
Operating Expenses:				
Airfield	1,414,198	8.7%	993,454	6.5%
Terminal and landside	3,708,791	22.8%	2,933,507	19.3%
Other rents	408,270	2.5%	352,120	2.3%
Trailer park rent	638,170	3.9%	554,747	3.6%
Administrative and miscellaneous	2,236,653	13.8%	2,718,224	17.9%
Maintenance	(318,954)	-2.0%	(279,019)	-1.8%
Total Operating Expenses	<u>8,087,128</u>	<u>49.7%</u>	<u>7,273,033</u>	<u>47.8%</u>
Depreciation Expense	<u>7,949,330</u>	<u>48.9%</u>	<u>7,697,145</u>	<u>50.6%</u>
Nonoperating Expense:				
Interest expense	<u>227,072</u>	<u>1.4%</u>	<u>246,068</u>	<u>1.6%</u>
Total Nonoperating Expenses	<u>227,072</u>	<u>1.4%</u>	<u>246,068</u>	<u>1.6%</u>
Total Expenses	<u>\$ 16,263,530</u>	<u>100.0%</u>	<u>\$ 15,216,246</u>	<u>100.0%</u>

PENINSULA AIRPORT COMMISSION MANAGEMENT'S DISCUSSION AND ANALYSIS

JUNE 30, 2023

Summary of Cash Flow Activities

The following shows a summary of the major sources and uses of cash and cash equivalents for the past two years. Cash equivalents are considered cash-on-hand and bank deposits with an original maturity of three months or less:

	<u>2023</u>	<u>2022</u>
Cash flow from operating activities	\$ (3,882,895)	\$ (3,291,577)
Cash flow from noncapital financing activities	487,689	5,480,914
Cash flow from capital and related financing activities	3,641,018	(546,383)
Cash flow from investing activities	369,232	(1,362,308)
Net change in cash and cash equivalents	615,044	280,646
Cash and cash equivalents, beginning of period	3,211,730	2,931,084
Cash and cash equivalents, end of period	<u>\$ 3,826,774</u>	<u>\$ 3,211,730</u>

The Commission's available cash and cash equivalents increased by \$615 thousand between 2022 and 2023. Pending reimbursements from the Federal Aviation Administration on capital projects totaled \$217 thousand at June 30, 2023 and is not reflected in the cash flow above.

Financial Statements

The Commission's financial statements are prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The Commission is structured as a single enterprise fund with operating income recognized when earned, not when received. Expenses are recognized when incurred, not when they are paid. Capital assets are capitalized and (except land and construction-in-progress) are depreciated over their useful lives. Reference the notes to the financial statements for a summary of the Commission's significant accounting policies.

Capital Acquisitions and Construction Activities

During FY 2023, the Commission expended \$8.42 million on capital activities. This included costs incurred during 2023 for \$1.73 million on airfield projects, \$188 thousand on maintenance equipment and vehicles, \$648 thousand on terminal equipment, and \$891 thousand on parking lot projects. Construction-in-progress during FY 2023 related primarily to airfield and terminal improvements.

Capital asset acquisitions and improvements, exceeding \$5,000, are capitalized at cost. Acquisitions are funded using a variety of financing techniques, including federal grants with matching state grants and Airport funds, debt issuance, and Airport revenue.

Long-Term Debt

In 2002, the Airport issued \$2,500,000 of Virginia Resources Authority Airport Improvement Revenue Bonds, Subordinate Series 2002, at 4.5% interest, maturing in July 2027. The Airport used the proceeds to pay down \$2,500,000 of 3.93% short-term financing. State entitlement funds are designated for payment of these bonds. During 2016, the interest rate was reduced to 2.75%.

Balance outstanding June 30, 2023 – \$-0- and 2022 – \$696,006.

**PENINSULA AIRPORT COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS**

JUNE 30, 2023

In 2006, the Airport issued \$7,000,000 of Airport Improvements Bonds, Unsecured Tax-Exempt Bond, Series 2005A, dated December 21, 2005, at 4.30% interest, maturing in January 2032. The Airport used the proceeds to pay for the construction of a parking garage.

Balance outstanding June 30, 2023 – \$3,276,058 and 2022 – \$3,585,264.

In 2006, the Airport issued \$3,000,000 of Airport Improvements Bonds, Unsecured Taxable Bond, Series 2005B, dated December 21, 2005, at 5.81% interest, maturing in January 2032. During 2018, the interest rate was reduced to 3.95%. The Airport used the proceeds to pay for the construction of a parking garage.

Balance outstanding June 30, 2023 – \$1,481,449 and 2022 – \$1,623,621.

Request for Information

This financial report is designed to provide a general overview of the Commission's finances for all those interested. Questions concerning any of the information provided in this report or request for additional information should be addressed in writing to the Director of Finance, Peninsula Airport Commission, Newport News – Williamsburg International Airport, 900 Bland Boulevard, Suite G, Newport News, VA.

PENINSULA AIRPORT COMMISSION
STATEMENT OF NET POSITION

JUNE 30, 2023

ASSETS

Current Assets:

Cash and cash equivalents (Note 3)	\$ 3,826,774
Accounts receivable, net of \$5,000 allowance for doubtful accounts	255,968
Accounts receivable - Federal Aviation Administration (Note 4)	418,167
Current portion of leases receivable (Note 12)	88,696
Prepaid expenses and other assets	<u>15,062</u>
Total Current Assets	<u>4,604,667</u>

Restricted Assets:

Cash and cash equivalents (Notes 3 and 6)	<u>12,665,597</u>
Total Restricted Assets	<u>12,665,597</u>

Capital Assets (Note 5):

Land	7,354,949
Construction-in-progress	1,826,068
Airfield	99,940,623
Terminal	90,805,249
Other	7,379,724
Trailer park and rental units	1,548,885
Right-of-use asset - IT subscription	<u>128,795</u>
	208,984,293
Less accumulated depreciation and amortization	<u>(137,833,800)</u>
Total Capital Assets, Net	<u>71,150,493</u>

Leases receivable (Note 12)	452,381
Other assets - net pension asset (Note 9)	<u>762,213</u>
Total Assets	<u>\$ 89,635,351</u>

DEFERRED OUTFLOWS OF RESOURCES:

Pension (Note 9)	780,113
Healthcare OPEB Local (Note 10)	308,042
GLI OPEB VRS (Note 11)	<u>60,862</u>
Total Deferred Outflows of Resources	<u>\$ 1,149,017</u>

The accompanying notes to the financial statements are an integral part of these statements.

PENINSULA AIRPORT COMMISSION
STATEMENT OF NET POSITION (CONTINUED)

JUNE 30, 2023

LIABILITIES

Current Liabilities:

Current portion of bonds payable (Note 8)	\$ 470,658
Accounts payable	238,854
Accrued liabilities (Note 8)	471,315
IT subscription liability (Note 8)	38,921
Total Current Liabilities	<u>1,219,748</u>

Long-Term Liabilities:

Bonds payable, less current portion (Note 8)	4,286,849
Net healthcare OPEB - (Note 10)	3,676,459
IT subscription liability (Note 8)	23,031
Net GLI OPEB - VRS (Note 11)	138,712
Total Long-Term Liabilities	<u>8,125,051</u>
Total Liabilities	<u>\$ 9,344,799</u>

DEFERRED INFLOWS OF RESOURCES:

Pension (Note 9)	1,024,134
Healthcare OPEB (Note 10)	2,543,874
GLI OPEB VRS (Note 11)	43,968
Leases (Note 12)	541,077
Total Deferred Inflows of Resources	<u>\$ 4,153,053</u>

NET POSITION:

Net investment in capital assets	\$ 66,331,034
Restricted	18,565,098
Unrestricted	(7,609,616)
Total Net Position	<u>\$ 77,286,516</u>

The accompanying notes to the financial statements are an integral part of these statements.

PENINSULA AIRPORT COMMISSION**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**

YEAR ENDED JUNE 30, 2023

Operating Revenues:	
Airfield	\$ 1,448,250
Terminal and landside	3,437,367
Other rents	361,114
Administrative and miscellaneous	45,677
Total Operating Revenues	<u>5,292,408</u>
Operating Expenses:	
Advertising	555,808
Audit	50,500
Commission fee	13,833
Communications	85,585
Cost of sales	466,815
Crash and rescue	61,356
Depreciation and amortization	7,949,330
Dues and subscriptions	32,706
General office	77,768
Insurance	290,730
Janitorial supplies	19,706
Labor	3,241,100
Management fees	605
Miscellaneous	13,534
Payroll taxes and benefits	102,460
Postage	2,257
Professional services	434,288
Repairs, maintenance, and supplies	1,781,062
Training	11,668
Trash removal	62,236
Travel and promotions	32,978
Uniforms	8,538
Utilities	741,595
Total Operating Expenses	<u>16,036,458</u>
Loss from Operations	<u>(10,744,050)</u>
Nonoperating Revenues (Expenses):	
Federal grant revenues	705,129
Interest income	3,520
Interest expenses	(227,072)
Other income	405
Gain on sale of capital assets	4,212,197
Net Nonoperating Revenues	<u>4,694,179</u>
Loss Before Capital Contributions	<u>(6,049,871)</u>
Capital contributions	<u>2,819,985</u>
Change in net position	(3,229,886)
Total net position, beginning of the year	<u>80,516,402</u>
Total net position, end of the year	<u>\$ 77,286,516</u>

The accompanying notes to the financial statements are an integral part of these statements.

PENINSULA AIRPORT COMMISSION
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2023

Cash flows from operating activities:	
Receipts from customers and users	\$ 5,273,225
Payments to employees	(5,303,411)
Payments to suppliers	<u>(3,852,709)</u>
Net cash flows from operating activities	<u>(3,882,895)</u>
Cash flows from noncapital and related financing activities:	
Contributions provided by federal grants	<u>487,689</u>
Cash flows from capital and related financing activities:	
Acquisition of capital assets	(2,031,893)
Proceeds from the sale of equipment	4,212,197
Payments of security deposits	(23,736)
Principal payments on bonds	(1,108,463)
Interest paid on debt	(227,072)
Capital contributions	<u>2,819,985</u>
Net cash flows from capital and related financing activities	<u>3,641,018</u>
Cash flows from investing activities:	
Interest received and other income	3,925
Change in restricted cash and cash equivalents	<u>365,307</u>
Net cash flows from investing activities	<u>369,232</u>
Net change in cash and cash equivalents	615,044
Cash and cash equivalents, beginning of year	<u>3,211,730</u>
Cash and cash equivalents, end of year	<u><u>\$ 3,826,774</u></u>

The accompanying notes to the financial statements are an integral part of these statements.

PENINSULA AIRPORT COMMISSION
STATEMENT OF CASH FLOWS (CONTINUED)

YEAR ENDED JUNE 30, 2023

**Reconciliation of operating loss to net cash from
operating activities:**

Loss from operations	\$ (10,744,050)
Adjustments to reconcile loss from operations to net cash used in operating activities:	
Depreciation and amortization	7,949,330
Change in operating assets and liabilities:	
Accounts receivable	(19,183)
Prepaid expenses and other assets	206,358
Lease receivable	67,259
Accounts payable	(358,897)
Accrued liabilities	9,241
Net pension liability (asset) and related flows of resources	(303,833)
Net OPEB liability and related flows of resources	(621,861)
Lease related deferred inflows of resources	(67,259)
Net cash flows from operating activities	<u><u>\$ (3,882,895)</u></u>

**Supplemental disclosure of noncash capital and
related financing activities:**

Contributed capital funded by accounts receivable - FAA	<u><u>\$ 418,167</u></u>
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The accompanying notes to the financial statements are an integral part of these statements.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 1—Organization and nature of business

The Peninsula Airport Commission (the “Commission”) is a municipal corporation created by the Virginia General Assembly in February 1946. The Commission is directly responsible for operation of the Newport News – Williamsburg International Airport (“Airport”) and is the owner of approximately 2,000 acres of property surrounding the Airport. A Board of Commissioners consisting of six members, four appointed by the City of Newport News, Virginia (“City”) and two by the City of Hampton, Virginia, exercises oversight responsibility. Professional management conducts the day-to-day operations of the Commission.

The Commission is considered a component unit of the City in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”). The criteria for including the Commission within the City’s reporting entity is financial accountability, which is defined as appointment of a voting majority of the component unit’s board and either the ability to impose the primary government’s will or the possibility that the component unit will provide a financial benefit to, or impose a financial burden on, the primary government. The City appoints four of the Commission’s six board members.

New Accounting Pronouncement – As of July 1, 2022, the Commission adopted the provisions of Governmental Accounting Standards Board (“GASB”) 96, *Subscription-Based Information Technology Arrangements*, which created accounting standards for subscription-based information technology arrangements. The new guidance requires governments to recognize a right-of-use subscription asset and a corresponding subscription liability at the subscription’s start date. The subscription asset is recognized as amortization expense over the subscription term.

Note 2—Summary of significant accounting policies

Measurement Focus and Basis of Accounting – The Commission’s financial statements are presented as a business-type activity using the economic resources measurement focus and the accrual basis of accounting in accordance with U.S. GAAP as prescribed by GASB. Under the accrual basis of accounting, revenues are recorded when earned, and expenses are recorded when incurred. Business-type activities are those that are financed in whole or in part by fees charged to external parties for goods or services. Current assets include cash and amounts convertible to cash during the next normal operating cycle, or one year. Current liabilities include those obligations to be liquidated with current assets. The Commission generally uses restricted assets first for expenses incurred for which both restricted and unrestricted assets are available. The Commission may defer the use of restricted assets based on a review of the specific transaction.

Operating Income – The Commission’s main sources of operating income are from operation of the Airport, parking facilities, concessions.

Cash and Cash Equivalents – The Commission includes all cash accounts not subject to withdrawal restrictions or penalties and all highly liquid debt instruments with an original purchased maturity of three months or less as cash and cash equivalents in the accompanying statement of net position and statement of cash flows.

Capital Assets – Capital assets are stated at cost or acquisition value if acquired without cost. Capital acquisitions and improvements exceeding \$5,000 are capitalized at cost. Depreciation is computed on the straight-line basis over the estimated useful lives of the assets as follows:

Airfield	5 – 33 years
Terminal	3 – 33 years
Other	3 – 30 years
Trailer park and rental units	3 – 33 years
Right-of-use asset – IT Subscription	1 – 3 years

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 2—Summary of significant accounting policies (continued)

Maintenance and repairs, including replacement of minor items of physical properties that do not improve or extend the life of the respective assets, are expensed currently.

Capital assets also include certain right-of-use (“ROU”) Information Technology (“IT”) subscription assets. These ROU assets arise in association with agreements where the Authority enters into an IT subscription. The ROU IT subscription assets are initially measured at an amount equal to the initial measurement of the subscription liability plus any subscription payments made at the start of the subscription term, if applicable. The ROU subscription assets are amortized on a straight-line basis over the subscription term.

Allowance for Doubtful Accounts – The Commission evaluates its accounts receivable individually. A change to income to absorb possible credit losses is provided when, in the opinion of management, it is appropriate.

Virginia Retirement System (“VRS”) Pensions and Other Postemployment Benefits (“OPEB”) – For purposes of measuring all financial statement elements related to pension and OPEB plans, information about the fiduciary net position of the Commission’s plans and the additions to/deductions from the Commission’s Plan’s fiduciary net position have been determined on the same basis as they were reported by the VRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows/Inflows of Resources – In addition to assets, the statement of net position reports a separate section for deferred outflows of resources, representing a consumption of net assets that applies to future periods and so will not be recognized as an outflow of resources until then. In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources, representing an acquisition of net assets that applies to future periods and so will not be recognized as an inflow of resources until that time. The Commission has the following items that qualifies for reporting as either deferred inflows or outflows:

- Contributions subsequent to the measurement date for pensions and OPEB are a deferred outflow and will be applied to the net pension or OPEB liability in the next fiscal year.
- Differences between expected and actual experience for economic/demographic factors in the measurement of the total pension or OPEB liability. These differences will be recognized in pension or OPEB expense over the expected average remaining service life of all employees provided with benefits in the plan and may be reported as a deferred inflow or outflow.
- Differences resulting from changes in assumptions on pension plan or OPEB investments. This change in flow of resources will be recognized in pension or OPEB expense over the estimated remaining service life of employees subject to the plan.
- Difference between projected and actual earnings on pension and OPEB plan investments. This change in flow of resources will be recognized in pension or OPEB expense over a closed five-year period.
- Difference resulting from a change in the Commission’s proportion of the collective net OPEB liability. This change in flow of resources will be recognized in OPEB expense over the expected average remaining service life of all employees provided with benefits in the plan.
- Differences result from deferred amounts related to leases.

Subsequent Events – In preparing these financial statements, the Commission has evaluated events and transactions for potential recognition or disclosure through December 11, 2023, the date the financial statements were available to be issued.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 3—Cash and cash equivalents

The Commission is governed by the Virginia Security for Public Deposits Act and the Investment of Public Funds Act. The deposits held and reported at carrying value are shown below:

<u>Type</u>	<u>Carrying Value</u>
Demand deposits	\$ 10,017,208
Cash on hand	4,500
Money market funds	6,470,663
Total deposits	<u>\$ 16,492,371</u>
Reconciliation to Statement of Net Position:	
Current - cash and cash equivalents	\$ 3,826,774
Restricted assets - cash and cash equivalents	12,665,597
	<u>\$ 16,492,371</u>

Custodial Credit Risk and Concentration of Investments – Deposits in financial institutions, reported as components of cash and cash equivalents, had a bank balance of approximately \$16,572,000 at June 30, 2023, which was fully insured by depository insurance or secured with collateral held by the Commission’s agent in its name. At June 30, 2023, amounts subject to custodial credit risk as they were uninsured by the Federal Deposit Insurance Corporation (“FDIC”), due to exceeding the \$250,000 financial institutions limit, were approximately \$16,322,000 and were fully collateralized in accordance with the Virginia Security for Public Deposits Act (the “Act”). Under the Act, banks holding public deposits in excess of the amounts insured by FDIC must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. The State Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of compliance by banks. A multiple financial institution collateral pool that provides for additional assessments is similar to depository insurance. If any member financial institution fails, the entire collateral pool becomes available to satisfy the claims of governmental entities. If the value of the pool’s collateral is inadequate to cover a loss, additional amounts would be assessed on a pro rata basis to the members of the pool.

All investments, if any, evidenced by individual securities, are registered in the name of the Commission. The Commission places no limit on the amount it may invest in any one issuer.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 3—Cash and cash equivalents (concluded)

Investment Interest Rate Risk – The Commission has no formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. No investments were held by the Commission at June 30, 2023.

Investment Credit Risk – The Commission has no investment policy that limits its investment choices other than the limitation of state law as follows:

1. Direct obligations of the U.S. government, its agencies, and instrumentalities to which the full faith and credit of the U.S. government is pledged, or obligations to the payment of which the full faith and credit of the Commonwealth of Virginia is pledged;
2. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out of state financial institutions;
3. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper, and repurchase agreements with certain limitations;
4. County, municipal, or school district tax supported debt obligations; bond or revenue anticipation notes; money judgments; or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality, or school district;
5. Notes or bonds secured by a mortgage or trust deed insured by the Federal Housing Administration and debentures issued by the Federal Housing Administrator, and obligations of the National Mortgage Association; and
6. Money market funds regulated by the Securities and Exchange Commission (SEC) in which investments consist of the investments mentioned in points above.

Note 4—Accounts receivable – Federal Aviation Administration

The Virginia Department of Aviation and the Federal Aviation Administration ("FAA") contributes grant funds to finance construction costs for Airport improvements and terminal expansion. At June 30, 2023, \$418,167 was receivable by the Commission on cost reimbursable grants.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 5—Capital assets

A summary of changes in capital assets for the Commission follows:

	Balances, June 30, 2022	Increases	Decreases	Balances, June 30, 2023
Capital assets not being depreciated:				
Land	\$ 6,832,612	\$ 522,337	\$ -	\$ 7,354,949
Construction-in-progress	6,903,618	1,929,128	(7,006,678)	1,826,068
Total non-depreciable	<u>13,736,230</u>	<u>2,451,465</u>	<u>(7,006,678)</u>	<u>9,181,017</u>
Other capital assets:				
Airfield	93,814,416	6,126,207	-	99,940,623
Terminal	90,574,994	230,254	-	90,805,248
Other	7,254,845	124,880	-	7,379,725
Trailer park and rental units	1,548,885	-	-	1,548,885
Right-of-use assets - IT subscriptions	-	128,795	-	128,795
Total depreciable	<u>193,193,140</u>	<u>6,610,136</u>	<u>-</u>	<u>199,803,276</u>
Less accumulated depreciation and amortization for:				
Airfield	70,129,868	4,090,398	-	74,220,266
Terminal	53,495,824	3,445,359	-	56,941,183
Other	4,709,893	358,543	-	5,068,436
Trailer park and rental units	1,548,885	-	-	1,548,885
Right-of-use assets - IT subscriptions	-	55,030	-	55,030
Total accumulated depreciation and amortization	<u>129,884,470</u>	<u>7,949,330</u>	<u>-</u>	<u>137,833,800</u>
Depreciable capital assets, net	<u>63,308,670</u>	<u>(1,339,194)</u>	<u>-</u>	<u>61,969,476</u>
Capital assets, net	<u>\$ 77,044,900</u>	<u>\$ 1,112,271</u>	<u>\$ (7,006,678)</u>	<u>\$ 71,150,493</u>

Note 6—Restricted cash

The Commission receives annual entitlement funds from the Commonwealth. The amount allocated to each airport is calculated on the basis of the previous calendar year's enplaned passengers at that airport as a percentage of the total enplaned passengers in the Commonwealth. Entitlement funds may be used for 100% of the nonfederal portion of projects that are funded under provisions of the Federal Airport Improvement Program and for various projects not funded by the Airport Improvement Program. Restricted cash also includes the Passenger Facility Charge ("PFC") disclosed in Note 14 as well as asset forfeiture funds. Asset forfeitures are funds received through federal agencies for assisting in a law enforcement effort resulting in a federal forfeiture. These funds may be used to supplement, not supplant, the law enforcement department's normal operating budget. At June 30, 2023, the Commission's restricted cash from entitlement funds, asset forfeiture funds, and from PFC was \$12,665,597.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 7—Compensated absences and sick leave accrual

All employees of the Commission are entitled to vacation in accordance with Commission policy. At termination or retirement, employees are paid for any unused leave up to 240 hours. The Commission has accrued \$176,000 for compensated absences as of June 30, 2023. These liabilities are recorded in accrued liabilities on the statement of net position.

All employees of the Commission are also entitled to sick leave in accordance with Commission policy. At retirement, employees are paid for unused leave. The Commission has accrued \$100,000 for sick leave as of June 30, 2023. These liabilities are recorded in accrued liabilities on the statement of net position.

Note 8—Long-term obligations

Following is a summary of long-term obligations of the Commission:

	<u>Balance,</u> <u>June 30, 2022</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance,</u> <u>June 30, 2023</u>	<u>Current</u> <u>Portion</u>
Airport improvement bonds:					
Series 2002	\$ 696,006	\$ -	\$ (696,006)	\$ -	\$ -
Series 2005A	3,585,264	-	(309,206)	3,276,058	322,762
Series 2005B	1,623,621	-	(142,172)	1,481,449	147,896
Total improvement bonds	<u>\$ 5,904,891</u>	<u>\$ -</u>	<u>\$ (1,147,384)</u>	<u>\$ 4,757,507</u>	<u>\$ 470,658</u>
IT subscription liability	<u>\$ -</u>	<u>\$ 128,795</u>	<u>\$ (66,843)</u>	<u>\$ 61,952</u>	<u>\$ 38,921</u>
Compensated absences - vacation	<u>\$ 215,484</u>	<u>\$ -</u>	<u>\$ (39,484)</u>	<u>\$ 176,000</u>	<u>\$ 176,000</u>
Compensated absences - sick	<u>\$ 155,534</u>	<u>\$ -</u>	<u>\$ (55,534)</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Net OPEB liabilities - local	<u>\$ 4,061,448</u>	<u>\$ -</u>	<u>\$ (384,989)</u>	<u>\$ 3,676,459</u>	<u>\$ -</u>
Net OPEB liabilities - GLI	<u>\$ 128,419</u>	<u>\$ 10,293</u>	<u>\$ -</u>	<u>\$ 138,712</u>	<u>\$ -</u>

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 8—Long-term obligations (concluded)

Airport Improvement Bonds Series 2005A - In December 2005, the Commission issued \$7,000,000 of Unsecured Tax-Exempt Bonds, at 4.30% interest. Interest only payments are required until February 2007, at which time, monthly principal and interest payments of \$38,118 are due. The bonds mature in January 2032. \$ 3,276,058

Airport Improvement Bonds Series 2005B - In December 2005, the Commission issued \$3,000,000 of Unsecured Taxable Bonds, at 5.81% interest with monthly principal and interest payments of \$18,982. During 2018, the Commission negotiated an interest rate reduction to 3.95% for the remainder of the term of the bond, which reduced the monthly principal and interest payment to \$16,982. The bonds mature in January 2032. 1,481,449

Total maturities	4,757,507
Less current maturities	(470,658)
Net long-term maturities	\$ 4,286,849

Years Ending June 30:

	Principal	Interest
2024	\$ 470,658	\$ 190,544
2025	490,784	170,440
2026	511,757	149,476
2027	533,621	127,614
2028	556,372	104,817
2029 - 2033	2,194,315	173,065
	\$ 4,757,507	\$ 915,956

Note 9—Defined benefit pension plan

Plan Description – All full-time, salaried permanent employees of the Commission are automatically covered by the VRS Retirement Plan upon employment. This multi-employer agent plan is administered by the VRS along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 9—Defined benefit pension plan (continued)

The VRS administers three different benefit structures for covered employees – Plan 1, Plan 2, and Hybrid. Each of these benefit structures has different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan is available at:

- <https://www.varetire.org/members/benefits/defined-benefit/plan1.asp>,
- <https://www.varetire.org/members/benefits/defined-benefit/plan2.asp>,
- <https://www.varetirement.org/hybrid.html>.

Employees Covered by Benefit Terms – As of the June 30, 2022, actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

Inactive members or their beneficiaries currently receiving benefits	43
Inactive members:	
Vested inactive members	11
Nonvested inactive members	26
Inactive members active elsewhere in VRS	19
Total inactive members	56
Active members	49
Total covered employees	148

Contributions – The contribution requirement for active employees is governed by Section 51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Commission’s contractually required contribution rate for the year ended June 30, 2023 was 5.60% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2022.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Commission were \$120,790 for the year ended June 30, 2023.

Net Pension Liability (Asset) – The net pension liability (asset) is calculated separately for each employer and represents that particular employer’s total pension liability determined in accordance with U.S. GAAP, less that employer’s fiduciary net position. For political subdivisions, the net pension liability (asset) was measured as of June 30, 2023. The total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation performed as of June 30, 2022, rolled forward to the measurement date of June 30, 2023.

Actuarial Assumptions – The total pension liability for General Employees in the Political Subdivision’s Retirement Plan was based on an actuarial valuation as of June 30, 2021, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2022:

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 9—Defined benefit pension plan (continued)

Inflation	2.50% General
Employees – Salary increases, including inflation	3.50 – 5.35%
Public safety employees with hazardous duty benefits – Salary increases, including inflation	3.50 – 4.75%
Investment rate of return, net of pension plan investment expense, including inflation	6.75%*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all the VRS plans. This would provide an assumed investment rate for U.S. GAAP purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of pension liabilities.

Mortality Rates: General Employees – 25% of deaths are assumed to be service related. *Public Safety Employees* – 45% of deaths are assumed to be service related. Mortality is projected using the applicable RP-2014 Mortality Table Projected to 2020 with various setbacks or set forwards for both males and females.

The actuarial assumptions used in the June 30, 2023 valuation were based on the results of an actuarial experience study for the period from July 1, 2016 through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2023. Changes to the actuarial assumptions as a result of the experience study are as follows:

General Employees:

- Mortality Rates (Preretirement, postretirement, healthy, and disabled) – updated to a more current mortality table (RP-2014 projected to 2020)
- Retirement Rates – lowered rates at older ages and changed final retirement from 70 to 75
- Withdrawal Rates – adjusted rates to better fit experience at each year age and service through 9 years of service
- Disability Rates – lowered rates
- Line of Duty Disability – increased rate from 14% to 15%
- Discount Rate – decreased rate from 7.00% to 6.75%

Public Safety Employees:

- Mortality Rates (Preretirement, postretirement, healthy, and disabled) – updated to a more current mortality table (RP-2014 projected to 2020)
- Retirement Rates – increased age 50 rates at older ages and lowered rates at older ages
- Withdrawal Rates – adjusted rates to better fit experience at each year age and service through 9 years of service
- Disability Rates – adjusted rates to better fit experience
- Line of Duty Disability – decreased rate from 60% to 45%
- Discount Rate – decrease rate from 7.00% to 6.75%

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 9—Defined benefit pension plan (continued)

Long-Term Expected Rate of Return – The long-term expected rate of return on pension VRS investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public equity	34.00%	5.71%	1.94%
Fix income	15.00%	2.04%	0.31%
Credit strategies	14.00%	4.78%	0.67%
Real assets	14.00%	4.47%	0.63%
Private equity	14.00%	9.73%	1.36%
MAPS - multi-asset public strategies	6.00%	3.73%	0.22%
PIP - private investment partnership	3.00%	6.55%	0.20%
	100.00%		5.33%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.83%

* The above allocation provides for a one-year return of 7.83%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected rate of return for the System, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.94%, including expected inflation of 2.5%. The VRS board elected a long-term rate of 6.75% which is roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation. On October 10, 2019, the VRS Board elected a long-term rate of return of 6.75%, which was roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation at that time, providing a median return of 7.11%, including expected inflation of 2.50%.

Discount Rate – The discount rate used to measure the total pension liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that VRS member contributions will be made per the VRS statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions, political subdivisions were also provided with an opportunity to use an alternate employer-contribution rate. For the year ended June 30, 2023, the alternate rate was the employer contribution rate used in FY 2012 or 100% of the actuarially determined employer-contribution rate from the June 30, 2017, actuarial valuations, whichever was greater. From July 1, 2021, on, participating employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 9—Defined benefit pension plan (continued)

Changes in Net Pension Liability (Asset)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) – (b)
Balances at June 30, 2022	\$ 8,509,774	\$ 9,715,152	\$ (1,205,378)
Changes for the year:			
Service cost	198,115	-	198,115
Interest	573,497	-	573,497
Differences between expected and actual experience	(110,151)	-	(110,151)
Contributions – employer	-	120,355	(120,355)
Contributions – employee	-	113,948	(113,948)
Net investment income	-	(10,164)	10,164
Benefit payments, including refunds of employee contributions	(423,282)	(423,282)	-
Administrative expenses	-	(6,066)	6,066
Other changes	-	223	(223)
Net changes	238,179	(204,986)	443,165
Balances at June 30, 2023	\$ 8,747,953	\$ 9,510,166	\$ (762,213)

Sensitivity of the Net Pension Liability (Asset) to Changes in the Discount Rate – The following presents the net pension liability of the Commission using the discount rate of 6.75%, as well as what the Commission’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current rate:

	1% Decrease (5.75%)	Current Discount Rate (6.75%)	1% Increase (7.75%)
Net pension asset	\$ 326,088	\$ (762,213)	\$ (1,653,130)

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 9—Defined benefit pension plan (concluded)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – For the year ended June 30, 2023, the Commission recognized pension benefit of (\$162,957). At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on pension plan investments	\$ -	\$ 61,626
Change of assumptions	-	-
Differences between expected and actual experience	683,953	962,508
Employer contributions subsequent to the measurement date	96,160	-
Total as of June 30, 2023	<u>\$ 780,113</u>	<u>\$ 1,024,134</u>

The \$96,160 reported as deferred outflows of resources related to pensions resulting from the Commission’s contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ending June 30,

2024	\$ (157,002)
2025	(126,089)
2026	(188,964)
Thereafter	131,874
	<u>\$ (340,181)</u>

Pension Plan Data – Information about the VRS Political Subdivision Retirement Plans is also available in the separately issued VRS 2021 Annual Comprehensive Financial Report (“Annual Report”). A copy of the 2021 VRS Annual Report may be downloaded from the VRS website at <https://www.varetire.org/Pdf/Publications/2021-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218 2500.

Note 10—Other postemployment benefits, healthcare

Plan Description – In addition to providing the pension benefits described in Note 9, the Commission provides OPEB for retired employees through a single-employer, defined benefit plan (“Plan”). The benefits, benefit levels, employee contributions, and employer contributions are governed by the Commission and can be amended by the Commission through its personnel manual and employment contracts. The Plan does not issue a publicly available report.

Benefits Provided – The Commission provides postemployment healthcare benefits to its retirees. Employees hired prior to July 1, 2010 are eligible to retire and receive postretirement medical benefits at the earlier of age 55 with at least five years of service or age 50 with 30 years of service. Employees hired on or after July 1, 2010 are eligible to retire and receive postretirement medical benefits at the earlier of age 60 with at least five years of service or when the employees’ age plus service is greater than or equal to 90.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 10—Other postemployment benefits, healthcare (continued)

The Commission receives health coverage through the City, which offers medical coverage to eligible retirees and their eligible dependents through Anthem KeyCare Plans and Optima Health, a Humana Plan and Delta Dental. Benefits include general inpatient and outpatient medical services, dental care, and prescription drugs. Non-Medicare eligible retirees had a choice of three: Anthem KeyCare Plans: a PPO Plan, a HMO Plan, or a High-Deductible Health Plan with a health savings account for the first half of the fiscal year. Optima Health Plans were offered for the second half of the fiscal year. For those retirees eligible for Medicare, the Commission provides the benefits available through the Humana Plan reduced by any amounts payable by Medicare.

Employees Covered by Benefit Terms – As of the June 30, 2022, measurement date, the following employees were covered by the benefit terms of the plan:

Inactive members	30
Active members	50
Total covered employees	<u>80</u>

Total OPEB Liability – The Commission’s total OPEB liability of \$3,676,459 was based on the total OPEB liability as of the valuation date, June 30, 2023.

Actuarial Assumptions and Other Inputs – The total OPEB liability was determined using the following assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5%
Salary increases, including inflation	3.0%
Healthcare cost trend rates	ranging from 2.32 to 8.16%
Retirees’ share of benefit-related costs	85% of projected health insurance

Mortality rates were based on the RP-2014 Healthy Annuitant Mortality Table for Males or Females, as appropriate, with adjustments for mortality improvements based on scale BB.

The actuarial assumptions used in the July 1, 2022, valuation were based on the results of an actuarial experience study for the period from July 1, 2021 through June 30, 2022.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 10—Other postemployment benefits, healthcare (continued)

	OPEB Liability
Balances at June 30, 2022	<u>\$ 4,061,448</u>
Changes for the year:	
Service cost	173,862
Interest	90,710
Differences between expected and actual experience	132,390
Contributions – employer	-
Contributions – employee	-
Change in assumptions	(710,016)
Benefit payments, including refunds of employee contributions	(71,935)
Net changes	<u>(384,989)</u>
Balances at June 30, 2023	<u>\$ 3,676,459</u>

Discount Rate – Since the Plan is pay-as-you-go and is not funded, the discount rate will be based on a 20-year, tax-exempt general obligation municipal bond index. This Plan uses the Bond Buyer GO 20-Bond Municipal Bond Index to satisfy the requirements of U.S. GAAP. As this index is issued weekly, the value closest to but not after the reporting date is used in determining the appropriate rate. Based on this practice, the municipal bond rate at June 30, 2023 was 3.54%.

The Plan does not have a trust established for the payment of OPEB benefits.

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate – The following presents the total OPEB liability of the Commission, as well as what the Commission’s total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.54%) or one percentage point higher (4.54%) than the current discount rate:

	1% Decrease 2.54%	Current Discount Rate 3.54%	1% Increase 4.54%
OPEB liability	<u>\$ 4,290,504</u>	<u>\$ 3,676,459</u>	<u>\$ 3,182,805</u>

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 10—Other postemployment benefits, healthcare (concluded)

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates – The following presents the total OPEB liability of the Commission, as well as what the Commission’s total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current healthcare cost trend rates:

	<u>Trend Minus 1%</u>	<u>Current Healthcare Cost Trend %</u>	<u>Trend Plus 1%</u>
OPEB liability	\$ 3,143,874	\$ 3,676,459	\$ 4,342,558

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – For the year ended June 30, 2023, the Commission recognized OPEB benefit of (\$509,388). At June 30, 2023, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Change of assumptions	\$ 129,481	\$ 1,719,165
Differences between expected and actual experience	105,912	824,709
Employer contributions subsequent to the measurement date	72,649	-
Total as of June 30, 2023	<u>\$ 308,042</u>	<u>\$ 2,543,874</u>

The \$72,649 reported deferred outflows of resources related to OPEB resulting from the Commission’s contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Years Ending June 30,</u>	
2023	\$ (773,962)
2024	(633,874)
2025	(428,743)
2026	(471,902)
	<u>\$ (2,308,481)</u>

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 11—Other postemployment benefits – VRS Group Life Insurance Program (“GLI”)

Plan Description – In addition to their participation in the pension plans offered through the VRS, the Commission also participates in the VRS GLI OPEB (“GLI”) plan, which is a multiple-employer, cost-sharing plan providing coverage to state employees, teachers, and employees of participating political subdivisions. The GLI was established pursuant to Section 51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. The GLI is a defined benefit plan that provides a basic group life insurance benefit for employees of participating employers. For purposes of measuring the net GLI OPEB liability, deferred outflows of resources, and deferred inflows of resources related to the GLI OPEB, and GLI OPEB expense, information about the fiduciary net position of the VRS GLI OPEB, and the additions to/deductions from the VRS GLI OPEB’s fiduciary net position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

In addition to the basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the optional GLI. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members’ paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI OPEB.

Specific information for the GLI is available at <https://www.varetire.org/members/benefits/life- insurance/basic-group-life-insurance.asp>.

Contributions – The contribution requirements for the GLI program are governed by Sections 51.1-506 and 51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI program was 1.34% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.80% (1.34% x 60%) and the employer component was 0.54% (1.34% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer’s contractually required employer-contribution rate for the year ended June 30, 2023, was 0.54% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2019. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the GLI program from the Commission were \$14,399 for the year ended June 30, 2023.

GLI OPEB Liability, Expense, and Deferred Inflows and Outflows of Resources Related to the GLI Program – The net GLI OPEB liability was measured as of June 30, 2022 and the total GLI OPEB liability used to calculate the net GLI OPEB liability was determined by an actuarial valuation performed as of June 30, 2021, and rolled forward to the measurement date of June 30, 2022. The covered employer’s proportion of the net GLI OPEB liability was based on the covered employer’s actuarially determined employer contributions to the GLI program for the year ended June 30, 2023, relative to the total of the actuarially determined employer contributions for all participating employers.

June 30, 2022 proportionate share of liability	\$138,712
June 30, 2022 proportionate share of contributions	0.01152%
June 30, 2021 proportionate share of contributions	0.01103%
June 30, 2022 revenue	\$66

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 11—Other postemployment benefits – VRS Group Life Insurance (GLI) Program (continued)

Since there was a change in proportionate share between measurement dates, a portion of the OPEB expense above was related to deferred amount from changes in proportion.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Net difference between projected and actual earnings on OPEB plan investments	\$ -	\$ 8,667
Change of assumptions	5,174	13,511
Change in proportionate share	8,974	16,225
Differences between expected and actual experience	10,984	5,565
Employer contributions subsequent to the measurement date	35,730	-
Total as of June 30, 2023	<u>\$ 60,862</u>	<u>\$ 43,968</u>

The \$35,730 reported deferred outflows of resources related to OPEB resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years Ending June 30,

2024	\$ (5,692)
2025	(3,808)
2026	(8,970)
Thereafter	(366)
	<u>\$ (18,836)</u>

Actuarial Assumptions and Other Inputs – The total OPEB liability was determined using the following assumptions based on an actuarial valuation date of June 30, 2021, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2022:

Inflation	2.50%
Salary increases, including inflation:	
Locality- general employees	3.50 – 5.35%
Investment rate of return, net of expense, including inflation	6.75%*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all the VRS plans. This would provide an assumed investment rate for U.S. GAAP purposes of slightly more than the assumed 6.75%. However, since the difference was minimal, and a more conservative 6.75% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 6.75% to simplify preparation of OPEB liabilities.

Mortality rates used for the various VRS OPEB plans are the same as those used for the actuarial valuations of the VRS pension plans. The mortality rates are discussed in detail at Note 9.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 11—Other postemployment benefits – VRS Group Life Insurance (GLI) Program (continued)

Net OPEB Liability – The net OPEB liability represent the program’s total OPEB liability determined in accordance with U.S. GAAP, less the associated fiduciary net position. As of the measurement date June 30, 2023, net OPEB liability amounts for the GLI VRS OPEB program are as follows (amounts expressed in thousands):

	Group Life Insurance Program
Total OPEB liability	\$ 3,627,085
Plan fiduciary net position	2,467,989
Employers’ net OPEB liability	<u>\$ 1,159,096</u>
Plan fiduciary net position as a percentage of total OPEB liability	67.21%

The total liability is calculated by the VRS actuary and each plan’s fiduciary net position is reported in the VRS financial statements. The net OPEB liability is disclosed in accordance with the requirements of U.S. GAAP in the VRS notes to the financial statements and required supplementary information.

Long-Term Expected Rate of Return – The long-term expected rate of return on VRS investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
Public equity	34.00%	5.71%	1.94%
Fix income	15.00%	2.04%	0.31%
Credit strategies	14.00%	4.78%	0.67%
Real assets	14.00%	4.47%	0.63%
Private equity	14.00%	9.73%	1.36%
MAPS - multi-asset public strategies	6.00%	3.73%	0.22%
PIP - private investment partnership	3.00%	6.55%	0.20%
	<u>100.00%</u>		<u>5.33%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>7.83%</u>

* The above allocation provides for a one-year return of 7.83%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected rate of return for the VRS, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.94%, including expected inflation of 2.50%. On October 10, 2019, the VRS Board elected a long-term rate of return of 6.75%, which was roughly at the 40th percentile of expected long-term results of the VRS fund asset allocation at that time, providing a median return of 7.11%, including expected inflation of 2.50%.

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 11—Other postemployment benefits – VRS Group Life Insurance (GLI) Program (continued)

Discount Rate – The discount rate used to measure the GLI OPEB liability was 6.75%. The projection of cash flows used to determine the discount rate assumed that VRS member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2021, the rate contributed by the employer for the OPEB liabilities will be subject to the portion of the VRS board-certified rates that are funded by the Virginia General Assembly. From July 1, 2021 forward, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB's fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total OPEB liability.

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate – The following presents the net GLI OPEB liability of the Commission using the discount rate of 6.75%, as well as what the Commission's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (5.75%) or one percentage point higher (7.75%) than the current discount rate:

	1% Decrease (5.75%)	Current (6.75%)	1% Increase (7.75%)
Net OPEB liability	\$ 201,842	\$ 138,712	\$ 87,694

OPEB Plan Fiduciary Net Position – Information about the various VRS OPEB plan fiduciary net position is available in the separately issued VRS 2021 Annual Report. A copy of the 2021 VRS Annual Report may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2021-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Note 12—Leasing arrangements as lessor

The Commission leases portions of the Airport property to tenants. The leases are discounted at 1.5%. As the lessor, the Commission recognizes lease revenue and interest revenue in a systematic and rational manner over the terms of the underlying leases. Lease receivables are measured based on payments using the interest method during the respective lease terms.

Future minimum lease receipts as of June 30, 2023 were as follows:

<u>Years Ending June 30,</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 88,696	\$ 717
2025	90,396	2,116
2026	92,140	3,581
2027	93,920	5,124
2028	95,737	6,748
Thereafter	80,188	7,234
	<u>\$ 541,077</u>	<u>\$ 25,520</u>

PENINSULA AIRPORT COMMISSION
NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2023

Note 13—Regulated leases

The Commission has entered into regulated leases as lessor for the use of space at the airport. As of June 30, 2023, the value of the expected future minimum receipts is \$8,812,773. These lessees are required to make monthly fixed payments in accordance with the terms of each lease. The Authority recognized lease revenues of \$1,094,213 from regulated leases during the fiscal year.

Future minimum lease receipts as of June 30, 2023 are as follows:

Years Ending June 30,

2024	\$ 1,104,018
2025	924,632
2026	796,799
2027	398,598
2028	400,678
2029-2033	2,080,714
2034-2038	1,414,874
2039-2043	967,296
2044-2048	725,164
	<hr/>
	\$ 8,812,773

Note 14—Passenger facility charge

As of July 1, 2010, the FAA has given the Commission authority to impose a PFC, under multiple PFC applications, of \$4.50 per passenger for 17 planned projects. The total approved revenue to be collected under these multiple applications is \$15,313,209. During 2023, \$333,348 of PFC revenue was collected under these agreements and was recognized as capital contributions on the statement of revenue, expenses, and changes in net position.

Note 15—Contingencies

Federally Assisted Grant Programs – The Commission participates in a number of federally assisted grant programs. Although the Commission has been audited in accordance with provisions of the Uniform Guidance, these programs remain subject to financial and compliance audits by the grantors or their representatives. Such audits could lead to requests for reimbursements to the grantor agency for disallowed expenditures under terms of the grant. Based on prior experience, the Commission believes such disallowances, if any, will not be significant.

Lawsuits – From time to time, the Commission is a defendant in certain lawsuits and claims which are incidental to its operations. Management is of the opinion that the accompanying financial statements will not be materially affected by the ultimate resolution of litigation pending or threatened as of June 30, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

PENINSULA AIRPORT COMMISSION

SCHEDULE OF CHANGES IN NET PENSION LIABILITY (ASSET) AND RELATED RATIOS (UNAUDITED)

JUNE 30, 2023

	2022	2021	2020	2019	2018	2017	2016	2015	2014
Schedule of Changes in the Commission's Net Pension Liability (Asset) and Related Ratios:									
Total Pension Liability:									
Service cost	\$ 198,115	\$ 186,141	\$ 220,559	\$ 218,774	\$ 196,971	\$ 245,825	\$ 252,646	\$ 247,082	\$ 238,814
Interest	573,497	547,396	523,017	502,928	517,397	492,440	463,530	431,301	408,005
Differences between expected and actual experience	(110,151)	(416,205)	86,622	12,947	(523,768)	68,645	74,866	145,651	-
Changes of assumptions	-	344,663	-	227,543	-	(56,025)	-	-	-
Benefit payments, including refunds of employee contributions	(423,282)	(523,568)	(414,500)	(382,446)	(412,169)	(376,548)	(379,542)	(347,684)	(280,352)
Net Change in Total Pension Liability	238,179	138,427	415,698	579,746	(221,569)	374,337	411,500	476,350	366,467
Total pension liability – beginning	8,509,774	8,371,347	7,955,649	7,375,903	7,597,472	7,223,135	6,811,635	6,335,285	5,968,818
Total pension liability – ending (a)	8,747,953	8,509,774	8,371,347	7,955,649	7,375,903	7,597,472	7,223,135	6,811,635	6,335,285
Plan Fiduciary Net Position:									
Contributions – employer	120,355	106,315	95,291	97,542	132,061	137,317	156,792	158,360	220,175
Contributions – employee	113,948	101,911	114,232	115,053	108,617	116,965	117,182	118,594	117,539
Net investment income	(10,164)	2,127,188	150,873	505,920	534,359	801,269	113,294	291,702	870,249
Benefit payments, including refunds of employee contributions	(423,282)	(523,568)	(414,500)	(382,446)	(412,169)	(376,548)	(379,542)	(347,684)	(280,352)
Administrative expense	(6,066)	(5,463)	(5,232)	(5,070)	(4,660)	(4,659)	(4,133)	(4,010)	(4,591)
Other	223	199	(178)	(318)	(474)	(711)	(48)	(61)	45
Net Change in Plan Fiduciary Net Position	(204,986)	1,806,582	(59,514)	330,681	357,734	673,633	3,545	216,901	923,065
Plan fiduciary net position – beginning	9,715,152	7,908,570	7,968,084	7,637,403	7,279,669	6,606,036	6,602,491	6,385,590	5,462,525
Plan fiduciary net position – ending (b)	9,510,166	9,715,152	7,908,570	7,968,084	7,637,403	7,279,669	6,606,036	6,602,491	6,385,590
Commission's net pension liability(asset) – ending (a)-(b)	\$ (762,213)	\$ (1,205,378)	\$ 462,777	\$ (12,435)	\$ (261,500)	\$ 317,803	\$ 617,099	\$ 209,144	\$ (50,305)
Plan fiduciary net position as a percentage of the total pension liability (b) / (a)	108.71 %	114.16 %	94.47 %	100.16 %	103.55 %	95.82 %	91.46 %	96.93 %	100.79 %
Covered payroll (c)	\$ 2,666,440	\$ 2,225,207	\$ 2,462,544	\$ 2,441,718	\$ 2,268,631	\$ 2,286,395	\$ 2,369,678	\$ 2,382,571	\$ 2,352,297
Commission's net pension liability(asset) as a percentage of covered payroll [(a)-(b)] / (c)	(28.59)%	(54.17)%	18.79 %	(0.51)%	(11.53)%	13.90 %	26.04 %	8.78 %	(2.14)%

Net pension liabilities are reported using the measurement date, which is one year prior to the reporting date.

This schedule is intended to show information for 10 years. Since fiscal year 2015 (plan year 2014) is the first year for this presentation, no earlier data is available. Additional years will be included as they become available.

See accompanying notes to the RSI and Report of Independent Auditor.

PENINSULA AIRPORT COMMISSION

SCHEDULE OF CHANGES IN TOTAL HEALTHCARE OPEB LIABILITY AND RELATED RATIOS (UNAUDITED)

JUNE 30, 2023

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Schedule of Changes in the Commission's OPEB Liability and Related Ratios:						
Total OPEB Liability:						
Service cost	\$ 173,862	\$ 226,766	\$ 341,320	\$ 305,601	\$ 333,652	\$ 387,298
Interest	90,710	90,681	214,771	208,945	229,887	198,590
Differences between expected and actual experience	132,390	-	(1,045,450)	-	(795,584)	-
Changes of assumptions	(710,016)	(90,318)	(1,343,817)	302,125	(640,341)	(980,611)
Benefit payments, including refunds of employee contributions	<u>(71,935)</u>	<u>(83,775)</u>	<u>(86,714)</u>	<u>(142,981)</u>	<u>(101,287)</u>	<u>(95,518)</u>
Net Change in Total OPEB Liability	(384,989)	143,354	(1,919,890)	673,690	(973,673)	(490,241)
Total OPEB liability – beginning	<u>4,061,448</u>	<u>3,918,094</u>	<u>5,837,984</u>	<u>5,164,294</u>	<u>6,137,967</u>	<u>6,628,208</u>
Total OPEB liability – ending (a)-(b)	<u>\$ 3,676,459</u>	<u>\$ 4,061,448</u>	<u>\$ 3,918,094</u>	<u>\$ 5,837,984</u>	<u>\$ 5,164,294</u>	<u>\$ 6,137,967</u>

OPEB liabilities are reported using the measurement date, which is one year prior to the reporting date.

This schedule is intended to show information for 10 years. Since fiscal year 2018 (plan year 2017) is the first year for this presentation, no earlier data is available. Additional years will be included as they become available.

See accompanying notes to the RSI and Report of Independent Auditor.

PENINSULA AIRPORT COMMISSION
SCHEDULE OF EMPLOYER'S SHARE OF NET GLI OPEB LIABILITY (UNAUDITED)

YEAR ENDED JUNE 30, 2023

	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
GLI Plan:						
Commission's proportion of the net GLI OPEB liability	0.011520%	0.011030%	0.011990%	0.012490%	0.01194%	0.01240%
Commission's proportionate share of net GLI OPEB liability	\$ 138,712	\$ 128,419	\$ 200,093	\$ 203,246	\$ 182,000	\$ 187,000
Employer's covered payroll	2,504,788	2,225,207	2,462,544	2,441,718	2,268,631	2,286,395
Employer's proportionate share of the net GLI OPEB liability as a percentage of its covered payroll	5.54%	5.77%	8.13%	8.32%	8.02%	8.18%
Plan fiduciary net position as a percentage of the total GLI OPEB liability	67.21%	67.45%	52.64%	52.00%	51.22%	48.86%

OPEB liabilities are reported using the measurement date, which is one year prior to the reporting date.

This schedule is intended to show information for 10 years. Since fiscal year 2018 (plan year 2017) is the first year for this presentation, no earlier data is available. Additional years will be included as they become available.

See accompanying notes to the RSI and Report of Independent Auditor.

PENINSULA AIRPORT COMMISSION
SCHEDULE OF EMPLOYER CONTRIBUTIONS (UNAUDITED)

YEAR ENDED JUNE 30, 2023

<u>Year</u>	<u>Contractually Required Contribution</u>	<u>Contribution in Relation to Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Employer's Covered Payroll</u>	<u>Contributions as a % of Covered Payroll</u>
VRS Pension Plan:					
2023	\$ 120,790	\$ 120,790	\$ -	\$ 2,666,440	4.53%
2022	139,928	139,928	-	2,498,721	5.60%
2021	124,612	124,612	-	2,225,207	5.60%
2020	111,829	111,829	-	2,462,544	4.54%
2019	110,854	110,854	-	2,441,718	4.54%
2018	139,067	139,067	-	2,268,631	6.13%
2017	140,156	140,156	-	2,286,395	6.13%
2016	158,058	158,058	-	2,369,678	6.67%
2015	158,918	158,918	-	2,382,571	6.67%
2014	220,175	220,175	-	2,352,297	9.36%
2013	216,015	216,015	-	2,307,848	9.36%
2012	202,606	202,606	-	2,535,744	7.99%
GLI OPEB Plan:					
2023	\$ 14,399	\$ 14,399	-	\$ 2,666,440	0.54%
2022	13,526	13,526	-	2,504,788	0.54%
2021	12,300	12,300	-	2,225,207	0.55%
2020	12,835	12,835	-	2,462,544	0.52%
2019	12,730	12,730	-	2,441,718	0.52%
2018	11,812	11,812	-	2,268,631	0.52%
2017	11,889	11,889	-	2,286,395	0.52%

This schedule is intended to present 10 years of information. GASB 68 and GASB 75 were implemented in fiscal year 2015 and 2018, respectively; additional years will be presented as the information becomes available.

PENINSULA AIRPORT COMMISSION
NOTES TO REQUIRED SUPPLEMENTAL INFORMATION

YEAR ENDED JUNE 30, 2023

Changes of Benefit Terms: There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of Assumptions: The actuarial assumptions used in the June 30, 2022 valuation were based on the results of an actuarial experience study for the period from July 1, 2016, through June 30, 2020, except the change in the discount rate, which was based on VRS Board action effective as of July 1, 2019. Changes to the actuarial assumptions as a result of the experience study and VRS Board action are as follows:

- Updated the mortality table to PUB 2010 public sector. For future mortality improvements, replaced the load with a modified Mortality Improvement Scale SP-2020. Increased disability life expectancy for hazardous duty employees.
- Adjusted retirement rates for general employees to better fit experience for Plan 1, set separate rates based on experience for Plan 2 and Hybrid, and changed the final retirement age. Hazardous duty retirement rates were adjusted to better fit experience and changed final retirement from 65 to 70.
- Adjusted withdrawal rates for general employees to better fit experience at each year age and service through nine years of service. Reduced withdrawal rates for hazardous duty employees and changed from rates based on age and service to rates based on service only to better fit experience and to be more consistent with Locals Largest 10 hazardous duty.

SUPPLEMENTARY INFORMATION

PENINSULA AIRPORT COMMISSION
SCHEDULE OF OPERATING INCOME

YEAR ENDED JUNE 30, 2023

	<u>Amount</u>	<u>Percent</u>
AIRFIELD		
Landing and tie-down fees	\$ 241,031	
Fixed base operator commissions	278,649	
Fuel flowage fees	101,034	
Hangar rental and operations fees	827,536	
Total Airfield	<u>1,448,250</u>	<u>21.6%</u>
TERMINAL AND LANDSIDE		
Rents:		
Airline offices	293,286	
Car rental and other	69,379	
Commissions:		
Car rental	1,779,242	
Communications and other	402,595	
Parking lot fees	746,150	
Other	146,715	
Total Terminal and Landside	<u>3,437,367</u>	<u>64.9%</u>
OTHER RENTS	<u>361,114</u>	<u>5.3%</u>
ADMINISTRATIVE AND MISCELLANEOUS	<u>45,677</u>	<u>1.0%</u>
Total Operating Income	<u>\$ 5,292,408</u>	<u>100%</u>

See accompanying notes and Report of Independent Auditor.

PENINSULA AIRPORT COMMISSION

SCHEDULE OF INCOME (LOSS) FROM OPERATIONS BEFORE DEPRECIATION PER ACTIVITY

YEAR ENDED JUNE 30, 2023

	<u>Airfield</u>	<u>Terminal and Landside</u>	<u>Other Rents</u>	<u>Trailer Park</u>	<u>Allocated Costs - Administrative and Miscellaneous</u>	<u>Allocated Costs - Maintenance</u>	<u>Total</u>
Operating Income:	\$ 1,448,250	\$ 3,437,367	\$ 361,114	\$ -	\$ 45,677	\$ -	\$ 5,292,408
Cost of sales	-	466,815	-	-	-	-	466,815
Net operating income	<u>1,448,250</u>	<u>3,904,182</u>	<u>361,114</u>	<u>-</u>	<u>45,677</u>	<u>-</u>	<u>5,759,223</u>
Operating Expenses:							
Advertising	-	155,045	-	-	400,763	-	555,808
Audit	-	-	-	-	50,500	-	50,500
Commission fee	-	-	-	-	13,833	-	13,833
Communications	-	51,380	-	-	34,205	-	85,585
Crash and rescue	61,356	-	-	-	-	-	61,356
Dues and subscriptions	-	14	-	1,578	31,114	-	32,706
General office	13,303	6,644	-	-	57,637	184	77,768
Insurance	-	-	-	-	290,730	-	290,730
Janitorial supplies	-	19,706	-	-	-	-	19,706
Labor	573,861	1,472,644	254,662	(3,400)	774,245	169,088	3,241,100
Management fees	-	-	-	605	-	-	605
Miscellaneous	-	-	-	-	13,534	-	13,534
Payroll taxes and benefits	198,266	426,984	88,038	1,400	108,925	(721,153)	102,460
Postage	-	-	-	-	2,257	-	2,257
Professional services	-	-	-	39,703	394,585	-	434,288
Repairs, maintenance, and supplies	520,719	569,608	25,391	473,785	28,713	162,846	1,781,062
Training	8,639	99	-	-	2,634	296	11,668
Trash removal	-	42,185	-	20,051	-	-	62,236
Travel and promotions	-	-	-	-	32,978	-	32,978
Uniforms	5,106	1,573	-	-	-	1,859	8,538
Utilities	32,948	496,094	40,179	104,448	-	67,926	741,595
Total Operating Expenses	<u>1,414,198</u>	<u>3,241,976</u>	<u>408,270</u>	<u>638,170</u>	<u>2,236,653</u>	<u>(318,954)</u>	<u>7,620,313</u>
Income (Loss) from Operations Before Depreciation	<u>\$ 34,052</u>	<u>\$ 662,206</u>	<u>\$ (47,156)</u>	<u>\$ (638,170)</u>	<u>\$ (2,190,976)</u>	<u>\$ 318,954</u>	<u>\$ (1,861,090)</u>

See accompanying notes and Report of Independent Auditor.

COMPLIANCE SECTION

Report of Independent Auditor on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Commissioners
Peninsula Airport Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions* issued by the Auditor of Public Accounts of the Commonwealth of Virginia (the “Specifications”), the financial statements of the Peninsula Airport Commission (the “Commission”), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Commission’s basic financial statements and have issued our report thereon dated December 11, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission’s internal control over financial reporting (“internal control”) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission’s internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be a material weakness and significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiency described in the accompanying schedule of findings and responses as item 2023-01 to be a material weakness.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses as item 2023-02 to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or the Specifications.

Peninsula Airport Commission's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Commission's responses to the findings identified in our audit and described in the accompanying schedule of findings and responses. The Commission's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Cherry Bekaert LLP

Richmond, Virginia
December 11, 2023

PENINSULA AIRPORT COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES

YEAR ENDED JUNE 30, 2023

A. Summary of Auditor's Results

1. The type of report issued on the basic financial statements: **Unmodified opinion**
2. Significant deficiencies in internal control disclosed by the audit of the financial statements: **Yes, Finding 2023-002**
3. Material weaknesses in internal control disclosed by the audit of financial statements: **Yes, Finding 2023-01**
4. Noncompliance, which is material to the financial statements: **No**

B. Findings Relating to the Financial Statements Reported in Accordance with *Government Auditing Standards*

2023-001 – Material Weaknesses – Financial Reporting and Close Process

Criteria: Yearly, the Commission's Finance Department must produce financial statements in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"). A sound financial reporting and close process ensures proper recording of revenues and expenses in the proper fiscal year. It should also include proper oversight and review of annual adjustments, such those related to pension.

Condition: As of June 30, 2023, the Commission does not have adequate controls over the financial reporting and close process. Specifically, we noted the following journal entries required to report the Commission's financial statements in accordance with U.S. GAAP.

- Deferred inflows and outflows related to Virginia Retirement System ("VRS") pension and GLI plans were not properly recorded in the fiscal year ended June 30, 2023. A \$711,696 adjusting entry to the respective deferred amounts was necessary.
- Subscription-based IT arrangements were posted at net values in the fiscal year ended June 30, 2023. A \$336,436 adjusting entry was required to accurately report these balances.
- The current portion of long-term debt was not properly recorded in the fiscal year ended June 30, 2023. A \$16,626 adjusting entry to the corresponding accounts was necessary.
- The Commission did not accrue interest related to long-term debt in the fiscal year ended June 30, 2023, resulting in an understatement of liabilities and expenses of \$15,842.
- Federal grant receivables were overstated by \$24,284 in the fiscal year ended June 30, 2023. A \$24,284 adjusting entry to accounts receivable – Federal Aviation Administration and federal grant revenues was necessary.
- Federal grant revenues were understated as the result of a prior year error in the amount of \$33,604.

Cause: Turnover in finance related positions without additional hiring and other Commission personnel cross trained to assist in the financial reporting and close process.

Effect: Lack of a sound financial reporting and close process increases the potential for inaccurate financial reporting.

Recommendation: The Commission should review the current financial reporting and close process and current level of finance personnel and responsibilities and address any identified deficiencies in number or knowledge of personnel through additional hiring's, re-assignment of responsibilities, and cross-training of other Commission personnel to augment the finance control environment.

PENINSULA AIRPORT COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)

YEAR ENDED JUNE 30, 2023

B. Findings Relating to the Financial Statements Reported in Accordance with Government Auditing Standards (continued)

Views of Responsible Officials and Planned Corrective Actions: Related to construction invoice management and related federal grant revenue, the following remediation steps have been initiated and completed. During the year ended June 30, 2023, further staff reductions were necessary in light of budget and other funding constraints. Significant redistribution of control processes and accounting activity assignments were required as part of the staff reductions. With management's endorsement and support, many accounting transaction processing tasks have been turned over to staff not directly involved in the finance department. The processing time formerly required by the finance department staff is now available for review and document management related to construction projects. A side benefit found from this new structure is the staff members not formerly associated with finance activities proved to have knowledge of airport operations which is directly beneficial to understanding the financial transactions. The time burden for these other staff members ended up being less than predicted. The time allotted to the executive management team for construction cost allocation and document management has made the process more efficient by having those with direct knowledge of the issues actually handling the most difficult parts of the task. The new responsibilities are considered a good control procedure for these transactions as more staff are now involved leading to natural separations of duties and additional independent sets of eyes on the final reporting. By having more staff involved it was determined no incompatible process assignments related to accounts payable approval or cash disbursement are now an issue.

With respect to Net Pension Asset recording, this is an annual account adjustment process only. As such it is not practical to assign and train multiple staff members to be involved in the process. As a remediation step, upper management of the commission has reached out to designated contacts at the VRS assigned to our organization and found these resources to be of significant assistance. The VRS did have readily available reports tailored to the reporting requirement of Newport News Airport. This is a new system provided by the VRS related to a new actuary contractor being used. Using the new reporting available from an independent and reliable source this area is now no longer an issue.

2023-002 – Significant Deficiency – Segregation of Duties

Criteria: Yearly, the Commission's Finance Department oversees the preparation, processing, and recordation of thousands of financial transactions that ultimately will be reported externally through its financial statements. The efficient, effective, and timely preparation of the financial statement depends heavily on finance personnel to monthly close the Commission's general ledger, performing appropriate financial analyses and reconciliations of financial activity, and accumulating the required data for reporting and to ensure Federal Aviation Administration compliance. To verify the transactions are fairly presented, procedures must be in place and functioning effectively to ensure the financial and operational information is complete, accurate, and in accordance with U.S. GAAP. Key to effectively functioning procedures is the segregation of duties throughout the performance of said procedures to reduce the risk of misstatement due to fraud or error.

Condition: As of June 30, 2023, the Commission does not have adequate segregation of duties over initiating, recording, and reconciling transactions involving key financial cycles. Although the size of the Commission's accounting department limits the extent of separation of duties, we believe certain steps could be taken to separate duties performed by members of the accounting function. The basic premise is that no one employee or individual should have access to both physical assets and the related accounting records or to all phases of a transaction. Specifically, we noted the following examples lacking a segregation of duties:

PENINSULA AIRPORT COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)

YEAR ENDED JUNE 30, 2023

B. Findings Relating to the Financial Statements Reported in Accordance with Government Auditing Standards (continued)

- Our review of the general journal entries revealed that manual entries lack secondary review and approval by someone other than the preparer. We recommend the adoption of a policy whereby all journal entries are approved by a designated member of management of the Commission, separate of the preparer. All entries should be initialed, or electronically signed, by the preparer and the individual approving them in order to attribute responsibility to the appropriate individuals.
- Our review of bank reconciliations indicated there was no review function in place over these schedules. It is always a best practice that a preparer has a designated, knowledgeable reviewer to ensure the accuracy and completeness of accounting transactions.
- Our review of parking lot month reports indicated there was no review function in place over these schedules. It is always a best practice that a preparer has a designated, knowledgeable reviewer to ensure the accuracy and completeness of accounting transactions.

Cause: Turnover in finance related positions without additional hiring and other Commission personnel cross trained to fill the segregation void.

Effect: Lack of a segregation of duties increases the potential for inaccurate financial reporting and ineffective finance management.

Recommendation: The Commission should review the current level of finance personnel and responsibilities and address any identified deficiencies in number or knowledge of personnel through additional hiring's, re-assignment of responsibilities and cross-training of other Commission personnel to augment the finance control environment.

Views of Responsible Officials and Planned Corrective Actions: During the initial time period of COVID-19, federal and state travel and other economic activity restrictions necessitated a severe reduction in staffing. Anticipation of air travel recovery is being constantly reviewed so staffing plans can be properly structured to achieve the numbers, task assignments and knowledge necessary to ensure compliance. The national health emergency was anticipated to be temporary. The accommodations and responses to it resulting in staffing deficiency were expected to be reversed in a pattern consistent with overall air travel recovery. The recovery has proven to be lopsided and on the lower end of the spectrum with respect to all smaller airports. A key driver in the smaller airport recovery is the industry wide recognized shortage in pilots. Especially hard hit is the category of regional commuter jet service designed to feed the central main line Airline hub terminals. The Peninsula Airport Commission is no exception and has been significantly impacted by this macro-economic slowdown condition. Airline allocation of their reduced available capacity now appears will be a main driver of continuing staffing decisions. Measures to match operating costs with passenger activity revenue will be required. During the year ended June 30, 2023, further staff reductions were necessary in light of budget and other funding constraints. Significant redistribution of control processes and accounting activity assignments were required as part of the staff reductions. With management's endorsement and support, many accounting transaction processing tasks have been turned over to staff not directly involved in the finance department. The processing time formerly required by the finance department staff is now available for training of non-finance department associates. A side benefit found from this new structure is the staff members not formerly associated with finance activities proved to have knowledge of airport operations which is directly beneficial to understanding the financial transactions. The time burden for these other staff members ended up being less than predicted. The new responsibilities are considered a good control procedure for these accounting control reconciliations and reviews. Having more airport staff involved leads to a natural separation of duties and additional independent sets of eyes on the process. By having more staff involved it was determined no incompatible process assignments related to journal entry posting or accounting reconciliation controls will be an issue once the plan is fully implemented.

PENINSULA AIRPORT COMMISSION
SCHEDULE OF FINDINGS AND RESPONSES (CONTINUED)

YEAR ENDED JUNE 30, 2023

B. Findings Relating to the Financial Statements Reported in Accordance with *Government Auditing Standards (continued)*

The process of training and allowance for the time necessary to gain the necessary experience is expected to be lengthy. To achieve the fully desired segregation of accounting duties assigned to the identified non finance staff associates is best handled in a “get it right the first time” objective. The final system design will be handled by the Chief Finance Officer with the review of appropriateness as to assignment of duties managed by the Acting Airport Executive Director. All cross training and personnel assignments are expected to be in place by July 1, 2024.

C. Status of Prior Year Findings

Finding 2022-001 was repeated as finding 2023-001. Finding 2022-002 was repeated as finding 2023-002.