

# Peninsula Airport Commission Board of Commissioners Meeting Packet

*Lindsey Carney Smith, Chair*

*John Borden, Interim Executive Director*

Tuesday, April 23, 2024

8:00 a m

Commission Room

900 Bland Blvd

Newport News, VA 23602

# AGENDAS

**PENINSULA AIRPORT COMMISSION**

**COMMITTEE MEETING AGENDA**

**FACILITIES COMMITTEE**

**DATE: April 15, 2024**

**TIME: 2pm**

**LOCATION: Newport News / Williamsburg International Airport  
Commission Room  
900 Bland Blvd  
Newport News, VA 23602**

- 1) Call to Order
- 2) New Business
  - a) AIP (Airport Improvement Program) / PFC (Passenger Facility Charge) App#7 Discussion
  - b) ACIP Submission
- 3) Old Business
  - a) Condition Index
- 4) Adjourn

**PENINSULA AIRPORT COMMISSION**  
**COMMITTEE MEETING AGENDA**  
**FINANCE & AUDIT COMMITTEE**

**DATE: April 16, 2024**  
**TIME: 8:00 am**

- 1) Call to Order
  
- 2) New Business
  - a) March Financials
  - b) FY25 Budget
  
- 3) Old Business
  
- 4) Adjourn

**PENINSULA AIRPORT COMMISSION**

**REGULAR MEETING AGENDA**

**Date: April 23, 2024**

**Time: 8am**

**Location: Newport News / Williamsburg International Airport**

**Commission Room**

**900 Bland Blvd**

**Newport News, VA 23602**

- 1) Call to Order
- 2) Approval of Minutes from March 21, 2024
- 3) Read Instructions for Public Comment
- 4) Public Comment
- 5) Committee Reports
  - a) Finance & Audit Committee
  - b) Planning & Development Committee
  - c) Facilities Committee
- 6) Executive Director Report
- 7) Old Business
- 8) New Business
- 9) Closed Session §2.2-3711(A)(1): Personnel, §2.2-3711(A)(3): Acquisition & disposition of property, and §2.2-3711(A)(5): Prospective Business
- 10) Adjournment

# MINUTES

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

March 18, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Secretary: Dr. McKinley Price

Assistant Secretary, John Lawson

### **Commissioners Absent:**

Treasurer, James “Jay” Joseph

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

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

### **Public Officials Present:**

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

### **Counsel:**

Counsel, L. Scott Seymour

### **Public Attendees:**

Jacqueline Wade, Volunteer Manager, Heroes Lounge

**Chair Smith called the meeting to order at 8:00 a.m.** by asking counsel to read an agenda amendment. Mr. Seymour stated that the PAC (Peninsula Airport Commission) seeks a motion to amend the agenda to include a closed session. He noted the exceptions to open session discussion of Personnel 2.2.3711.(A)(1), Prospective Business 2.2.3711.(A)(5), and Property 2.2.3711.(A)(3). Mr. Lawson moved the motion and Mr. Garner seconded the motion. Voice vote by roll call. 4-0. Approved.

Chair Smith welcomed everyone in attendance and stated that we have a few items on the agenda and a healthy closed session.

**Approval of Minutes from March 18, 2024.** Chair Smith asked if there were any comments or edits to the Minutes. Mr. Lawson stated that he was absent so the minutes should reflect that in the votes. She asked for a motion to approve the minutes with the suggested edits. Mr. Garner moved a motion and Dr. Price seconded the motion. Voice vote by roll call. **4-0. Minutes approved.**

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

**5K Charitable Partner Drawing.** Chair Smith stated that the Commission sponsors this great community event each year which allows the community to run/walk on the runway. Every year, we draw our charitable partner from an applicant pool, so we will ask Jacqueline Wade to draw. Mr. Borden provided a brief introduction regarding the 5K on the Runway. He added the date was moved so that it would not coincide with Denbigh Days, which was an issue in the past. The date is now September 21<sup>st</sup>. Registration is open on our website; [www.newportnewsairport.com](http://www.newportnewsairport.com). Mr. Borden provided the statistics and history from past races. \$17K has been raised to the three past Charitable Partners. He thanked everyone who was involved. There was a Facebook live session on the Newport News Airport Facebook Page that revealed that Peninsula Pastoral Counseling is the 2024 Charitable Partner for the PHF 5K on the Runway. Chair Smith said we will congratulate this win and for the other award they received this year.

### **Committee Reports:**

#### **Finance & Audit:**

Dr. Price stated that the Committee met on Tuesday and that Mr. Joseph would not attend this meeting, so he was asked to report. He then asked Mr. Borden for a budget briefing. Mr. Borden stated that last year we ran a pessimistic budget which this year is close to last year's. We did raise fill rates based on data. We added a cost-of-living increase for staff of 5-7 percent. As well as continuing the catchup of employees who were close or at minimum wage since it is going up. We also decreased the marketing budget as we have been successful this year with a small expense. We also decreased our non-reimbursable expense items. The restaurant is budgeted to break even, and we will still run a deficit of 2mil. Mr. Borden asked if he did a good summary. Dr. Price agreed that it was a good summary. Chair Smith asked questions. Chair Smith asked specific questions regarding last year's loss of 2.037 mil. She asked if that was before interest is paid because last year the loss was 3.479 mil after interest is paid. Mr. Admas stated that this is a cash flow budget, and he is unsure of the loss Chair Smith spoke about but that includes pension adjustments. There was further discussion on the matter. The clarification was that in 2022 we had a \$500,000 maintenance month and we need to make sure we are budgeting for unexpected expenses. Chair Smith asked if we have a plan on when we need to replace big ticket items. Mr. Garner stated the Facilities Committee is collaborating with staff to make sure this is correct.

#### **Planning & Development:**



Chair Smith stated that the Committee did not meet but is coordinating with the City Attorney for curb and guttering.

**Facilities:**

Chair Smith asked if the Committee met. Mr. Garner stated that the Committee is scheduled to meet directly after this meeting today. Mr. Lawson said he had a conflict so they could not meet. Mr. Garner said he would discuss with staff to prepare for ACIP submission to the state and FAA (Federal Aviation Administration).

**Executive Director Report:**

Mr. Borden alerted the Board to some recent and upcoming events at the Airport.

- United Way Anuak Celebration- event went very well. All parties were pleased with the space.
- May 1<sup>st</sup> Atlantic Aviation will be highlighting a B-29 which will include fun for all ages super fortress and a dog fight experience. Expect 100-200 visitors.
- May 7<sup>th</sup> City of Newport News Annual Boards and Commissions Thank you from 5-7pm

**Old Business:** There was none.

**New Business.** There was none.

**Closed Session:** Chair Smith asked Mr. Seymour to read closed session statements for Personnel 2.2.3711.(A)(1) Discussion of employees of any public body, Property 2.237.11.(A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, Prospective Business 2.2.3711.(a)(5) Discussion concerning a prospective business or industry or the expansion of air service. Chair Smith asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 approved.**

**The closed session began at 8:27 a.m.**

Mr. Seymour read the open certification and asked for a motion. Mr. Lawson moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 Approved.**

**The open session began at 9:26 a.m.** Chair Smith asked if there was anything for the good of the order. There were no comments.

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

**Chair Smith adjourned the meeting at 9:27 a.m.**

**Next Meeting Date:** April 18th at 8 a.m.

# FINANCIALS

## Peninsula Airport Commission

### Operating Income Statement results analysis

March 2024

Airline Fees Revenue is slightly below budget. Consistent with the expected winter slowdown, March and February experienced lower passenger fill rates plus American reduced available seats. This statistic was running above budget in prior months of the fiscal year. The full year's revenue budget amount is still considered a reasonable projection.

Rental cars, parking lot and restaurant revenues follow the airline passenger counts. Rental cars revenue followed this expectation for March. There is not a reliable method to predict short-term fluctuations in rental car revenues. Parking revenues per passenger continue to do better than the original budget estimates. The average length of stay has gone up. The increase to \$10 per day for all lots is having an impact as well. These revenue areas will be watched closely and compared to the expected increase in available seats starting in April and for the rest of the year.

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

The utilities expense usage and price components are starting to indicate this area will be over budget for the year. The lower monthly expense for December was related to moderate fall seasonal temperatures and did bounce back during a colder than usual start to winter.

Repairs and maintenance expenses are over budget for the month of March. Included is the new parking lot entrance road. 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. With the annual spring maintenance season approaching it is expected the monthly expense will return to budgeted amounts. The current estimate is this category will be less than the budget for the year. 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  
MARCH 2024  
OPERATING INCOME STATEMENT**

DESCRIPTION	MAR 2024 ACTUAL	MAR 2024 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
<b>REVENUE</b>								
Airline Fees	30,165	38,375	78.6%	336,718	334,301	100.7%	450,482	74.7%
Fixed Based Operators	46,859	55,938	83.8%	443,640	496,384	89.4%	664,881	66.7%
Property Rental	97,707	95,477	102.3%	951,604	858,842	110.8%	1,145,311	83.1%
Rental Cars	144,139	148,616	97.0%	1,421,868	1,234,946	115.1%	1,690,718	84.1%
Parking Lot	52,241	47,427	110.2%	541,504	425,126	127.4%	567,572	95.4%
Restaurant Income	15,149	24,987	60.6%	198,471	207,280	95.8%	283,947	69.9%
<b>TOTAL REVENUE</b>	<b>386,260</b>	<b>410,820</b>	<b>94.0%</b>	<b>3,893,805</b>	<b>3,556,879</b>	<b>109.5%</b>	<b>4,802,911</b>	<b>81.1%</b>
<b>EXPENSES</b>								
Labor and Benefits	291,351	309,030	94.3%	2,746,652	2,880,970	95.3%	3,808,255	72.1%
Marketing & Advertising	13,382	28,184	47.5%	66,495	253,656	26.2%	338,199	19.7%
Office & Administration	22,801	50,304	45.3%	587,508	584,318	100.5%	665,363	88.3%
Utilities	59,064	50,087	117.9%	607,467	513,283	118.3%	717,766	84.6%
Repairs & Maintenance	107,104	36,950	289.9%	485,655	345,098	140.7%	459,220	105.8%
Restaurant Expense	18,780	24,651	76.2%	191,703	206,863	92.7%	282,592	67.8%
Bond Debt	55,100	55,100	100.0%	495,901	495,900	100.0%	661,202	75.0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>567,582</b>	<b>554,306</b>	<b>102.4%</b>	<b>5,181,381</b>	<b>5,280,088</b>	<b>98.1%</b>	<b>6,932,597</b>	<b>74.7%</b>
<b>NET INCOME</b>	<b>(181,322)</b>	<b>(143,486)</b>	<b>126.4%</b>	<b>(1,287,576)</b>	<b>(1,723,209)</b>	<b>74.7%</b>	<b>(2,129,686)</b>	<b>60.5%</b>
<b>OTHER ITEMS</b>								
Trailer Park	-	-		(52,846)	-		-	
Expense Subsidy	-	-		-	-		-	
Sale of Land/Fixed Assets	-	-		232,826	-		-	
<b>NET AFTER OTHER</b>	<b>(181,322)</b>	<b>(143,486)</b>		<b>(1,107,596)</b>	<b>(1,723,209)</b>		<b>(2,129,686)</b>	

**BALANCE SHEET**

	<b>Total</b>
Cash - Unrestricted	3,048,151
Cash - Restricted	13,598,279
Other Current Assets	853,037
Fixed Assets (Net of Depreciation)	71,624,721
<b>TOTAL ASSETS</b>	<b>89,124,188</b>
Current Liabilities	1,270,870
Long Term Notes Payable - Restricted	-
Long Term Notes Payable - Unrestricted	4,850,957
OPEB	5,884,821
<b>TOTAL LIABILITIES</b>	<b>12,006,648</b>
Net Capital Beginning	51,981,870
Capital Contributions	26,243,266
YTD Earnings Current Year	(1,107,596)
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>89,124,188</b>

# AIR SERVICE REPORT

## Monthly Air Service Report Summary March 2024

- Load factors:
  - 93% for American
  - 75% Charters
  - 84% Overall
- 1803 Flight Ops (landings & take-offs)

<u>FY 24 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: 10,608	Dec: 14,860	Dec: 15,846
Jan: 11,668	Jan: 9,029	Jan: 10,538
Feb: 8,459	Feb: 10,879	Feb: 11,864
Mar: 8,847	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
<b>Total: 103,763 PAX</b>	<b>Total: 150,760 PAX</b>	<b>Total: 189,172 PAX</b>

EXHIBIT(S)

# Newport News Williamsburg Airport

March 27, 2024

Mr. John Robinson  
Federal Aviation Administration  
Washington Airport District Office  
13873 Park Center Road, Suite 490  
Herndon, VA 20171

RE: PHF CIP 2025 - 2029

Dear John,

This letter and its attachments represent the Newport News / Williamsburg International Airport (PHF) CIP for FYs 2025-2029. FY 24 is added to show mostly PFC and state funding projects discussed during the annual meeting. With current design work being accomplished on PFC#6.2 GA Ramp and Taxiway Delta, timing made sense to push any construction to FY25 and beyond. In addition, due to PHF not getting any of the Airport Improvement Grant (Competitive) (AIG (C)) ATP funding for the first three rounds, request for the fourth and fifth rounds will continue for projects. The Airport Improvement Grant (Allocated) (AIG (A)) funding is being looked at for several projects.

You will see multiple PFC #6 and future PFC #7 projects scattered through the upcoming years as we continue to work towards completion. As mentioned above, fourth and fifth rounds of the (AIG (C)) ATP, AIG (A), and state entitlements combined with PFC #6 funding will be the most economical way to address the infrastructure in the terminal, on the runways, ramps, and taxiways.

As was the case last year, we are also addressing items identified in the most recent pavement management study and the results are reflected in our planned use of AIP and VA state entitlement and PFC funding for (1) Taxiway Delta Design and Rehabilitation (on going) with phase 1 construction to begin in FY25. (2) GA Ramp design as PFC#6.2 project (on going) with construction as future PFC #7 project with State funding, and an attempt at the BIL/AIG. In addition, Taxiway J Design (FY26), and construction of full-length extension PHASE 1 of possible 4 in (FY28).

With the Master Plan assumption of completion by FY25/26, Taxiway J initial design work is being programmed in FY26. As it is the airport's opinion that the project will still be needed. Justification for the project will be a myriad of possible uses for the south side of the airport to include the new Airey Aviation hangar, the possibility of more corporate hangars, cargo, or moving the GA hangars to that area. Also, you will see a place holder

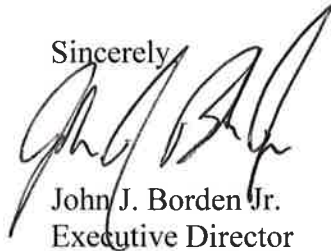


for Design Runway 2/20 (Hot Spot) (FY27) as the ongoing Master Plan will address possible scenarios to eliminate the safety issue. In addition, a place marker is in (FY28) for construction of 2/20 hot spot but a funding source has been identified for the project at this time.

Although we are grateful for AIP and AIG (A) funding, you can see that AIP discretionary funding might be necessary to address the requirements on the airfield. We believe these projects meet requirements to ensure safety while enhancing service levels, both short and long term with the utilization of AIG (A)/VA state entitlement funding for terminal projects, and AIP/VA state entitlements for airfield projects. With any assistance from the AIG (C) program in the next two years, PHF will be ready for the future!

On the next page is a quick reference of projects by year, estimated prices, and anticipated funding streams. The attached spreadsheet goes in more depth, with PFC #6 and # 7. projects and larger VA state projects added.

Sincerely

A handwritten signature in black ink, appearing to read "John J. Borden Jr.", is written over the typed name.

John J. Borden Jr.  
Executive Director

## **PROJECTED SOURCE FUNDING**

### **2024**

PFC#7 Development 45,000.00 PFC

### **2025**

PFC#7 GA Ramp Construction 9,000,000.00 PFC/STATE/AIG C  
PFC #6.05 Terminal Rehab/windows/bathrooms 3,000,000.00 PFC/STATE/AIG(A)  
Main Terminal Life Safety Egress Phase 1 2,400,000 AIG(C)/STATE  
Taxiway D Construction Phase 1 6,000,000 AIP/STATE/AIG (A)  
Main Terminal Roof 2,000,000 STATE/AIG(A)(C)/PHF

### **2026**

Rehabilitate Taxiway D Construction Phase 2 6,000,000 AIP/STATE/AIG (A)(C)  
Taxiway (TWY) J Connector Extension Full Design 1,700,000 AIP/STATE

### **2027**

PFC#7 Replace Jet-bridge 869,000 (PFC)  
Design Runway2/20 (Master Plan hot spot) 800,000 AIP/STATE

### **2028**

TWY J Connector Extension Full Length Construction 4,000,000 AIP/STATE  
(PHASE 1 of 4)  
Runway 2/20 (Master Plan hot spot) Construction ??? No funding stream at this time

### **2029**

Taxiway J Extension to Full Parallel Construction 4,000,000 AIP/STATE  
(PHASE 2 of 4)

FEDERAL FISCAL YEAR (FY)	TOTAL COST	FAA ENTITLEMENT	STATE ENTITLEMENT	PFC	AIG (A)	AIG (C)	AIRPORT	NOTES
<b>FY 2024</b>		5,830,336.00	10,498,244.00	3,169,330.00	5,966,530.00	0.00	120,000.00	Will continue to go after BIL funding
Replace jetbridge PFC 6.04	900,000.00			(900,000.00)				
PFC 7 Development				(45,000.00)				
Other EURP projects	300,000.00		(240,000.00)				(60,000.00)	
<b>TOTAL</b>	1,200,000.00	0.00	(240,000.00)	(945,000.00)	0.00	0.00	(60,000.00)	
carryover		5,830,336.00	10,258,244.00	2,224,330.00	5,966,530.00		60,000.00	
additional allocation		1,700,000.00	2,000,000.00	300,000.00	0.00		1,000,000.00	
<b>FY 2025</b>		7,530,336.00	12,258,244.00	2,524,330.00	5,966,530.00		1,060,000.00	Will continue to go after BIL funding
PFC 7 GA Ramp Rehab Construction	9,000,000.00		(7,000,000.00)	(2,000,000.00)		(2,000,000.00)		
Main Terminal Building Rehab windows/bathroom 6.05	3,000,000.00		(300,000.00)	(300,000.00)	(2,400,000.00)	(2,400,000.00)	0.00	
Main Terminal Life Safety Egress Phase 1	2,400,000.00		(56,000.00)		0.00	(2,200,000.00)	(144,000.00)	
Rehabilitate Taxiway D Construction Phase 1	6,000,000.00	(2,700,000.00)	(600,000.00)		(2,700,000.00)			
Main Terminal Roof Phase 1	2,000,000.00		(67,000.00)		(1,309,000.00)	(1,309,000.00)	(624,000.00)	
Other EURP projects	500,000.00		(400,000.00)				(100,000.00)	
<b>TOTAL</b>	22,900,000.00	(2,700,000.00)	(8,423,000.00)	(2,300,000.00)	(6,409,000.00)	(5,909,000.00)	(868,000.00)	
carryover		4,830,336.00	3,835,244.00	224,330.00	(442,470.00)		192,000.00	
additional allocation		1,700,000.00	2,000,000.00	300,000.00	1,934,436.00		500,000.00	
<b>FY 2026</b>		6,530,336.00	5,835,244.00	524,330.00	1,491,966.00		652,000.00	Will continue to go after BIL funding
Rehabilitate Taxiway D Construction Phase 2	6,000,000.00	(2,700,000.00)	(600,000.00)		(2,700,000.00)	(5,400,000.00)		
Taxiway J Connector Extension to Full Parallel Design	1,700,000.00	(1,530,000.00)	(170,000.00)		0.00			
Other EURP projects	500,000.00		(400,000.00)				(100,000.00)	
<b>TOTAL</b>	8,200,000.00	(4,230,000.00)	(1,170,000.00)	0.00	(2,700,000.00)	(5,400,000.00)	(100,000.00)	
carryover		2,300,336.00	4,665,244.00	524,330.00	(1,208,034.00)		552,000.00	

FEDERAL FISCAL YEAR (FY)	TOTAL COST	FAA ENTITLEMENT	STATE ENTITLEMENT	PFC	AIG (A)	AIG (C)	AIRPORT	NOTES
additional allocation		1,700,000.00	2,000,000.00	300,000.00	0.00		500,000.00	
FY 2027		4,000,336.00	6,665,244.00	824,330.00	(1,208,034.00)		1,052,000.00	
Replace jetbridge PFC 7				(869,330.00)				
Design Runway 2/20 (Master Plan Hot Spot)	800,000.00	(640,000.00)	(160,000.00)					
Other EURP projects	500,000.00		(400,000.00)				(100,000.00)	
TOTAL	1,300,000.00	(640,000.00)	(560,000.00)	(869,330.00)	0.00	0.00	(100,000.00)	
carryover		3,360,336.00	6,105,244.00	(45,000.00)	(1,208,034.00)		952,000.00	
additional allocation		1,700,000.00	2,000,000.00	300,000.00	0.00		200,000.00	
FY 2028		5,060,336.00	8,105,244.00	255,000.00	(1,208,034.00)		1,152,000.00	
Runway 2/20 Construction Master Plan Hot spot								
Taxiway J and Ext to Full Parallel Construction Phase 1 of 4	4,000,000.00	(3,600,000.00)	(400,000.00)					
Other EURP projects	500,000.00		(400,000.00)				(100,000.00)	
TOTAL	4,500,000.00	(3,600,000.00)	(800,000.00)	0.00	0.00	0.00	(100,000.00)	
carryover		1,460,336.00	7,305,244.00	255,000.00	(1,208,034.00)		1,052,000.00	
additional allocation		1,700,000.00	2,000,000.00	300,000.00	0.00		200,000.00	
FY 2029		3,160,336.00	9,305,244.00	555,000.00	(1,208,034.00)		1,252,000.00	
Taxiway J and Ext to Full Parallel Construction Phase 2 of 4	4,000,000.00	(3,600,000.00)	(400,000.00)					
Other EURP projects	500,000.00		(400,000.00)				(100,000.00)	
TOTAL	4,500,000.00	(3,600,000.00)	(800,000.00)	0.00	0.00	0.00	(100,000.00)	
carryover		(439,664.00)	8,505,244.00	555,000.00	(1,208,034.00)		1,152,000.00	