

# Peninsula Airport Commission Board of Commissioners Meeting Packet

*Lindsey Carney Smith, Chair*

*John Borden, Interim Executive Director*

Thursday, July 18, 2024

8:00 a m

Commission Room

900 Bland Blvd

Newport News, VA 23602

# AGENDAS

**PENINSULA AIRPORT COMMISSION**

**COMMITTEE MEETING AGENDA**

**FINANCE & AUDIT COMMITTEE**

**DATE: July 16, 2024**

**TIME: 8:00 a.m.**

- 1) Call to Order
- 2) New Business
  - a) June Financials
- 3) Old Business
- 4) Adjourn

**PENINSULA AIRPORT COMMISSION**

**REGULAR MEETING AGENDA**

**Date: July 18, 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 June 20, 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

June 20, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary, John Lawson

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

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

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

### **Public Officials Present:**

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

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Brett Hall, Wavy TV 10

**Chair Smith called the meeting to order at 8:00 a.m.** by welcoming and thanking everyone for attending the meeting. She then stated that there is an agenda change regarding closed session. Mr. Seymour declared the change to only the 8A exclusion and it was certified by a roll call voice vote. 5-0. Agenda amended.

**Approval of Minutes from May 23, 2024.** Chair Smith asked if there were any comments or edits to the Minutes. There were none. Mr. Lawson moved a motion and Mr. Garner seconded the motion. Voice vote by roll call. **5-0. Minutes approved.**

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

**Committee Reports:** There were no Committee Meetings this month.

**Executive Director Report:** Mr. Borden stated that the Windows project was approved by the FAA with PFC funds and will be placed out to bid on July 1, 2024. He added that we sent the Roof package to John Robinson which is partially funded at this time for approval. Mr. Borden spoke about the Jet bridges and has reached out to Ameribridge through Talbert & Bright. He added that our annual Part 139 Inspection is scheduled for July 31<sup>st</sup>. Mr. Borden also had a meeting with John Murray from Hampton University and we may use some students as interns for operations agents. It will be a great partnership and passageway for firsthand training. He stated that the 5K is on target, we will send sponsorship request letters next week. The Virginia Aviation Board meets in August at Dulles. Mr. Joseph gave a thank you to the Board for the report. He inquired who the point of contact will be. Chair Smith responded it will be Mr. Borden.

**Old Business:** Chair Smith stated that the Executive Director search is underway and as the posting was approved and finalized. Mr. Joseph asked if there was a timeline. Chair Smith replied so about 4 weeks before we would see a candidate. Chair Smith stated that the Regional Study was released this week to Newport News and the Commission and it will be released to the press next week.

**New Business:** There was none.

**Closed Session:** Chair Smith asked Mr. Seymour to read closed session statements for Litigation 2.2.3711.(A)(8) Chair Smith asked for a motion. Mr. Garner moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 approved.**

**The closed session began at 8:10 a.m.**

Mr. Seymour read the open certification and asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **5-0 Approved.**

**The open session began at 8:38 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 8:39 a.m.**

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

# FINANCIALS



## Peninsula Airport Commission

### Operating Income Statement results analysis

June 2024

Airline Fees Revenue total for the year is below estimate. The number of flights for the year is below expectations thus reducing this revenue opportunity. The passenger count for the year is basically right at the expected number.

Rental cars, parking lot and restaurant revenues follow the airline passenger counts. These revenue areas are above the projection for the year. The amounts realized on a per passenger basis match national reported inflation increases.

Property rental revenues remain above budget by keeping the rent rolls managed at very near to 100% occupancy. The annual total for the year is above budget.

Fixed Based Operator revenues are below budget for the year due to concession fees (based on a percentage of revenue calculation) coming in below expectations.

The utilities expense usage and price components are over budget for the year.

Repair and maintenance expenses experienced fluctuation due to unpredictable items. The over budget amount for the year has been taken into consideration for the projections for next year. 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.

Marketing and Advertising expenses were curtailed relative to the original budget estimate for the year. No immediate need to increase this area of spending was observed during the year. Passenger counts steadily remained above the budgeted 75% fill rate of available seats.

**PENINSULA AIRPORT COMMISSION  
JUNE 2024  
OPERATING INCOME STATEMENT**

DESCRIPTION	JUN 2024 ACTUAL	JUN 2024 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
<b>REVENUE</b>								
Airline Fees	35,912	38,540	93.2%	437,501	450,482	97.1%	450,482	97.1%
Fixed Based Operators	51,202	56,051	91.3%	595,385	664,881	89.5%	664,881	89.5%
Property Rental	99,156	95,479	103.9%	1,260,163	1,145,311	110.0%	1,145,311	110.0%
Rental Cars	199,958	150,267	133.1%	1,956,888	1,690,718	115.7%	1,690,718	115.7%
Parking Lot	56,736	47,453	119.6%	725,534	567,572	127.8%	567,572	127.8%
Restaurant Income	15,732	25,273	62.2%	257,901	283,947	90.8%	283,947	90.8%
<b>TOTAL REVENUE</b>	<b>458,696</b>	<b>413,063</b>	<b>111.0%</b>	<b>5,233,372</b>	<b>4,802,911</b>	<b>109.0%</b>	<b>4,802,911</b>	<b>109.0%</b>
<b>EXPENSES</b>								
Labor and Benefits	282,564	309,225	91.4%	3,583,183	3,808,255	94.1%	3,808,255	94.1%
Marketing & Advertising	7,028	63,175	11.1%	54,064	338,199	16.0%	338,199	16.0%
Office & Administration	23,981	29,094	82.4%	714,975	665,363	107.5%	665,363	107.5%
Utilities	58,484	50,067	116.8%	837,001	717,766	116.6%	717,766	116.6%
Repairs & Maintenance	101,243	40,222	251.7%	645,583	459,220	140.6%	459,220	140.6%
Restaurant Expense	18,596	25,085	74.1%	254,758	282,592	90.2%	282,592	90.2%
Bond Debt	55,100	55,102	100.0%	661,202	661,202	100.0%	661,202	100.0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>546,996</b>	<b>571,970</b>	<b>95.6%</b>	<b>6,750,766</b>	<b>6,932,597</b>	<b>97.4%</b>	<b>6,932,597</b>	<b>97.4%</b>
<b>NET INCOME</b>	<b>(88,300)</b>	<b>(158,907)</b>	<b>55.6%</b>	<b>(1,517,394)</b>	<b>(2,129,686)</b>	<b>71.2%</b>	<b>(2,129,686)</b>	<b>71.2%</b>
<b>OTHER ITEMS</b>								
Trailer Park	-	-		(53,196)			-	
Expense Subsidy	-	-		-			-	
Sale of Land/Fixed Assets	295	-		284,073			-	
<b>NET AFTER OTHER</b>	<b>(88,005)</b>	<b>(158,907)</b>		<b>(1,286,517)</b>	<b>(2,129,686)</b>		<b>(2,129,686)</b>	

**BALANCE SHEET**

	<b>Total</b>
Cash - Unrestricted	2,955,462
Cash - Restricted	14,485,364
Other Current Assets	852,853
Fixed Assets (Net of Depreciation)	71,651,143
<b>TOTAL ASSETS</b>	<b>89,944,822</b>
Current Liabilities	1,360,947
Long Term Notes Payable - Restricted	-
Long Term Notes Payable - Unrestricted	4,850,957
OPEB	5,884,821
<b>TOTAL LIABILITIES</b>	<b>12,096,725</b>
Net Capital Beginning	51,981,870
Capital Contributions	27,152,744
YTD Earnings Current Year	(1,286,517)
<b>TOTAL LIABILITIES AND CAPITAL</b>	<b>89,944,822</b>

# AIR SERVICE REPORT

## Monthly Air Service Report Summary June 2024

- Load factors:
  - 84% for American
  - 0 No Charters/Diversions
  - 84% Overall
- 3951 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: 10,442	Apr: 11,596	Apr: 15,896
May: 10,797	May: 8,480	May: 12,719
Jun: 12,057	Jun: 12,623	Jun: 13,702
<b>Total: 137,059 PAX</b>	<b>Total: 150,760 PAX</b>	<b>Total: 189,172 PAX</b>

EXHIBIT(S)