

Peninsula Airport Commission Board of Commissioners Meeting Packet

Lindsey Carney Smith, Chair

John Borden, Interim Executive Director

Thursday, August 15, 2024

8:00 a m

Commission Room

900 Bland Blvd

Newport News, VA 23602

AGENDAS

PENINSULA AIRPORT COMMISSION

COMMITTEE AGENDA

PLANNING & DEVELOPMENT COMMITTEE

Date: August 12, 2024

Time: 4 pm

Location: Newport News / Williamsburg International Airport

900 Bland Blvd

Newport News, VA 23602

- 1) Call to Order
- 2) New Business
 - a) Ridgeway Park ROW
 - b) PHF Windows and Water Mitigation recommendation.
- 3) Old Business
 - a) CIP
- 4) Adjourn

PENINSULA AIRPORT COMMISSION

COMMITTEE MEETING AGENDA

FINANCE & AUDIT COMMITTEE

DATE: August 13, 2024

TIME: 8:00 a.m.

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

PENINSULA AIRPORT COMMISSION

REGULAR MEETING AGENDA

Date: August 15, 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 July 18, 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

July 18, 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:

None

Counsel:

L. Scott Seymour

Public Attendees:

Jacqueline Wade, Volunteer Manager, Heroes Lounge

Josh Janney, Daily Press/Virginian Pilot

Dave Dober, ATAC

David Hause, Kiln Creek HOA

Chair Smith called the meeting to order at 8:00 a.m.

Approval of Minutes from June 20, 2024. Chair Smith asked if everyone had time to review and if there were any comments or edits to the Minutes. There were none. Dr. Price moved a motion and Mr. Lawson seconded the motion. Voice vote by roll call. **5-0. Minutes approved.**

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

The Chair stated that we will move forward with Committee Reports. She asked Mr. Joseph if the Committee met.

Committee Reports:

Finance & Audit Committee. Mr. Joseph stated that the Committee met on Tuesday and that since it is the end of the fiscal year, we are looking at year-end numbers. We ended the year with a 1.5-million-dollar loss which was under budget, Mr. Joseph complemented the staff for their diligence in keeping costs down. There was a write up and airline and FBO's came in under budget and car rentals and parking continues to be positive. Expense savings were in labor and marketing. We have not spent much since we do not have much to market at this point. We continue to suffer from higher utility bills and unanticipated expenses. We should have sufficient cash to get us through the fiscal year if there are low unanticipated costs. Passenger levels have bottomed out so we have no place left to go but up. American continues to have reliable results. Mr. Joseph added that the staff is in front of the audit schedule and will have the report to the City of Newport News by the deadline with cooperation from Cherry Bekaert. He added that we did have 1 inoperable plane that the owner came in and paid to date with a 3-month advance payment and is working on getting the plane operable. The staff is also having conversations regarding 2 other inoperable planes that are controlled by FBO's so we should applaud their efforts. Mr. Joseph asked for a quarterly Capital Report and contract status. Staff have been charged with a contract re-bid schedule.

The Chair asked if there were any questions about Finance. There were none. She stated that we did not have a Planning & Development Committee Meeting this month and asked if Facilities Committee met. They did not, however, Mr. Borden stated that he has some updates.

Planning & Development & Facilities Update. Mr. Borden stated that John Robinson has the Roof package. He added that he has a phone call with Mr. Robinson to talk about the 5K and FAA approval and ATP BIL submissions. Mr. Borden states that he also has meetings with Talbert & Bright as well as Ameribridge to discuss the Jetway replacement project. The Windows Pre-Con is tomorrow and Fabio is coming in to run that meeting. July 31 is the 139 Inspection

and Regional Safety Summit with the Tower. The staff has been working hard to make everything shine.

Executive Director Report: There are conferences coming up that would be good for us to attend. Aug 7 – 9 is the Regional VAB Conference near Dulles. Oct 22- 24 is the Take-Off Conference in Green Bay. Chair Smith asked questions of where and when the conferences are and if he would register for both.

Chair Smith asked what is next for the capital improvements. Mr. Borden replied, Windows bids are due Aug 1, we will go through the bids and come back with a suggestion. Then notify the awardee. The Jetbridge replacement, we have to build the technical specs, review it, and add the front end then in 60 days we can be ready to go to bid. The roof project will be put into BIL funding and he explained more funding options. The Chair asked for the BIL deadline. Mr. Borden replied July 31, 2024.

Old Business: The Chair sent the posting to the Commissioners with the job description for the Executive Director and she explained the process. ADK will only put forth qualified candidates, they are also reaching out to some people they have in their database that may be a good fit. The close date is August 11 and then we will receive qualified candidates.

New Business: Mr. Garner stated that he would like to make a statement; for the record. He added that he was part of the original group that met on Fridays regarding the Regional Study for air service as was Lindsey. We talked about where we are at the airport in order to gain some assistance from the region. This was before Cindy Rolfe left as Newport News City Manager. She was the one who advocated for the region to get involved with the issue and to find direction for this airport and to grow. Once Cindy was no longer the City Manager; the Study started to come in and it went in a different direction than where it began. I do not disagree with diversity in revenue, we have everything it takes so diversification is what we need but we also need to keep us going with air service. We are sitting and waiting for commercial airlines and once they see it, we can re-establish a flourishing commercial market. The part that bothers me is the study, there are two firms that did it. The Dan Wolf side, I fully support but the Swellbar part, I have an issue with this as I feel it is a conflict of interest. Every week, I was meeting with Mark Perryman from Norfolk Airport we talked about a joint management agreement and he told me that Mr. Swellbar provided him with the financial information and to me that is a conflict of interest. The financial aspect of the report may be correct but it may not. There are a lot of major improvements that are happening but no-one is talking about it. We do not speak on the positives and we have the best team we have had to this point to make it happen.

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. Dr. Price moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 approved.**

The closed session began at 8:18 a.m.

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

The open session began at 8:44 a.m. Chair Smith asked if there was anything for the good of the order. There were no comments.

Move operating Funds to Towne Bank. There was an issue brought up regarding the PAC operating account funds being moved to Towne Bank in order to ease their concerns about our financial status and current news reporting on the Regional Study. Counsel agreed that a vote could be made with contingencies that it will be approved if it follows the VPPA and PAC policies and procedures. Mr. Garner made the motion to move operating funds to Towne Bank. Dr. Price seconded the motion. Voice vote by roll call. 4-0-1 Abstained due to a conflict of being on the Towne Bank Board of Directors (Mr. Lawson). **4-0-1. Approved with contingencies.**

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

Chair Smith adjourned the meeting at 8:45 a.m.

Next Meeting Date: Aug 15th at 8 a.m.

FINANCIALS

Peninsula Airport Commission

Operating Income Statement results analysis

July 2024

Revenue:

Airline Fees Revenue is in line with budget. The number of commercial flights and passenger counts were both very close to the budget estimate.

Rental cars, parking lot and restaurant revenues follow the airline passenger counts. These revenue areas are above the projection on a per passenger basis. These areas will be watched closely to see if the above projection experience is a seasonal variation or a positive upward trend.

Property rental revenues experienced some rare tenant transitions. Three hanger monthly rentals were vacant during July. One has since been rented and the others are being actively marketed. All other available rentals remain at very near to 100% occupancy.

Fixed Based Operator revenues are above budget for the month due to the collections of some past due concession fees (based on a percentage of revenue calculation). This monthly revenue is expected to return to monthly budget amounts later in the year.

Expenses:

The utilities expense usage and price components continue to be difficult to anticipate.

Repair and maintenance expenses experienced fluctuation due to unpredictable items. The under-budget amount for the month is viewed as natural timing. The total for the year will be monitored closely compared to expectations. Emergency repairs could result in unexpected expenses at any time.

Labor costs are similar to the monthly amounts for the last half of the prior year. The budget amount includes expected positions to be added during the current year.

Office & Administration includes annual payments for insurance. This unusual expense in one month is in line with the budgeted amount for the year.

Marketing and Advertising expenses include an annual subscription payment. This unusual expense in one month is in line with the budgeted amount for the year.

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

DESCRIPTION	JUL 2024 ACTUAL	JUL 2024 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
REVENUE								
Airline Fees	39,850	39,137	101.8%	39,850	39,137	101.8%	457,441	8.7%
Fixed Based Operators	60,773	51,172	118.8%	60,773	51,172	118.8%	604,451	10.1%
Property Rental	101,496	106,930	94.9%	101,496	106,930	94.9%	1,282,638	7.9%
Rental Cars	201,288	170,552	118.0%	201,288	170,552	118.0%	1,918,090	10.5%
Parking Lot	73,965	62,995	117.4%	73,965	62,995	117.4%	752,676	9.8%
Restaurant Income	28,370	26,225	108.2%	28,370	26,225	108.2%	294,665	9.6%
TOTAL REVENUE	505,742	457,011	110.7%	505,742	457,011	110.7%	5,309,961	9.5%
EXPENSES								
Labor and Benefits	277,716	303,039	91.6%	277,716	303,039	91.6%	4,596,473	6.0%
Marketing & Advertising	15,006	7,570	198.2%	15,006	7,570	198.2%	90,838	16.5%
Office & Administration	387,899	389,593	99.6%	387,899	389,593	99.6%	968,973	40.0%
Utilities	69,908	65,116	107.4%	69,908	65,116	107.4%	887,479	7.9%
Repairs & Maintenance	54,921	61,603	89.2%	54,921	61,603	89.2%	762,588	7.2%
Restaurant Expense	24,449	27,009	90.5%	24,449	27,009	90.5%	304,121	8.0%
Bond Debt	55,100	55,100	100.0%	55,100	55,100	100.0%	661,200	8.3%
TOTAL OPERATING EXPENDITURES	884,999	909,030	97.4%	884,999	909,030	97.4%	8,271,672	10.7%
NET INCOME	(379,257)	(452,019)	83.9%	(379,257)	(452,019)	83.9%	(2,961,711)	12.8%
OTHER ITEMS								
Trailer Park	-	-		-	-		-	
Expense Subsidy	-	-		-	-		-	
Sale of Land/Fixed Assets	340	-		340	-		-	
NET AFTER OTHER	(378,917)	(452,019)		(378,917)	(452,019)		(2,961,711)	

BALANCE SHEET

	<u>Total</u>
Cash - Unrestricted	2,731,598
Cash - Restricted	14,540,716
Other Current Assets	829,430
Fixed Assets (Net of Depreciation)	71,481,729
TOTAL ASSETS	89,583,473
Current Liabilities	1,354,487
Long Term Notes Payable - Restricted	-
Long Term Notes Payable - Unrestricted	4,850,957
OPEB	5,884,821
TOTAL LIABILITIES	12,090,265
Net Capital Beginning	50,691,023
Capital Contributions	27,181,102
YTD Earnings Current Year	(378,917)
TOTAL LIABILITIES AND CAPITAL	89,583,473

AIR SERVICE REPORT

Monthly Air Service Report Summary July 2024

- Load factors:
 - 87% for American
 - 0 No Charters/Diversions
 - 87% Overall
- 2171 Flight Ops (landings & take-offs)

<u>FY25 Actual PAX</u> <u>(7/1/24 - 6/30/24)</u>	<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>
Jul: 13,079	Jul: 13,283	Jul: 15,044
Aug:	Aug: 13,558	Aug: 14,280
Sep:	Sep: 14,153	Sep: 12,372
Oct:	Oct: 11,343	Oct: 13,649
Nov:	Nov: 11,864	Nov: 14,626
Dec:	Dec: 10,608	Dec: 14,860
Jan:	Jan: 11,668	Jan: 9,029
Feb:	Feb: 8,459	Feb: 10,879
Mar:	Mar: 8,847	Mar: 13,322
Apr:	Apr: 10,442	Apr: 11,596
May:	May: 10,797	May: 8,480
Jun:	Jun: 12,057	Jun: 12,623
Total: 13,079 PAX	Total: 137,059 PAX	Total: 150,760 PAX

EXHIBIT(S)