

Peninsula Airport Commission Board of Commissioners Meeting Packet

Lindsey Carney Smith, Chair
John Borden, Acting Executive Director

Tuesday, November 26, 2024

9:30 a.m.

Newport News Williamsburg International Airport

Commission Room

900 Bland Blvd.

Newport News, VA 23606

AGENDAS

PENINSULA AIRPORT COMMISSION

REGULAR MEETING AGENDA

Date: November 26, 2024

Time: 9:30am

Location: Newport News / Williamsburg International Airport

Commission Room

900 Bland Blvd

Newport News, VA 23602

- 1) Call to Order
- 2) Approval of Minutes from October 17, 2024
- 3) Read Instructions for Public Comment
- 4) Public Comment
- 5) 2024 5K Charitable Partner Check Presentation to Peninsula Pastoral Counseling Center
- 6) Committee Reports
 - a) Finance & Audit Committee
 - b) Planning & Development Committee
 - c) Facilities Committee
- 7) Executive Director Report
 - a) Windows Project Update from Fabio Bendena, Passero & Associates
- 8) Old Business
- 9) New Business
- 10) 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
- 11) Adjournment

MINUTES

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

October 17, 2024

Commissioners in Attendance:

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary John Lawson

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

Staff Members in Attendance:

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Director of Finance, Mark Adams

Public Officials Present:

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

Counsel:

L. Scott Seymour

Public Attendees:

Josh Janney, Daily Press/Virginian Pilot

Dave Dober, ATAC

David Hause, Kiln Creek HOA

Chris Morello, Department of Development, City of Newport News

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

Approval of Minutes from August 15, 2024. Chair Smith asked if everyone had time to review and if there were any comments or edits to the Minutes. There were none. Dr. Price moved a motion and Mr. Garner seconded the motion. Voice vote by roll call. **5-0. Minutes approved.**

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

Committee Reports:

Finance & Audit Committee. Mr. Joseph stated that the financial results are positive due to Federal payments for the closed-out, Taxiway A project. He added that we cannot look to have this in upcoming months.

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

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

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

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

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

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

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

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

Old Business. There was none.

New Business: There was none.

Closed Session: Chair Smith asked Mr. Seymour to read closed session statements for §2.2-3711(A)(1): Personnel, §2.2-3711(A)(3) Acquisition & disposition of real property, and §2.2-3711(A)(5): Prospective Business. Chair Smith asked for a motion. Mr. Garner moved the motion. Price seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:07a.m.**

Chair Smith asked Mr. Seymour for open certification. Mr. Seymour read the required certification statement. Mr. Garner moved a motion; Dr. Price seconded the motion. Roll call by voice vote. **5-0. Open session began at 8:50a.m.**

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

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

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

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

FINANCIALS

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

DESCRIPTION	OCT 2024 ACTUAL	OCT 2024 BUDGET		YTD ACTUAL	YTD BUDGET		ANNUAL BUDGET	
REVENUE								
Airline Fees	42,345	37,882	111.8%	168,270	153,859	109.4%	457,441	36.8%
Fixed Based Operators	62,183	50,182	123.9%	246,264	202,567	121.6%	604,451	40.7%
Property Rental	95,431	106,879	89.3%	385,107	427,611	90.1%	1,282,638	30.0%
Rental Cars	155,507	157,320	98.8%	751,919	653,854	115.0%	1,918,090	39.2%
Parking Lot	70,726	62,659	112.9%	295,135	251,259	117.5%	752,676	39.2%
Restaurant Income	23,690	24,163	98.0%	93,916	100,481	93.5%	294,665	31.9%
TOTAL REVENUE	449,882	439,085	102.5%	1,940,611	1,789,631	108.4%	5,309,961	36.5%
EXPENSES								
Labor and Benefits	292,353	333,039	87.8%	1,177,003	1,302,156	90.4%	4,596,473	25.6%
Marketing & Advertising	12,055	12,929	93.2%	60,095	48,962	122.7%	90,838	66.2%
Office & Administration	65,048	65,337	99.6%	463,529	563,417	82.3%	968,973	47.8%
Utilities	60,373	65,116	92.7%	272,937	260,464	104.8%	887,479	30.8%
Repairs & Maintenance	33,931	63,024	53.8%	149,795	258,091	58.0%	762,588	19.6%
Restaurant Expense	26,015	24,938	104.3%	96,597	103,598	93.2%	304,121	31.8%
Bond Debt	55,100	55,100	100.0%	220,401	220,400	100.0%	661,200	33.3%
TOTAL OPERATING EXPENDITURES	544,875	619,483	88.0%	2,440,357	2,757,088	88.5%	8,271,672	29.5%
NET INCOME	(94,993)	(180,398)	52.7%	(499,746)	(967,457)	51.7%	(2,961,711)	16.9%
OTHER ITEMS								
Trailer Park	-	-		-	-		-	
Expense Subsidy	-	-		-	-		-	
Sale of Land/Fixed Assets	295	-		1,270	-		-	
NET AFTER OTHER	(94,698)	(180,398)		(498,476)	(967,457)		(2,961,711)	

BALANCE SHEET

	Change Current mo	Prior mo	Change Current YTD	PY End	YTD End
Cash - Unrestricted	(290,602)	2,784,562	(482,072)	2,976,032	2,493,960
Cash - Restricted	12,562	14,583,150	108,337	14,487,375	14,595,712
Accounts Receivable	(21,965)	224,587	(54,994)	257,616	202,622
Other Current Assets	(1,170)	754,297	(227,106)	980,233	753,127
Fixed Assets (Net of Depreciation)	92,215	64,756,726	92,484	64,756,457	64,848,941
TOTAL ASSETS	(208,960)	83,103,322	(563,351)	83,457,713	82,894,362
Current Liabilities	(133,164)	1,481,395	(168,430)	1,516,661	1,348,232
Long Term Notes Payable - Restricted	-	-	-	-	-
Long Term Notes Payable - Unrestricted	-	4,255,649	-	4,255,649	4,255,649
OPEB	-	5,548,408	-	5,548,408	5,548,408
TOTAL LIABILITIES	(133,164)	11,285,452	(168,430)	11,320,718	11,152,289
Net Capital Beginning	-	72,136,995	-	68,827,056	72,136,995
Capital Contributions	18,902	84,653	103,555	3,309,939	103,555
YTD Earnings Current Year	(94,698)	(403,778)	(498,476)	-	(498,476)
TOTAL LIABILITIES AND CAPITAL	(208,960)	83,103,322	(563,351)	83,457,713	82,894,363

AIR SERVICE REPORT

Monthly Air Service Report Summary October 2024

- Load factors:
 - o 81% for American
 - o 83% for Charters/Diversions
 - o 82% Overall
- 5274 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: 14,420	Aug: 13,558	Aug: 14,280
Sep: 11,676	Sep: 14,153	Sep: 12,372
Oct: 13,759	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: 52,934 PAX	Total: 137,059 PAX	Total: 150,760 PAX

RESOLUTION(S)