

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

January 16, 2024

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Assistant Secretary, John Lawson (virtual)

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

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

Interim Executive Director, John Borden

Office Manager, Barbara Rumsey

Chief Financial Officer, Mark Adams

Architect, Fabio Bendena, Passero & Associates

### **Public Officials Present:**

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

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

David Hause, Kiln Creek HOA

**Chair Smith called the meeting to order at 8:00 a.m.** She began by thanking everyone in attendance, announcing that Mr. Lawson was unable to attend in person due to business travel and is attending virtually, all voted yes. She then moved on to the last meeting’s minutes.

**Approval of Minutes from November 26, 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.** Cherry Bekaert and Anothy Walsh, the senior manager presented the audit, spoke on weaknesses and segregation of duties. No findings for ALP and PFC. Chair Smith stated the PFC review in not validation of the R&C policy. Mr. Joseph thanked the staff and was pleased to hear how smoothly the audit went. Mr. Joseph moved a motion and Mr. Garner seconded the motion to accept the audit. Voice vote by roll call. **5-0 Audit approved.**

**Planning & Development Committee.** Chair Smith met with consultants to re-engage with the Master Plan. Discussed the scope of duties with Passero and Talbert and Bright. Forecasting was done but put on hold and needs additional forecasting for the air commerce park. The Master Plan will have alternative uses for land and property. DOAV has been supportive. John Borden stated that Breeden is big on justification. Mr. Joseph stated the secret is flexibility and Ms. Smith agreed, mentioning that we will have alternatives. Mr. Joseph felt the 2<sup>nd</sup> runway should be protected and Ms. Smith replied that they are. Mr. Joseph mentioned that the existing projections are 390 at current and Ms. Smith replied, stating that it was made clear to Lisa on the projections to be specific to diversification. Dr. Price asked if we were still decoupling, and Ms. Smith answered that it needs to be addressed. Dr. Price asked about a timeline and Ms. Smith replied that the expedited review is to be expected by the end of the year.

### **Facilities Committee.**

**Windows Project.** Fabio stated that all the glass is on site, however missing gaskets and should be in by next week. Installation should begin next week, depending on the weather. Old windows will be taken out and new windows will be placed within one day. Repainting and brick repair on hold due to the weather. John Borden expects 90% completion in January.

**Jetbridge Replacement Project.** Bids in February.

**Roof.** Mr. Joseph said estimates for the roof are about \$800k.

Snow and ice event in Charlotte last Friday and Saturday. Lost three flights.

Jump Start in June in Indianapolis.

**Executive Director Report:** Mr. Borden gave kudos to the staff. Brought up a 5k for 2025. Dr. Price mentioned considering partnering with One City and getting dates to commissioners.

**Old Business.** There was none.

**New Business:** Ms. Smith brought up the Senate bill – ATAC public aircraft. Senator Locke patroned the bill. She and Greg Campbell went to ATAC, ATAC plan for expansion. Mr. Joseph asked if there were any conversations with Ft. Eustis and what their needs may be. Ft Eustis has limitations on their airfield. Bo will follow up.

**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. Mr. Joseph seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:44 a.m.**

Chair Smith asked Mr. Seymour for open certification. Mr. Seymour read the required certification statement. Mr. Lawson moved a motion; Dr. Price seconded the motion. Roll call by voice vote. **5-0. The open session began at 9:20 a.m.**

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

**Chair Smith adjourned the meeting at 9:21 a.m.**

**Next Meeting Date:** February 20, 2025