

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

May 15, 2025

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

Chief Financial Officer, Mark Adams

Executive Assistant, Jenna Coyle

Public Officials Present:

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

Phillip Jones, Mayor, City of Newport News

Counsel:

Benjamin Wills

Public Attendees:

David Hause, Kiln Creek HOA

Chris Morello, Assistant Director, Department of Development

Dave Dober, ATAC

Brent Hall, WAVY 10 Reporter

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

Approval of Minutes from May 15, 2025. Chair Smith asked if everyone had time to review and if there were any comments or edits to the Minutes. There were none. Mr. Lawson moved a motion and Dr. Price 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 started out by saying that the budget in the packet has been revised due to the roof bid and identified repair and maintenance issues. Revenue is up, but the bottom line is that the budget is the same as last year. Mr. Adams added that there were also some vacant positions that had been filled as well. Mr. Joseph added that the Capital Budget is included as well. It was also mentioned that the budget could be approved now or wait until June. Chair Smith asked if anyone has questions for Mr. Joseph. Chair Smith asked if the numbers presented in the budget were firm and Mr. Borden confirmed. Chair Smith asked if anyone had any strong feelings about acting now to approve the budget or waiting until June. There were no objections. Mayor Jones stated that the city budget passed last night. Chair Smith asked Mayor Jones if there was anything he'd like to add. Mayor Jones replied that they passed the budget and CIP on Tuesday. Chair Smith asked if they were friendly to the Peninsula Airport Commission, he said they were very generous. Mr. Joseph moved the motion and Chair Smith seconded the motion. Voice vote by roll call. **5-0 Budget approved.** Chair Smith thanked Mr. Adams, Mr. Joseph, and Dr. Price for their work on the budget. She also thanked Mayor Jones for advancing their cause to the city council. Mr. Joseph added a final comment about lines of communication and coordinating how city funding would work and directed Mr. Borden and Mr. Adams to stay in contact with Mr. Clayton.

Planning & Development Committee. Chair Smith asked Mr. Garner if he had anything to start with. She went to update on the MasterPlan, they continue to meet every other week. Right now, the inventory of existing conditions has been completed in draft form. Last week, the forecast for the Aeronautical demand was completed in draft form. It has two components. It is forecasting commercial aviation as well as general aviation. The commercial aviation takes into account catchment trends, aviation history at PHF, socioeconomic indicators in the region, then projects demand forecasts and airport enplanement forecasts. The General Aviation component looks at the number of aircraft based here. In general aviation there are 137 based operators out of PHF

and 45, 594 GA operations, which is slightly down from where it's been. For GA, a few different forecasting models are taken into consideration and decide which model is going to be most realistic. There are two different FAA forecasts, socioeconomic forecast and a market share forecast. The consultants decided that the market share forecast is the fairest and that chapter has been drafted. Once these two, the existing conditions and the forecasting chapters have been approved by the MasterPlan committee, it will go to the FAA in draft form for comment. Once approved by the FAA, they will work on the environmental, as well as the facilities chapter and the alternatives chapter. The facilities chapter looks at hangars facilities and what the needs are going to be based on the forecasting provided. The environmental chapter is going to look to undeveloped areas. At the recommendation of the Department of Aviation, our consultants have been instructed that Air Commerce Park West needs to show that it's going to be almost all impervious cover in the environmental chapter because we hope to develop it into some other facility while the east side will stay the same as the GA. The alternatives will give the FAA ideas on future alternative use, anything that we can add that we don't currently have. After those three chapters are approved they will then move onto the airport layout plan. Mr. Borden asked Chair Smith on behalf of Mr. Breeden if the working paper one was going to be ready by May 19th. Chair Smith confirmed that was the plan.

Facilities Committee.

Windows Project. Mr. Borden said the windows project is going well, about 90% complete now. Chair Smith asked if there were any issues with the windows when the storm came through and Mr. Borden replied no, everything was fine.

Jetbridge Replacement Project. Quote for Jetbridge came in at \$1.8 million, which is higher than expected. Mr. Borden asked for 60/40 funding in the amended EURP.

GA Ramp and Taxiway D. The package went out for the GA Ramp and Taxiway D. There is a prebid meeting May 19th.

Roof. All references have been verified with the roof bidders. Staff recommends Alonzo. Mr. Lawson asked what the warranty was and Mr. Borden replied it's a 20 year warranty. Chair Smith asked for a copy of the proposal. Mr. Borden asked if the contract could be awarded today.

Chair Smith asked if there was a motion. Mr. Garner moved the motion and Mr. Lawson seconded the motion. Voice vote by roll call. **5-0 Alonzo approved.**

Executive Director Report: Mr. Borden stated he has a meeting with American Airlines to discuss diversions. American Airlines will be bringing larger equipment to accommodate potential diversions. Mr. Borden confirmed he had 6 out of 10 airline meetings for the Jump Start event in June in Indianapolis. Mr. Borden asked Chair Smith if the June meeting could be moved to the following due to the Juneteenth holiday. Chair Smith asked for a motion. Mr. Garner moved the motion and Mr. Joseph seconded the motion. Voice vote by roll call. **5-0 June 26 meeting approved.**

Old Business. There was none.

New Business: There was none.

Closed Session: Chair Smith asked Mr. Whittles 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. Dr. Price seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:20 a.m.**

Chair Smith asked Mr. Whittles for open certification. Mr. Whittles 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 8:55 a.m.**

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

Chair Smith adjourned the meeting at 8:56 a.m.

Next Meeting Date: June 26, 2025 at 8:00 a.m.