

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

June 26, 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

Executive Assistant, Jenna Coyle

Director of Operations, Rob Gay

Fire Chief, Christian Torres

Chief Financial Officer, Mark Adams

Intern, Noah Harris

Public Officials Present:

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

Counsel:

L. Scott Seymour

Public Attendees:

David Hause, Kiln Creek HOA

Margaret Barnard, Newport News Resident

Daniel Barnard, Newport News Resident

Mr. Garner called the meeting to order at 8:00 a.m. He began by thanking everyone in

attendance and asked Chief Torres, the new Fire Chief, to introduce himself. Mr. Garner asked Mr. Seymour to verify the remote policy as Chair Smith was attending remotely due to personal travel. Mr. Seymour asked to move a motion, Dr. Price moved the motion and Mr. Garner seconded the motion. Voice by roll call. **5-0 Chair Smith remote attendance approved.** He then moved on to the last meeting's minutes.

Approval of Minutes from May 15, 2025. Mr. Garner 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. Mr. Garner 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 he and Dr. Price make up the finance committee and they met on Tuesday. He said they covered a lot in their regular Tuesday meeting and that Mr. Borden will mention some of it in his Executive Director report. Mr. Joseph mentioned that finance documents are in the board packets as well and that there was nothing out of the ordinary and we are below budget.

Planning & Development Committee. Chair Smith stated that the MasterPlan project continues to be under way. The P&D committee is still waiting for feedback from the FAA regarding chapters 1 and 2 as they were submitted in draft form. She mentioned that there is a new engineer and has requested a meeting with him, Passero, Talbert and Bright, Mr. Borden, and herself to engage in a new MasterPlan process. The new engineer is highly recommended by the Commonwealth Department of Aviation and is expected to have a seamless transition. The last MasterPlan meeting focused on a draft of the airport layout plan to enhance Air Commerce Park West for future opportunities. The current draft can accomplish the realignment and relocation of hangars, runways, and aprons. The Department of Aviation is very happy with progress. There is some additional work that must go into the airport layout plan and that will be forthcoming in the next meeting.

Facilities Committee. Nothing significant to report

Windows Project. Mr. Borden stated that the project is 98% done, the team is working on finishing touches and caulking.

Executive Director Report: Mr. Borden stated there are three resolutions for construction projects, two of which are timely and requested for approval today so the paperwork can be returned to the FAA as soon as possible. One is the Taxiway Delta phase one construction resolution with a total project cost of approximately \$10+ million, AIP funding is approximately \$9+ million and state funding is approximately \$500k+, which is a 95/5 split that FAA has approved. The second is the GA Apron, costing approximately \$5+ million, AIP funding approximately \$4+ million and the state providing \$260k+, requiring no local funding. These two being vital to approve for timing purposes. The third resolution is for the JetBridge. The quote with consultation fees came in at approximately \$2+ million. Mr. Borden contacted Mr. Mike Swain at the DOAV to request additional funding to cover the difference. It was voted on and approved at their last meeting. Approximately \$1.2+ million is PFC funds and \$800k+ is state funds. Mr. Joseph mentioned that some of these funds have an expiration date and have a deadline and Mr. Borden confirmed. Mr. Lawson asked if they needed to be voted on individually and Mr. Borden said yes.

Mr. Garner asked for a motion for Taxiway Delta resolution. Dr. Price moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 Taxiway Delta resolution approved.**

Mr. Garner asked for a motion for the GA Apron resolution. Mr. Lawson moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **5-0 GA Apron resolution approved.**

Mr. Garner asked for a motion for the JetBridge resolution. Dr. Price moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 JetBridge resolution approved.**

Mr. Joseph asked what the total was spent. Mr. Borden responded that the AIP total funding is over \$14 million and roughly \$760k from state funding.

Mr. Garner asked if there was anything else. Mr. Borden stated that currently the GA area is experiencing some shuffling and turnover. He also mentioned that Steve Sterling told him that, Signature FBO at Norfolk is building box hangars, moving away from T-hangars, which has the

potential for people asking for hangar space here. There is a meeting next week to discuss this and expects it won't be long before we are back at 100%.

Old Business. There was none.

New Business: There was none.

Closed Session: Mr. Garner 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. Mr. Garner asked for a motion. Dr. Price moved the motion. Mr. Joseph seconded the motion. Roll call by voice vote. **5-0 approved. The PAC went into closed session at 8:12am.**

Mr. Garner 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. Open session began at 8:41 a.m.**

Mr. Garner asked if there was anything else for the good of the order.

Mr. Garner adjourned the meeting at 8:42 a.m.

Next Meeting Date: July 17, 2025, at 8:00 a.m.