

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

July 17, 2025

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith

Vice Chair, Thomas Garner

Treasurer, James “Jay” Joseph

Assistant Treasurer, McKinley Price, DDS

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

Interim Executive Director, John Borden

Office Manager, Barbara Harris

Executive Assistant, Jenna Coyle

Director of Operations, Rob Gay

Chief Financial Officer, Mark Adams

### **Public Officials Present:**

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

Chris Morello, Assistant Director, Department of Development

Alan Archer, City Manager, City of Newport News

Kim Bracy, Media Relations, Communications Department

### **Counsel:**

L. Scott Seymour

### **Public Attendees:**

David Hause, Kiln Creek HOA

Dave Dober, ATAC

**Chair Smith called the meeting to order at 8:00 a.m.** She began by thanking everyone in attendance. She asked for a motion to amend the agenda because Mr. Lawson is unable to attend, recommend moving the FOIA/COIA training to next month and move item #9 New Business to

closed session. Dr. Price moved the motion. Mr. Joseph seconded the motion. Roll call by voice vote. **4-0 Amend the agenda approved.** She then moved on to the last meeting's minutes.

**Approval of Minutes from June 26, 2025.** Chair Smith asked if everyone had time to review and if there were any comments or edits to the Minutes. Mr. Seymour asked to amend the minutes to add that Chair Smith's remote participation at the last meeting was for personal travel. Dr. Price moved a motion and Mr. Garner seconded the motion. Voice vote by roll call. **4-0. Minutes approved.**

**Public Comment.** Chair Smith asked if there was anyone who signed up for Public Comment and Mrs. Harris replied that there was none.

### **Committee Reports:**

**Finance & Audit Committee.** Mr. Joseph stated that the committee did not meet. Chair Smith asked everyone to review the proposed Rates and Charges and prepare to discuss and make recommendations on it at the next meeting.

**Planning & Development Committee.** Chair Smith stated that the MasterPlan project continues to be under way. They are making a lot of progress and good momentum. They've been assigned a new director at the FAA office, Chad Carper. Chad has worked with PHF prior to his last assignment which was DC airports. He is very familiar with PHF, the assets and the operation. There was an introductory meeting last week with Chair Smith, Mr. Borden, Passero, and Talbert and Bright and Chad. Chad understands where the airport is at this moment and understands the vision of the Commission and the city to take it all in approach to the future development of Air Commerce West and East and our commercial air service. He understands this MasterPlan is going to be a little different compared to what has been submitted in the past and that there are going to be a lot of alternatives to what the airport can look like in the future in terms of future use, as well as future layout. Chad reviewed our preliminary forecasts, and we do have a concurrence letter, which means the FAA has approved those forecasts. Now that the forecasts have been approved, we can start to nail the Airport Layout Plan (ALP) going forward. There have been initial conversations about relocating assets on the airport to different areas to take advantage of future opportunities, expect an update about that next week. Chair Smith also mentioned that Chad is aware of our expiration date on the need to spend the money that been

allocated and approved and is committed to keeping us on track so that the money can still be available to the airport.

### **Facilities Committee.**

Windows Project. Mr. Borden stated that the project is 99.7% done, the team is working on finishing touches. Their retainage is being held until all repairs are completed. Expecting one final inspection in August.

Jetbridge. The final documents for the contract have been signed. There is a preconstruction meeting in about three weeks.

Roof. Working on the final documents and the process is moving along.

**Executive Director Report:** Mr. Borden stated that Senator Warner and Senator Kaine announced the first wave of FAA funding for the airport. Six million has been awarded to the airport for Taxiway D and the GA ramp. Still waiting on the ILLG funding to be announced, totaling approximately 14 million from the FAA.

**Old Business.** Chair Smith asked if there was any old business to discuss. Mr. Garner asked what the purpose of the orange barricades is. Mr. Borden replied that they were placed there to mitigate the speeding, slow people down. It is a temporary plan for now, looking for a more appealing and permanent solution. Mr. Scott had two items for Planning and Development, asked if the Ridgeway easement and the K9 facility purchase agreement was taken up to the city. Chair Smith replied that it was not, but it will be next month. Mr. Joseph asked Mr. Adams if communication had started with the auditor yet. Mr. Adams replied that there is an arrangement letter with the auditor, but there is no scheduled date yet. Mr. Joseph wants to make sure we did the same thing that's been done in the past. Mr. Joseph asked if there was anything left to do on the Costco deal. Mr. Scott replied that the Costco deal is done and there is nothing further on our end to do. Mr. Joseph asked if the gas approval was still pending or if it had been completed. Chair Smith stated it was done.

**New Business:** Chair Smith stated that there are two items for new business. The first is the electronic participation policy. It has to be done every year and it does not deviate from the past, it is just extending it for the next fiscal year. Chair Smith asked for a motion. Mr. Garner moved the motion. Dr. Price seconded the motion. Roll call by voice vote. **4-0 Remote Participation Policy approved.** The second item for new business is to elect new officers. Chair Smith asked for a motion. Mr. Garner moved a motion to keep the officers as they stand. Dr. Price seconded the motion. Roll call by voice vote. **4-0 Officers remain as previously elected approved.**

**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. Dr. Price seconded the motion. Roll call by voice vote. **4-0 approved. The PAC went into closed session at 8:13am.**

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. **4-0. Open session began at 9:05 a.m.**

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

**Chair Smith adjourned the meeting at 9:20 a.m.**

**Next Meeting Date:** August 21, 2025, at 8:00 a.m.