

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

August 21, 2025 – Regular Meeting

Commissioners in Attendance:

Chair, Lindsey Carney Smith
Treasurer, James “Jay” Joseph
Assistant Secretary, John Lawson
Assistant Treasurer, McKinley Price, DDS

Staff Members in Attendance:

Interim Executive Director, Chris Morello
Deputy 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:

Phillip Jones, Mayor, City of Newport News
Florence Kingston, Director of Development, City of Newport News
Kim Bracy, Media Relations, Communications Department

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. Chair Smith introduced the new Interim Executive Director, Mr. Chris Morello, chosen for his experience. She also thanked Mr. John Borden for his hard work and dedication over the last 3 years filling in as the Acting Executive Director and extended thanks to Ms. Harris as well for all she has done.

Approval of Minutes from July 17, 2025. Chair Smith asked if there were any comments or edits to the Minutes. Mr. Lawson made a motion to approve the minutes as presented and Dr. Price seconded the motion. The motion was approved by voice vote by roll call, **4-0**.

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

Committee Reports:

Finance & Audit Committee. Mr. Joseph stated that the committee met, and it covered many topics because it was Mr. Morello's first meeting. Mr. Joseph stated that revenue is down because Charlotte cut 50 flights a day which impacted the airport by removing 1 flight per day. Dr. Price added that the decline in flights impacts parking and rental car revenue as well.

Planning & Development Committee. Chair Smith stated that the Master Plan updates continues, and the first two chapters have been approved for inclusion into the final product. The facilities chapter has been drafted and will include potential future and potential future Advanced Air Mobility uses. FAA is pleased with the progress that has been made so far. Mr. Joseph asked to receive copies of the approved chapters and Chair Smith stated they would be forwarded to Commissioners.

Facilities Committee.

Windows Project. Mr. Borden stated that the project is complete.

Jetbridge. The final documents for the contract have been signed, and a preconstruction meeting has been scheduled.

Terminal Roof Replacement. Mr. Borden reported that the first meeting has gone well. Mr. Joseph asked if the canopy was included as part of the roof. Mr. Borden said it is not.

Taxiway D/GA Ramp. Mr. Borden reported that the grant funds are forthcoming.

Executive Director Report: Mr. Morello expressed gratitude for extremely warm welcome he has received since being selected as the Interim Executive Director. He stated that he is impressed with the airport employees' dedication to safety and customer service. He reported that he attended the DOAV conference in Roanoke as well as the Runway Safety Action Team (RSAT) meeting led by the Air Traffic Control Tower (ATCT) personnel and airport Operations and had learned important information from these events. He reported that the airport team is preparing for the Part 139 safety inspection being conducted on September 8th which will include 3 days of inspections conducted by the FAA; and that Operations is planning the Table Top exercise to be held in October which leads to the exercise. Chair Smith asked for an update on the DOAV grant related to brownfields. Mr. Morello replied that they hope to be finished with it by the second week in September. Mr. Morello mentioned that the garage is currently closed until new camera and kiosk updates, followed by inspections. Mrs. Harris said the company completing the work will be conducting inspections in about two weeks.

Site Readiness: Chair Smith introduced Florence Kingston, the Director of Development for the City of Newport News. Ms. Kingston provided a presentation on the current status of site readiness at the airport, including an overview of ongoing preparations, infrastructure needs, and anticipated timelines for completion. Commissioners were informed of key milestones and potential challenges affecting project progress. Mr. Morello provided a portion of the presentation, concentrating on maximization of site development. The full presentation is attached as Exhibit A.

Partnership Reports: Chair Smith stated that the city has agreed to assist with capital and operational expenses in the amount of \$4 million during FY 26. She asked Commissioners to stay tuned for more upcoming press releases and other information highlighting PHF and emphasizing development, sustainability, and growth. Mayor Jones added that the messages already released are being positively received by the public and the Greater Peninsula. Chair Smith stated that there are to be agreements between PAC and the City related to indemnification in connection with our shared employee, Mr. Morello, and understandings between PAC and the City with respect to shared objectives and milestones.

Old Business. Mr. Seymour stated that the ridgeway easement is ready to be finalized.

New Business: Chair Smith asked to amend the agenda and reschedule the FOIA/COIA training to a later date. Dr. Price made a motion to amend the agenda as requested and Mr. Lawson seconded the motion. The motion was approved by roll call vote, **4-0**. Next, Mr. Seymour presented for the Commissioners approval and acceptance an FAA AIP grant agreement in the amount of \$6, 939, 196. Mr. Lawson made a motion to approve and accept the grant, and Dr. Price seconded the motion. The motion was approved by roll call vote, **4-0**.

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.

Dr. Price made a motion to begin Closed Session and Mr. Lawson seconded the motion. The motion was approved by roll call vote, **4-0**. **The PAC went into Closed Session at 8:52am.**

Chair Smith asked Mr. Seymour for open certification. Mr. Seymour read the required certification statement. Dr. Price made a motion to begin Open Session and Mr. Joseph seconded the motion. The motion was approved by roll call vote, **4-0**. **The PAC returned to Open Session at 9:35 a.m.**

Chair Smith asked if there was any other business for the good of the order.

Chair Smith adjourned the meeting at 9:36 a.m.

Next Regular Meeting Date: September 18, 2025, at 8:00 a.m.