

# Peninsula Airport Commission

## Board of Commissioners Meeting Minutes

September 18, 2025 – Regular Meeting

### **Commissioners in Attendance:**

Chair, Lindsey Carney Smith  
Vice Chair, Thomas Garner  
Treasurer, James “Jay” Joseph  
Assistant Secretary, John Lawson

### **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:**

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

### **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. Chair Smith reported that Dr. Price is not in attendance today due to personal travel.

**Approval of Minutes from August 21, 2025:** Chair Smith asked if there were any comments or edits to the Minutes or Agenda. Chair Smith asked to amend the agenda to remove the FOIA/COIA training. Mr. Garner made a motion to remove the item, which was seconded by Mr. Lawson and the motion was approved via voice vote roll call, **4-0**. Mr. Joseph asked to amend the minutes by removing from the Finance and Audit Committee Report the phrase, “Mr. Joseph stated revenue is down because Charlotte cut 50 flights a day”. Mr. Joseph made a motion to approve the minutes as corrected and Mr. Lawson seconded the motion. The motion was approved via voice vote 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 did not meet due to Dr. Price being on personal travel. He stated that he did sit with staff and discussed items to help update Mr. Morello. One of the items discussed was the City of Newport News aircraft personal property tax assessment methodology and the millage rates as may be compared to other localities. Mr. Lawson added that we are more likely to get more GA from Norfolk due to expansion of its runway creating delays on leases, and that other factors at competing airports should be understood to aid in being competitive for GA growth.

## **Planning & Development Committee:**

**Facilities Committee.** Mr. Morello thanked the Commission for attending the Special Meeting on September 11<sup>th</sup> to authorize execution of grant agreements so that they could be submitted on time. He then asked Mr. Borden to discuss the following projects:

**Jetbridge.** Met with Talbert & Bright to discuss the safety envelope around the construction area, gate access and badging.

**Terminal Roof Replacement.** Mr. Borden reported there have been several meetings with project supervisors; badging and permitting processes have started, and permits could take up to four weeks.

**Taxiway D/GA Ramp.** Mr. Borden stated that the contractors and Talbert and Bright are working with York County and Newport News to obtain permits. A preconstruction meeting is being planned for mid to late October; ramp rehabilitation will likely lag behind the taxiway project by a month or two.

**Bathrooms.** Mr. Borden reported that the bathrooms update project is in the design phase. Chair Smith asked for clarification on the bathroom phases to ensure there will be operational bathrooms during construction. Mr. Borden stated the women's bathroom will be done in two phases, with the first phase creating separate men's and women's restrooms allowing the men's bathroom to be remodeled and completed in one phase.

**Executive Director Report:** Mr. Morello began by congratulating the team on successfully completing the FAA Part 139 safety inspection, led by Mr. Gay, and he asked Mr. Gay to report on the inspection and results. Mr. Gay reported that three FAA inspectors looked at records from the last 24-month period, including our airfield driver training program, other Part 139 training, firefighter field training and basic emergency medical training. The inspectors also reviewed all airfield day/night time and special inspections records, NAVAIDS maintenance inspection records and fueling agent inspections. They also reviewed inspection procedures, ARFF vehicle response time and general airfield conditions. Over the 3 days of inspections, there were 15 items to be addressed and 5 were corrected during the inspection itself. None of the discrepancies impacted the safety of daily airfield operations. The remaining 10 items are on track to be rectified ahead of the established deadlines. Chair Smith thanked Mr. Gay for his report. Mr. Morello reported that he and Mr. Borden are attending the AUVSI Conference next week and have planned an exhibit showcasing the airport and land lease opportunities. There will be large

scale posters made from the City's EDGE Summit graphics, aligning our marketing with messaging developed for the EDGE Summit being held October 1<sup>st</sup> and 2<sup>nd</sup>. Mr. Morello stated that the parking garage site visit is being conducted and updates are being made so that it can reopen. He mentioned that the State of Region is October 10<sup>th</sup> and extended an invitation to the Commissioners a seat at the table the airport is sponsoring.

**Master Plan:** Mr. Morello stated that two sections have been completed, and narrative work continues on the facilities section. He reported that staff and the Chair are working with consultants to hone language on advanced air mobility in particular. Chair Smith stated they've recently spent a lot of time discussing vehicular accessibility and traffic flows through and around the airport, including extensive study into the potential realignment of Oriana Road. Chair Smith reported that other airports' Master Plans are being studied to learn how they have addressed cargo, advanced air mobility (regional and urban to include eVTOL), and advanced manufacturing and final assembly to review best practices those other airports have used, particularly with regard to capacity, location inter-relationship between those uses and current and future commercial air service. Chair Smith stated she will distribute the first two chapters to the commission via email, and that the other chapters remain on track with Mr. Gay and Mr. Borden participating in the meetings along with Mr. Denny from the DOAV. Mr. Joseph asked if Oriana Road realignment would enable extension of either runway. Chair Smith reported that only 7/25 would be extended because 2/20 may be partially decommissioned in coming years. Mr. Joseph asked if the current plan is to leave them both open for now and Chair Smith confirmed. Mr. Joseph asked what the purpose of relocating Oriana Road would be and Chair Smith stated Air Commerce Park North is currently separated from Air Commerce Park West by Oriana Road and that a mega project that would require acreage in Air Commerce Park North and Air Commerce Park West will likely require the acreage to be contiguous and not bifurcated by Oriana Road. Mr. Joseph asked if they have investigated challenges for extending runway 7/25 especially concerns with Dominion Power. Chair Smith stated that there are no challenges presented by Dominion Power, that they are involved with the process and support extension of the runway. Mr. Joseph asked if the plan included property acquisition. Chair Smith reported that there are an estimated six lots that are privately owned but contiguous to PAC property which may need to be considered for acquisition in the future.

**Partnership Reports:** Chair Smith stated that there are no partnership reports today.

**Old Business:** Chair Smith stated that there are three matters to discuss today for which action is needed beginning with approval of a Right of First Refusal for the 12725 Patrick Henry Dr., Newport News, VA which is being sold to the current tenant. Mr. Garner made a motion to waive the Right of First Refusal and Mr. Lawson seconded the motion. The motion was approved by roll call vote, **4-0**. Next, Chair Smith requested action on a resolution approving an Easement Purchase Agreement with the City of Newport News, located at 700 Bland Blvd., Newport News, VA to provide a small utility easement in connection with the K-9 facility. Mr. Lawson made a motion to approve the easement agreement and Mr. Garner seconded the motion. The motion was approved by roll call vote, **4-0**. Next, Chair Smith requested action on a Quit Claim Deed of Easement for Old Dominion Prop LLC. Mr. Joseph made a motion to approve the Quit

Claim Deed and Mr. Garner seconded the motion. The motion was approved by roll call vote, **4-0**.

Mr. Morello presented proposed changes to Rates and Charges to the Commission. He noted that all but one of the proposed changes have been presented previously, an additional proposed fee stemming from research with Vector, a firm with a product called Plane Pass, which can track, assess, bill, and collect landing fees from owners of itinerant GA aircraft greater than 12,499 lbs. gross weight. Mr. Lawson asked if it is a flat fee and Mr. Morello responded that it is based on weight, assessed at \$2.97 per 1,000 lbs. and Vector would receive a 14% commission, if the Commission opted to adopt this change and Vector was engaged to collect it. Chair Smith asked about the cost of the equipment to be installed. Mr. Adams responded that transponders and antennas would be provided at no cost and could be installed with assistance from our own personnel. Upon Mr. Garner's request, the Commission deferred further discussion to the next commission meeting so that staff could gather more information and do more research on the new landing fee.

**New Business:** Chair Smith stated that Delegate Shelly Simonds is chairing the Governor's Aerospace Advisory Council for this coming legislative year and a meeting has been scheduled for October 8<sup>th</sup>. Chair Smith stated that she will report back to the Commissioners if she and/or Mr. Morello are able to attend.

**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.

Mr. Lawson made a motion to enter into Closed Session and Mr. Garner seconded the motion. The motion was approved by roll call vote, **4-0, and the PAC entered Closed Session at 8:42am.**

Chair Smith asked Mr. Seymour to read the required certification statement to return to Open Session. Mr. Garner made a motion to return to Open Session and Mr. Joseph seconded the motion. The motion was approved by roll call vote, **4-0, and the PAC returned to Open Session at 9:23 a.m.**

Chair Smith requested consideration of an action authorizing lease of Hangar 28A. Mr. Garner made a motion to authorize staff to negotiate, execute, and deliver a lease for a new tenant in Hangar 28A, Coastal Seaplanes/Sam Riggs, and Mr. Lawson seconded the motion. The motion was approved by roll call vote, **4-0**.

**Chair Smith adjourned the meeting at 9:25 a.m.**

**Next Regular Meeting Date:** October 16, 2025, at 8:00 a.m.