

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

October 16, 2025 – Regular Meeting

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, Chris Morello
Deputy Executive Director, John Borden
Office Manager, Barbara Harris
Executive Assistant, Jenna Coyle
Chief Financial Officer, Mark Adams
Architect, Fabio Bendena

Public Officials Present:

Ralph “Bo” Clayton, Deputy City Manager, City of Newport News
Kim Bracy, Communications Manager, City of Newport News
Jim Brigham, Chief of Staff – Office of the Mayor

Counsel:

L. Scott Seymour

Public Attendees:

David Hause, Kiln Creek HOA
Dave Dober, ATAC
Mark Lee, Atlantic

Chair Smith called the meeting to order at 8:00 a.m. She began by thanking everyone in attendance. Chair Smith reported that Mr. Lawson is absent due to a business conflict.

Approval of Special Called Meeting Minutes from September 11, 2025: Chair Smith asked if there were any comments or edits to the Minutes. Dr. Price made a motion to approve the Minutes as presented and Mr. Garner seconded the motion. The motion was approved via voice vote roll call, **4-0**.

Approval of Minutes from September 18, 2025: Chair Smith asked if there were any comments or edits to the Minutes. Mr. Joseph made a motion to approve the Minutes as presented and Dr. Price 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 four items were discussed in the meeting held by the committee on October 14th. The committee discussed current financials and underperforming revenue due to flight losses to and from Charlotte; Personal Property Tax, Rates and Charges, and the potential Plane Pass contract. Mr. Morello asked to defer the adoption of the proposed Rates and Charges until next month's meeting to allow more time for research and to compile a comprehensive package of comparable airports rates and charges. Mr. Morello presented a chart comparing personal property tax rates for aircraft in different localities (Exhibit A) to the Commission, explaining that the airports highlighted in yellow are considered comparable to PHF in terms of support for GA aircraft with Newport News among the lower rates. Chair Smith asked if it was known how Newport News formulates their rates of the assessed value. Mr. Morello reported that he and Mr. Adams are in direct contact with the assessor's office to understand their formula along with other cities and counties' tax formulas, and will provide an update at the next meeting. Mr. Morello commented he is also working with the Commissioner of Revenue's office to try to derive aggregate tax collections as well. Dr. Price reported that at one time the City Council lowered the personal property tax rates for aircraft in hopes of attracting more tenants, but there wasn't enough information available at the time to determine if it had made a difference in revenue. Mr. Morello agreed that the impact hasn't been evaluated to his knowledge, but that hangar vacancy is low for space and hangars leased by PAC. Chair Smith stated that Norfolk is starting to phase out their T Hangars which is an important consideration for the Master Plan.

Planning & Development Committee.

Facilities Committee. Mr. Borden stated introduced Fabio Bendana to provide updates for the roof, bathrooms, and windows projects.

Windows. Mr. Bendana reported that the windows replacement project is complete.

Terminal Roof Replacement. Mr. Bendana stated that they are mobilizing next week, starting with brick cap work. The project is expected to start the second week of November with a completion date of February 23rd, weather permitting.

Taxiway D/GA Ramp. Mr. Borden stated that a pre-construction meeting for the GA Ramp rehabilitation project was held last week. The badging process has begun and Allen Meyers is expected to mobilize November 21st and begin work after Thanksgiving. Permits have been submitted through York County for Taxiway D and that batch plant delivery and set-up would commence in December so construction could begin in January.

Bathrooms. Mr. Bendana stated that design is underway for the terminal bathrooms. The complete package is due in December so that a bid solicitation and award can be completed in early January.

Chair Smith asked Mrs. Harris for an update on the parking garage. Mrs. Harris reported that the camera upgrade program is substantially complete with a deteriorated loop the only remaining issue to correct. Flash Parking is sending out a team to correct the issue, and currently, the loop has to be reset when it rains and then again when the rain stops. This item is expected to be corrected by the end of October or first part of November. Chair Smith asked if there was a warranty. Mrs. Harris stated that unfortunately we are outside of the warranty window, but quarterly inspections are scheduled and maintenance items will be handled sooner now.

Executive Director Report: Mr. Morello stated that Operations would be conducting a Table Top exercise next Wednesday, October 22nd, as a part of continued preparedness for incident and emergency management, and that our mutual aid partners from York County, Newport News, State Police, and local area hospitals have been invited to participate, among others. The full-scale exercise will be conducted at this time next year. Mr. Morello reported that he and other staff assisted a consultant with the DOAV to complete the Virginia Airport System Economic Impact Study. This is a Commonwealth-wide study aimed at assessing the individual and collective impacts of airports on both local communities and the Commonwealth. Mr. Morello reminded the Commission that Hampton's State of the City event will be held on December 3rd and extended an invitation for the Commission to attend at the sponsored table.

Master Plan: Mr. Morello stated that there is significant work underway on Chapter Four of the Master Plan which focuses on the passenger terminal and associated facilities, including a subsection regarding baggage, baggage handling and screening. He reported that a subcontractor of our consultant inspected the in- and outbound baggage facilities and systems to evaluate the remaining life and predict funding needs to continue upkeep of the current handling system. The next steps are to contact TSA and other airports' operations teams to establish passenger flow and peak times to determine recommended future upgrades and changes. One of the possible upgrades would be an inline passenger baggage handling system which is an automated network of conveyors, scanners, and other equipment to move checked luggage without manual handling. Chair Smith added the Master Plan process continues to be on track and on time for FAA approval in order to secure grants to fund current and future projects.

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

Old Business: Chair Smith stated the proposed Rates and Charges will be discussed at the next meeting. Mr. Seymour reported that the sale of the easement has been submitted to the FAA, but expressed uncertainty about what impact the government shutdown may have on the process. He added that he submitted the revised draft for the Ridgewood Parkway Easement to the title company and is expecting payment soon. Mr. Seymour stated that documents associated with the Right of First Refusal for the dental office approved at the October PAC meeting are with the buyer's counsel for review.

New Business: Mr. Morello reported that on August 23rd he was notified that the IT department was selected for a cyber security and technology services grant made possible by the Department of Homeland Security (DHS). He thanked Mrs. Harris for her work and diligence to secure the grant. Mr. Morello stated that DHS requires a 20% local match which would be met with 5% in-kind labor and services from airport IT administration and 15% in-kind labor and services from our 360IT partners. Mr. Joseph made a motion to accept and execute the IT Technology grant and Mr. Garner 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.

Mr. Garner made a motion to enter into Closed Session and Dr. Price seconded the motion. The motion was approved by roll call vote, **4-0, and the PAC entered Closed Session at 8:28am.**

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 Dr. Price seconded the motion. The motion was approved by roll call vote, **4-0, and the PAC returned to Open Session at 9:04 a.m.**

Chair Smith requested consideration of an action to approve an employment agreement with Mr. Morello to retain him as Executive Director. Mr. Garner made a motion and Dr. Price seconded the motion. The motion was approved by roll call vote, **4-0**.

Chair Smith adjourned the meeting at 9:05 a.m.

Next Regular Meeting Date: November 20, 2025, at 8:00 a.m.