

Peninsula Airport Commission Board of Commissioners Meeting Packet

Lindsey Carney Smith, Chair
John Borden, Acting Executive Director

Thursday, April 17, 2025

8:00 a.m.

Newport News Williamsburg International Airport

Commission Room

900 Bland Blvd.

Newport News, VA 23606

AGENDAS

PENINSULA AIRPORT COMMISSION

REGULAR MEETING AGENDA

Date: April 17, 2025

Time: 8am

Location: Newport News / Williamsburg International Airport

Commission Room

900 Bland Blvd

Newport News, VA 23602

- 1) Call to Order
- 2) Approval of Minutes from February 27, 2025
- 3) Read Instructions for Public Comment
- 4) Public Comment
- 5) Committee Reports
 - a) Finance & Audit Committee
 - b) Planning & Development Committee
 - c) Facilities Committee
- 6) Executive Director Report
- 7) Old Business
- 8) New Business
- 9) Closed Session §2.2-3711(A)(1): Personnel, §2.2-3711(A)(3): Acquisition & disposition of property, and §2.2-3711(A)(5): Prospective Business
- 10) Adjournment

MINUTES

Peninsula Airport Commission

Board of Commissioners Meeting Minutes

February 27, 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

Chief Financial Officer, Mark Adams

Executive Assistant, Jenna Coyle

Public Officials Present:

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

Phillip Jones, Mayor, City of Newport News

Counsel:

L. Scott Seymour

Public Attendees:

David Hause, Kiln Creek HOA

Chris Morello, Assistant Director, Department of Development

Chair Smith called the meeting to order at 8:00 a.m. She began by thanking everyone in attendance. She then moved on to the last meeting’s minutes.

Approval of Minutes from January 16, 2025. Chair Smith asked if everyone had time to review and if there were any comments or edits to the Minutes. There were none. Mr. Garner

moved a motion and Dr. Price seconded the motion. Voice vote by roll call. **5-0. Minutes approved.**

Public Comment. The Chair 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 the audit committee didn't meet. He opened for Mr. Mark Adams to present the budget. There is a projected loss of 2.6 million. Mentioned about the budget: American Airlines expects to maintain the same revenue; overdue fees are being collected from FBOs, that will appear as a loss on the budget; tenants are full and look to stay full; restaurant is taking a loss; and rental cars and parking lots are steady; labor and benefits are expected to increase upon hiring an Executive Director. Mr. Adams states that the current projected budget is based on full staff and full operations. Mr. Joseph added that some money is available from the state and federal partners. Mr. Borden added that there is an ACIP meeting on March 18th at 1pm. Chair Smith mentioned she and/or Mr. Garner will attend the meeting with Mr. Borden. She then asked for clarification if there is currently enough money to operate through June 30th and Mr. Adams said yes. Chair Smith asked when the RFP goes out for bids for the roof and Mr. Borden replied that it goes out tomorrow, February 28. Dr. Price asked for clarification that different funds available to cover the roof will only pay for a percentage of the square footage based on its use and Mr. Borden confirmed the information. Chair Smith thanked Mr. Adams and the Finance and Audit Committee for the budget presentation.

Planning & Development Committee. Chair Smith started off with the Master Plan, stating that the first two chapters have been drafted, and revisions are underway. The forecast is being updated and includes more than commercial air service use for the future. FAA and DOAV are both involved with the Master Plan as well as Talbert and Bright and Passero and Associates. Chair Smith asked Mr. Borden about the frequency issues with the tower. Mr. Borden said that the FAA has responded and antennas have been replaced and they are in good working order. It was emphasized the importance of maintaining and optimizing communications with the tower at all times. Chair Smith reiterated that the FAA has a standard form to document frequency issues. She moved on to the Virginia Business Grant. The grant was able to be secured to get the parcel to tier III status. Chris Morello believes the property qualifies for tier IV status, but this still helps with marketing of the property and increasing interest in development. Dr. Price asked Mr.

Morello if the boundaries on the East and West have a definitive impact, and Mr. Morello confirmed, stating that it takes away the mystery about where the wetlands are located, and the information is good for 5 years. Chair Smith added that this was important to determine development use in the future. She spoke about the tour of the land she took with Mr. Borden and the DOAV. They visited the Nike site, the abandoned buildings and water. The DOAV has special project funds available to assist with the improvement of these areas and it takes nothing away from the airport. Mr. Borden added that Scott Denny asked for funding for an abatement, estimates that the project will cost \$1 million and asked for pictures to help with the approval process. The project is broken into phases. Phase 1 is 80% covered by DOAV funds and the 20% remaining is other funds. The RFP for Architectural & Engineering Services is posted and waiting for qualifications.

Facilities Committee.

Windows Project. Mr. Borden said the windows project is going well.

Jetbridge Replacement Project. Final meeting on February 28 at 9am.

GA Ramp. Meeting with AIP for funds. Cutting the project into half and into 2 phases. The south side is phase 1 due to the uncertainties and phase 2 is the north side.

Roof. RFP goes out for bids February 28. Mr. Lawson asked for 20-year warranty on the roof to be included in the bid.

Jump Start in June in Indianapolis. Chair Smith mentioned she would like to attend as well.

Executive Director Report: Economic Impact Study being conducted March 3 with DOAV.

Name Firehouse after Dewain Starks. Mr. Borden asked for permission to rename the firehouse in honor of the late Chief Starks. Chair Smith asked for a motion. Mr. Garner moved the motion. Mr. Lawson seconded the motion. Roll call by voice vote. **5-0 approved.**

Mr. Borden asked to delay the 5k until next year to give staff more time to prepare and gain sponsorship due to Flat Out's increase in fees. Chair Smith asked to defer for a month to have the opportunity to reach out to the city for more resources.

Old Business. Chair Smith asked for Mr. Seymour and Ms. Rumsey to work together to finish the quick claim for the easement access.

New Business: There was none

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. **5-0 approved. The PAC went into closed session at 8:40 a.m.**

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. **5-0. Open session began at 9:30 a.m.**

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

Chair Smith adjourned the meeting at 9:31 a.m.

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

FINANCIALS

AIR SERVICE REPORT

RESOLUTION(S)