

From: **Ken Spirito** <kspirito@flyphf.com>  
To: **Kelly, David R. (VDOT) (David.Kelly@VDOT.Virginia.gov)**  
<David.Kelly@VDOT.Virginia.gov>  
Subject: FW: SCASDP Quarterly Reports Due January 15th  
Date: 27.02.2017 23:19:51 (+01:00)  
Attachments: SCASD QTLY Report 1-14.docx (1 page)

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**From:** Ken Spirito  
**Sent:** Wednesday, January 15, 2014 7:52 PM  
**To:** albert.muldoon@dot.gov  
**Subject:** RE: SCASDP Quarterly Reports Due January 15th

PHF 1Q14 Report.

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**From:** [albert.muldoon@dot.gov](mailto:albert.muldoon@dot.gov) [<mailto:albert.muldoon@dot.gov>]  
**Sent:** Monday, January 13, 2014 12:30 PM  
**To:** [albert.muldoon@dot.gov](mailto:albert.muldoon@dot.gov)  
**Subject:** SCASDP Quarterly Reports Due January 15th

All,

Just a reminder that the quarterly report required under your Small Community Air Service Development Program (SCASDP) Grant Agreement for the fourth quarter of 2013 is due January 15<sup>th</sup>. There is no specific format required for the report and it can simply be emailed to myself. A description of the contents of the report can be found in section C.4 of your grant agreement and are outlined below:

Project reports shall include the following: (i) brief narrative detailing the status of the Grant Project and the progress being made towards the scope of the Grant Project described in Section C.2; (ii) status report on the hiring of any consultants in conjunction with implementation of the Grant Project; (iii) status report on progress toward completion of the In-Kind Contributions committed to implementation of the Grant Project, including documentation evidencing that In-Kind Contributions were made; (iv) status report on all marketing or promotional activities undertaken; (v) status report on contract negotiations with Air Carriers, including any revenue guarantee/subsidy/financial incentive agreements; and (vi) status report on contract negotiations with other third parties in conjunction with implementation of the Grant Project.

Please feel free to contact me if you have any questions.

Regards,  
A.J.

A.J. Muldoon  
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U.S. Department of Transportation  
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Newport News/Williamsburg International Airport (PHF)  
Small Community Air Service Grant  
Quarterly Report – January, 2014

- (i) PHF has entered into a revenue guarantee agreement with TEM Enterprises dba People Express. The agreement between PHF and the airline will guarantee flights between PHF, EWR and BOS. Service dates have not been announced as of yet; but should begin sometime in late spring 2014. PHF will not seek reimbursement from DOT until flights have begun.
- (ii) PHF hired Seabury APG to assist with air service development.
- (iii) In-kind contributions will consist of waived fees for a period of one year. The fee waivers will begin when People Express commences from PHF.
- (iv) No marketing or promotional activities have taken place at this time.
- (v) PHF has executed an agreement with TEM enterprises dba People Express. The agreement allows for a revenue guarantee for flights to/from PHF, EWR and BOS. Flight schedules have not been released or start dates. PHF will not be seeking reimbursement from DOT until the flights begin. All documentation for DOT reimbursement will be provided at that time.
- (vi) No contract negotiations with third parties to implement the grant project have taken place at this time.