

From: **Ken Spirito** <kspirito@flyphf.com>
To: **Kelly, David R. (VDOT) (David.Kelly@VDOT.Virginia.gov)**
<David.Kelly@VDOT.Virginia.gov>
Subject: FW: REMINDER - SCASDP Quarterly Reports Due January 15
Date: 27.02.2017 23:21:51 (+01:00)
Attachments: SCASD QTLY Report 1-15.docx (1 page)

From: Ken Spirito
Sent: Wednesday, January 21, 2015 10:55 AM
To: albert.muldoon@dot.gov
Subject: RE: REMINDER - SCASDP Quarterly Reports Due January 15

A.J.,

Attached is PHFs Q12015 report.

Ken

From: albert.muldoon@dot.gov [<mailto:albert.muldoon@dot.gov>]
Sent: Monday, January 12, 2015 11:40 AM
To: albert.muldoon@dot.gov
Subject: REMINDER - SCASDP Quarterly Reports Due January 15

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 2014 is due January 15th. 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
Transportation Industry Analyst
Office of Aviation Analysis
U.S. Department of Transportation
albert.muldoon@dot.gov
(202) 366-1058

Newport News/Williamsburg International Airport (PHF)
Small Community Air Service Grant
Quarterly Report – January, 2015

- (i) PHF had entered into a revenue guarantee agreement with Vision Airlines. The agreement between PHF and the airline guaranteed flights between PHF, EWR and BOS. Service began June 30, 2014 and ended September 26, 2014. PHF has completed the reimbursement request process for a portion of the total allowance. PHF has received its reimbursement for the initial request. PHF will be submitting another request in the coming days.
- (ii) PHF hired Seabury APG to assist with air service development.
- (iii) In-kind contributions consisted of waived fees for a period of one year. The fee waivers began June 30, 2014 and ended September 26, 2014 due to the suspension of flights.
- (iv) Marketing and promotional activities have taken place at this time and are completed.
- (v) PHF had entered into a revenue guarantee agreement with Vision Airlines. The agreement between PHF and the airline guaranteed flights between PHF, EWR and BOS. Service began June 30, 2014 and ended September 26, 2014.
- (vi) No contract negotiations with third parties to implement the grant project have taken place at this time.