

DRAFT MINUTES
Virginia Commercial Space Flight Authority
Board of Directors
Regular Meeting, June 13, 2023

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors held a regular meeting in person on June 13, 2023, at the World Trade Center, 101 West Main Street, Norfolk, VA 23510.

Directors Present:

Jeff Bingham, Chair
Morris Foster
Hon. W. Sheppard Miller III
Dr. Kathryn Thornton
Ed Bolton
Jim McArthur, Vice Chair

Directors Absent:

Dr. Linda Thomas-Glover
Greg Campbell
Robert Kehler

VCSFA Staff Present:

Ted Mercer, CEO/Executive Director
Sean Mulligan, COO/Deputy Executive Director
Anna Allen, Chief of Staff
Julie Whitlock, General Counsel
David Bruce, CFO
Lillian Palmbach, Chief of External Relations
Jeff McMahan, Deputy Chief of Human Resources
Sidnee McGee, Director of Educational Talent
Jack Czerwinski (consultant), Chief of Legislative Affairs (electronically)
Kimberly West, Executive Assistant to the CEO

I. WELCOME/CALL TO ORDER

Chair Bingham called the meeting to order at 9:02 a.m. The roll was called, and Chair Bingham announced a quorum was present.

II. ITEMS OF BUSINESS

a. Approval of Minutes

ACTION: Upon motion by Sec. Shep Miller and seconded by Director Jim McArthur, the Board unanimously approved the minutes from its February 24, 2023 board meeting.

b. Approval of Agenda

ACTION: Upon motion by Director Jim McArthur and seconded by Director Kathryn Thornton, the Board unanimously approved the agenda for today's meeting.

c. NASA Presentation

Dave Pierce, Director of NASA Wallops Flight Facility, updated the Board on NAFTU, efforts to make the launch process more efficient, and initiatives to improve cost, planning and launch performance at Wallops. Mr. Pierce noted that the goal is to bring down direct costs for supporting launches by Rocket Lab and other Virginia Spaceport Authority customers.

d. Policy Updates

Julie Whitlock, General Counsel, gave a presentation on the policies and standard operating procedures recently implemented by the Authority. Ms. Whitlock asked the Board to approve the resolution in favor of the Authority's Human Resources policy known as POLICY-HR-0001, which became effective April 13, 2023.

ACTION: Upon motion by Director Ed Bolton and seconded by Director Kathryn Thornton, the Board unanimously approved the resolution in favor of POLICY-HR-0001 as written.

e. Economic Impact Study Presentation

Dr. Bob McNab, Professor of Economics and Director of the Dragas Center for Economic Analysis and Policy at Old Dominion University, presented the findings of the new economic impact study he conducted on behalf of VCSFA. This study analyzed the impact of the Wallops Aerospace Cluster, including VCSFA.

f. Spaceport Operations

Sean Mulligan, Chief Operating Officer and Deputy Executive Director, gave a presentation on recent Spaceport operations. He noted upcoming launch missions and other activities.

g. External Relations Update

Lillian Palmbach, Chief of External Relations, updated the Board on the Authority's rebranding rollout and feedback on the new logo. She also discussed new initiatives for community involvement and outreach.

h. Educational Talent Update

Sidnee McGee, Director of Educational Talent, provided an overview on activities to promote STEM education in Commonwealth.

i. Financial Update

David Bruce, Chief Financial Officer, updated the Board on the status of funded capital projects and presented a summary of the Authority's budget and financial status.

III. CLOSED SESSION

ACTION: At 12:31pm, upon motion by Sec. Shep Miller and seconded by Director Jim McArthur, the Board agreed to move into closed session for discussion of:

- the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the Authority would be adversely affected, as permitted by subsection 6
- prospective business development where no previous announcement has been made of the businesses' interest in locating in the community, as permitted by subsection 5

- information related to the Authority's charges for services and information submitted by a private entity, where the Authority has determined that public disclosure would adversely affect the financial interest or bargaining position of the Authority or the private entity, as permitted by subsection 44
- discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as permitted by subsection 3
- evaluation of the performance of certain staff, as permitted by subsection 1

Certain staff, consultants, and General Counsel were asked to attend the closed session because their presence was deemed necessary and would aid the Board in its consideration of these matters.

The open session was reconvened at approximately 2:55p.m., and a roll call was taken whereby each member who attended the closed session indicated their agreement with the following certification: "To the best of my knowledge, during the Closed Meeting, the only matters heard, discussed or considered were those matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only those public business matters as were identified in the motion by which the Closed Meeting was convened." These members were: Jeff Bingham, Chair, Jim McArthur, Vice Chair, Kathryn Thornton, Morris Foster, Ed Bolton, and Shep Miller.

IV. OLD AND NEW BUSINESS

The Chair called for any additional business, and there was none.

VI. CLOSING REMARKS/ADJOURNMENT

The Chair thanked everyone for their participation, and the meeting was adjourned at approximately 3:00p.m.