

**Virginia Commercial Space Flight Authority
Board of Directors
Regular Meeting, October 4, 2023**

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors held a regular meeting in person on October 4, 2023, at the World Trade Center, 101 West Main Street, Norfolk, VA 23510.

Directors Present:

Jeff Bingham, Chair (**participated remotely from his home, due to a medical condition that prevented his physical attendance**)

Dr. Morris Foster

Hon. W. Sheppard Miller III

Dr. Kathryn Thornton

Ed Bolton

Jim McArthur, Acting Chair

Dr. Linda Thomas-Glover

Greg Campbell

Robert Kehler (**arrived at 9:35am, not present for approval of Minutes or Agenda**)

Directors Absent:

None

VCSFA Staff and Consultants Present:

Ted Mercer, CEO/Executive Director

Sean Mulligan, COO/Deputy Executive Director

Anna Allen, Chief of Staff

Julie Whitlock, General Counsel and Chief of Government Relations (State)

David Bruce, CFO

Lillian Palmbach, Chief of External Relations

Glen Liebig, Chief Safety Officer

Sidnee McGee, Director of Educational Talent

Jack Czerwinski (consultant), Chief of Legislative Affairs (remotely)

Kimberly West, Executive Assistant to the CEO

I. WELCOME/CALL TO ORDER

Acting Chair McArthur noted that Chair Bingham asked him to preside over the meeting. Acting Chair McArthur called the meeting to order at 9:04 a.m. The roll was called, and the clerk announced a quorum was present.

II. ADMINISTRATIVE REQUIREMENTS

a. Approval of Minutes

ACTION: Upon motion by Director Kathryn Thornton and seconded by Director Ed Bolton, the Board approved the minutes from its June 13, 2023 board meeting (with Director Shep Miller abstaining from the vote).

b. Approval of Agenda

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

c. Annual Financial Disclosures

Julie Whitlock, General Counsel, provided the board an overview and reminder of the process for completing annual financial disclosures.

d. Acting Chair Remarks and Meeting Objectives

Acting Chair, Jim McArthur gave an overview on the meeting objectives.

e. Executive Director's Report

Ted Mercer, CEO and Executive Director of VCSFA, asked staff to provide updates as follows:

1. Quality Management - Glen Liebig, Chief Safety Officer, gave a presentation on the implementation of AS9100 standards for quality management systems.
2. Spaceport Operations - Sean Mulligan, Chief Operating Officer and Deputy Executive Director, gave a presentation on recent Spaceport operations. He noted the upcoming launch schedule, construction, and other activities.
3. External Relations Update - Lillian Palmbach, Chief of External Relations, updated the Board on engagement efforts at the local, state, and federal level. She also provided engagement statistics of the website and social media.
4. Educational Talent Update - Sidnee McGee, Director of Educational Talent, provided an overview on activities to promote STEM education in Commonwealth.
5. Financial Update - David Bruce, Chief Financial Officer, updated the Board on the results of the recent financial audit, noting that it was a clean audit, and presented a summary of the Authority's budget and financial status.

III. CLOSED SESSION

IV. MOTIONS

V. NEW BUSINESS

The Acting Chair asked for input on the date for the next meeting. It was discussed, and the clerk was asked to poll members on available dates for the next meeting in February and to consider setting dates for all meetings in 2024.

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

VI. CLOSING REMARKS/ADJOURNMENT

The Acting Chair thanked everyone for their participation, and the meeting was adjourned at approximately 2:26p.m.