

**DRAFT MINUTES**  
**Virginia Commercial Space Flight Authority**  
**Board of Directors**  
**Regular Meeting, April 1, 2025**

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors held a regular in-person meeting on April 1, 2025, at 101 W Main Street, Norfolk, VA 23510.

Directors Attending:

Chair Jim McArthur  
Greg Campbell  
Sec. Shep Miller  
Robert Kehler  
Christine Daines  
Robert Hinson  
John Curtis  
Michael Wettlaufer

Directors Absent:

Carol Chang

VCSFA Staff Present:

Ted Mercer, CEO/Executive Director  
Sean Mulligan, COO/Deputy Executive Director  
Anna Allen, Chief of Staff  
Julie Whitlock, General Counsel/Chief of Legal, Contracts & HR  
Lillian Palmbach, Chief of External Relations  
Amy Thomas, External Relations Supervisor

**I. WELCOME/CALL TO ORDER**

Acting Chair Jim McArthur called the meeting to order at 9:33 AM. The roll was called, and the clerk announced a quorum was present.

**II. ADMINISTRATIVE REQUIREMENTS**

a. Approval of Agenda

ACTION: A motion was made by Mr. Wettlaufer and seconded by Ms. Daines to approve the agenda. A voice vote was taken, and the Board unanimously approved the agenda for today's meeting.

**III. RECESS**

ACTION: At approximately 10:00 AM a motion was made by Mr. Wettlaufer and seconded by Mr. Kehler to recess the meeting in order to allow the committees to meet. By voice vote, the Board unanimously approved the motion.

The recess lasted until 12:30 p.m.

#### **IV. ACTION ITEMS**

a. Approval of Minutes from the December Meeting

ACTION: A motion was made by Mr. Wettlaufer and seconded by Mr. Hinson to approve the minutes of the December meeting. A voice vote was taken and the Board unanimously approved the minutes from the December 2024 board meeting.

b. Approval of Resolution to Adopt Policy for Individual Remote Participation and All-Virtual Public Meetings

ACTION: A motion by Mr. Wettlaufer and seconded by Mr. Hinson was made to approve the resolution to adopt the policy for individual remote participation and all-virtual public meetings. By voice vote, the Board voted unanimously to approve the resolution.

c. Approval of VSA Grievance Directive

Ms. Whitlock presented an overview of the VSA Grievance Directive, and a discussion was had regarding its contents.

ACTION: A motion by Mr. Wettlaufer was made and seconded by Mr. Kehler to approve the VSA Grievance Directive. By voice vote, the Board voted unanimously to approve the resolution.

#### **V. EXECUTIVE DIRECTOR'S REPORT**

Mr. Mercer outlined the responsibilities of the VCSFA CEO/Executive Director, discussed VCSFA's strategic plan and objectives, outlined global and national industry trends, provided an overview of VCSFA spaceport facilities and investments, and reported on fiscal year-to-date financial activities.

#### **VI. CLOSED SESSION**

ACTION: At approximately 2:00 PM a motion was made by Mr. Wettlaufer and seconded by Mr. Hinson. Upon a roll call vote, the Board unanimously agreed to move into a closed session for discussion of:

*-discussion or consideration of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority, along with information provided by Rocket Lab, Northrop Grumman, Firefly and other entities to VSA, where disclosure of such information would adversely affect the financial interest of the private entity as permitted by subsection 44.*

The Board requested that certain staff and General Counsel attend the Closed Session because their presence was deemed necessary and would aid the Board in its consideration of certain matters.

At 3:32 PM, the open session reconvened, and a roll call was taken whereby each director agreed to the following certification:

*To the best of my knowledge, during the Closed Session, 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 Session was convened.*

## **VII. COMMITTEE REPORTS**

### **A. Nominating Committee**

The Nominating Committee recommended Jim McArthur for election as Chair and Christine Daines a Vice Chair.

**ACTION:** A motion was made by Mr. Kehler and seconded by Mr. Wettlaufer to elect Jim McArthur as the Board Chair and Christine Daines as the Board Vice Chair. By voice vote, the Board voted unanimously to approve the resolution.

## **VIII. NEW BUSINESS/UPCOMING BOARD MEETINGS**

The Chair called for any additional business, and there was none. The Chair announced that the next regular meeting of the Board will be June 25, 2025.

## **IX. CLOSING REMARKS/ADJOURNMENT**

The Chair thanked everyone for their participation, and the meeting was adjourned at approximately 3:37 PM.