

DRAFT MINUTES
Virginia Commercial Space Flight Authority
Board of Directors
Regular Meeting, March 4, 2026

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors held a regular in-person meeting on March 4, 2026, at 101 W Main Street, Norfolk, VA 23510

Directors Attending

Chair Jim McArthur
Greg Campbell
Sec. Nick Donohue
Robert Kehler
Robert Hinson
Michael Wettlaufer

Directors Absent

Mac Curtis
Christine Daines
Carol Chang

VCSFA Staff Attending

Ted Mercer, CEO/Executive Director
Sean Mulligan, COO/Deputy Executive Director
Ken Kimball, CFO
Debra Bryan, General Counsel
Lillian Palmbach, Chief of External Relations

I. WELCOME/CALL TO ORDER

Chair Jim McArthur called the meeting to order at 10:15. 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. Kehler and seconded by Mr. Wettlaufer to approve the agenda. A voice vote was taken, and the Board unanimously approved the agenda for today's meeting.

b. Approval of Minutes from the December meeting

ACTION: A motion was made by Mr. Wettlaufer and seconded by Mr. Kehler to approve the December meeting minutes. A voice vote was taken, and the Board approved the minutes. Secretary Donohue abstained from the vote to approve the December minutes.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Mercer provided an update on spaceport operations since the last board meeting.

IV: CLOSED SESSION

At approximately 10:40 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 and certain proprietary information of a private entity provided to the Authority; and*
- *discussion of proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for business... where competition or bargaining is involved as permitted by §2.2-3705.6 subdivision 3; and*
- *discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; and*
- *discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, [or] performance...of specific public officers, appointees, or employees of any public body as permitted by Sec. 2.2-3711(A) subdivision 1.*

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

At 14:40m 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.

V. ACTION ITEMS

VI. COMMITTEE REPORTS

The Performance, Assessment, and Compensation Committee was convened prior to the Board of Directors meeting in which discussion took place regarding Mr. Mercer's performance. The committee also discussed CEO succession planning.

The Finance and Nominating Committees indicated there was nothing to report.

VII. NEW BUSINESS

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

VIII. CLOSING REMARKS/ADJOURNMENT

The Chair thanked everyone for their participation and the meeting was adjourned at approximated 15:00

