

DRAFT MINUTES
Virginia Commercial Space Flight Authority
Board of Directors
Regular Meeting, September 15, 2026

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors held a regular in-person meeting on September 15, 2026, at 1010 Kingsmill Rd, Williamsburg, VA 23185.

Directors Attending

Chair Jim McArthur
Christine Daines
Robert Kehler
Robert Hinson
Michael Wettlaufer
Mac Curtis
Carter Hutchinson (official designee of Sec. Nick Donohue)

Directors Absent

Greg Campbell

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
Kim West, Executive Assistant to the CEO
Anna Allen, Chief of Staff

I. WELCOME/CALL TO ORDER

Chair Jim McArthur called the meeting to order at 10:00. 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 June meeting

ACTION: A motion was made by Mr. Hinson and seconded by Mr. Wettlaufer to approve the June meeting minutes. A voice vote was taken, and the Board approved the minutes.

III. EXECUTIVE DIRECTOR'S REPORT

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

IV: CLOSED SESSION

At approximately 10:30 a motion was made by Mr. Wettlaufer and seconded by Mr. McArthur. Upon a roll call vote, the Board unanimously agreed to move into a closed session for discussion of:

- *Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities pursuant to the exception at §2.2-3705.2 subdivision 14.b. of the Code of Virginia;*
- *Physical security and cybersecurity briefings provided by the Chief Security Officer and Chief Information Officer, pursuant to the public safety exception at § 2.2-3711(A)(19) of the Code of Virginia;*
- *Information related to rate structures and charges between VSA and its customers and other private entities, pursuant to the VSA specific exemption at § 2.2-3711(A)(44) of the Code of Virginia.*
- *Information held by the Virginia Commercial Space Flight Authority that is categorized as classified or sensitive but unclassified, including national security, defense, and foreign policy information as permitted by §2.2-3705.2 subdivision 15.*

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 14:35, 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. 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 approximately 14:40.