I. CALL TO ORDER, OPENING REMARKS, AND ROLL CALL

The Board of Directors (“Board”) of the Virginia Commercial Space Flight Authority (“VCSFA”) held a meeting on June 28, 2022 via electronic communications means, as noted in the Notice of the meeting. Chair Jeff Bingham welcomed meeting attendees and called the meeting to order at 9:00 AM. A roll call was conducted of VCSFA Board members, and a quorum was established.

MEMBERS PRESENT
Jeff Bingham, Chair
James McArthur, Jr., Vice-Chair
Edward Bolton, Jr.
Linda Thomas-Glover (attended virtually)
C. Robert Kehler (attended virtually)
Morris Foster
Kathryn Thornton
Greg Campbell, Director of the Department of Aviation

MEMBERS ABSENT
W. Sheppard Miller III, Secretary of Transportation, Commonwealth of Virginia

OTHERS PRESENT
Mr. Mercer, CEO and Executive Director of VCSFA, welcomed everyone to the office and announced that VCSFA would be moving into the World Trade Center building later in the summer as it had outgrown its current space at Old Dominion University (ODU). He expressed his thanks for the support ODU had provided to VCSFA over the years.

II. NEW BUSINESS

Approval of Agenda

Chair Bingham made a motion to approve the agenda. The motion was seconded by Director McArthur. A roll call vote was conducted, and Directors McArthur, Campbell, Bolton, Thomas-Glover, Kehler, Foster, Thornton and Bingham voted in favor of the motion.

III. OPEN BUSINESS

New Board Member Introduction

Chair Bingham introduced the new members and welcomed them to the Board.

Space Operations
Mr. Mulligan, Chief Operating Officer of VCSFA, provided an update on the Mid-Atlantic Regional Spaceport (MARS) and its operations. He discussed the tentative schedule for upcoming launches and renewing the Spaceport’s Space Act Agreement with NASA. He updated the Board on the Spaceport’s FAA License, which is on track for renewal, and why the VCSFA’s acquisition of additional land and its associated investment in facilities was a key factor in Rocket Labs’ decision to build a manufacturing facility in Virginia. A discussion followed on Rocket Lab’s potential investment and its importance to Virginia.

Mr. Mulligan then updated the Board on the MARS Port Project as well as the development of Pad 0D. He explained that while Rocket Labs will be the first tenant, the Pad will be a multi-use facility. He then outlined the status of the State’s commitment to support the Pad’s development. A discussion then followed on NASA Use Agreements. Mr. Mulligan also described where the Launch Team Facility would be located, with Mr. Mercer describing why a new facility was needed at this time.

This was followed by a discussion of the M95 Intermodal Barge Service and why intermodal service will become increasingly important for space operations. He also discussed the status of the Melfa Hangar, for which VCSFA has received funding from the Commonwealth to build and then turn over to Accomack County for operations. Mr. Mulligan then discussed the MARS UAS Airfield and the partnership between VCSFA, NASA Langley and NASA Goddard to fly UAS for the Unmanned Cloud Assessment Research and Environmental Mapping program to collect and analyze data.

Mr. Mulligan stated that this year’s Internship Program had 9 interns from several universities and that they were working in multiple departments, including engineering, marketing, security and accounting. He added that VCSFA had hired a Director of Education Talent to enhance and manage such programs as internships and apprenticeships. He and Mr. Mercer discussed the importance of such programs to train the workforce, stating that approximately 20% of the current workforce were former interns. A discussion followed among the members of the Board on how much VCSFA had accomplished in the past 11 months. The Board noted a number of positive developments and reiterated the importance of internships. Mr. Mulligan concluded by stating that VCSFA currently has 103 full time employees. Mr. Mercer also noted the important role that leveraging consultants had played in VCSFA’s accomplishments.

External Relations

Ms. Hurt, VCSFA Chief of External Relations & CEO Action Group, then provided an update on external relations. She highlighted a number of marketing events that VCSFA had participated in since the beginning of the year, including the Space Symposium and AUVSI. She also described several tours that had been conducted at the Spaceport, including a successful tour by industry journalists that had been organized by the Virginia Economic Development Partnership. She then discussed changes that were being made to refresh VCSFA’s social media presence, including updating the VCSFA website. Mr. Mercer explained the importance of using social medial to connect with a younger audience.

Approval of minutes from the December 9, 2021 Board Meeting

Chair Bingham made a motion to approve the December 9, 2021 minutes. The motion was seconded by Director Morris. A roll call vote was conducted, and the motion passed with Directors McArthur, Bolton, Thomas-Glover, Foster, Thornton and Bingham voting in favor of the motion. Directors Campbell and Kehler abstained.

Personnel Update
Mr. Mercer then gave the Board an update on VSCFA personnel developments. He introduced the following employees and consultants:

- Lindsay Hurt – Chief of External Relations
- Jack Czerwinski – Chief of Legislative Affairs
- Anna Allen – Chief of Staff
- Ray Adkins – Chief Information Officer

He explained that Andrea Quercia, the current General Counsel, would be moving to part-time status, and he thanked her for her support. He also announced that Julie Whitlock would be joining VCSFA as its new General Counsel in August.

IV. CLOSED SESSION

V. CLOSING REMARKS AND ADJOURNEMENT

Chair Bingham thanked meeting attendees and adjourned the meeting at 1:15 p.m.