

**DRAFT MINUTES**  
**Virginia Commercial Space Flight Authority**  
**Board of Directors**  
**Performance Assessment and Compensation Committee**  
**March 4, 2026**

The Virginia Commercial Space Flight Authority (VCSFA) Board of Directors' Performance Assessment and Compensation Committee held an in-person meeting on March 4, 2026, at 101 W Main Street, Norfolk, VA 23510.

Directors Attending:

John Curtis - Virtual  
Robert Kehler  
Jim McArthur  
Michael Wettlaufer

Directors Absent:

None

**I. WELCOME/CALL TO ORDER**

The meeting was called to order at 9:04 AM. The roll was called, and the clerk announced a quorum was present.

**II. CLOSED SESSION**

ACTION: At approximately 9:10 AM a motion was made by Mr. McArthur and seconded by Mr. Wettlaufer to move into a closed session for discussion of:

*-certain matters, as permitted by Va. Code Sec. 2.2-3711(A)(1), which will include the discussion of performance and salary of the Chief Executive Officer and Executive Director; 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.*

At 9:45 AM, the open session was 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.*

**III. CLOSING REMARKS/ADJOURNMENT**

The Chair thanked everyone for their participation, and with no further business of the Performance Assessment and Compensation Committee, the meeting was adjourned at approximately 9:50 AM.