



NORFOLK AIRPORT AUTHORITY

Board of Commissioners Meeting Packet

Malcolm P. Branch, Chair

Thursday, September 24, 2020

1:00 p.m.

Human Resources Conference Room A

Norfolk International Airport
2200 Norview Avenue
Norfolk, Virginia 23518

NorfolkAirport.com

**BOARD OF COMMISSIONERS
NORFOLK AIRPORT AUTHORITY
September 24, 2020**

AGENDA

CALL TO ORDER

- Approval of Resolution Certifying and Approving Meeting Remotely

REGULAR AGENDA

- Approval of Board Meeting Minutes July 23, 2020
- Legislative Report
(Christie “CJ” Stolle, Two Capitols Consulting)

EXECUTIVE DIRECTOR’S REPORT

CHAIRMAN’S REPORT

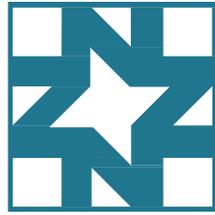
OLD BUSINESS

NEW BUSINESS

CLOSED MEETING (Not Required)

RECONVENE OPEN MEETING (Not Required)

ADJOURNMENT



**Norfolk Airport Authority
Board of Commissioners Meeting
Thursday, September 24, 2020
1:00 p.m.**

Proposed Resolution

**Certifying and Approving Meeting
Remotely**

The Board of Commissioners of the Norfolk Airport Authority is meeting at 1:00 PM on September 24, 2020, pursuant to the Operating Policies adopted by the Virginia General Assembly to allow the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled in one location when the Governor has declared a state of emergency;

Whereas, the Governor has declared a state of emergency due to the COVID-19 pandemic the nature of which makes it impractical and unsafe for the Commissioners, staff, and guests of the Authority to assemble in a single location; and

Whereas, the purpose of the meeting is to discuss and transact the business necessary to continue operations of the Authority and the Norfolk International Airport which it owns and operates; and

Whereas, the Authority shall make available a recording or transcript of the meeting on its website following the meeting; and

Whereas, the public has access to this meeting through electronic means through an audio connection provided by conference call; and

Whereas, this Resolution shall be filed in the minutes of the meeting.

Now therefore, the Authority hereby finds and certifies that the aforesaid conditions for the holding of this meeting remotely have been satisfied, and the holding of the meeting by electronic means is hereby approved.



NORFOLK AIRPORT AUTHORITY

BOARD OF COMMISSIONERS

**Meeting
Thursday, July 23, 2020**

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held remotely on Thursday, July 23, 2020, pursuant to rules adopted by the Virginia General Assembly allowing the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled at one location when the Governor has declared a state of emergency after required notice. This meeting was conducted telephonically through WebEx. Malcolm P. Branch, Chair, presiding.

Commissioners Present in
person or by electronic means:

Malcolm P. Branch
Peter G. Decker III, Esquire
William L. Nusbaum, Esquire
Blythe A. Scott, Esquire
Bruce B. Smith

Commissioners Absent:

Dr. Harold J. Cobb, Jr., Emeritus Commissioner
Paul D. Fraim, Esquire
Mekbib Gameda
Deborah H. Painter
Christopher Stephanitsis

Staff Present:

Robert S. Bowen, A.A.E., Executive Director
Charles Braden, Director Market Development
Jarred Roenker, Director of Finance
Anthony E. Rondeau, Deputy Executive Director
Engineering and Facilities
Steven C. Sterling, Deputy Executive Director
Administration and Operations
Sheri Watts, Assistant Secretary

Others present in person or
by electronic means:

Jessica Dennis, Management Analyst, City of Norfolk
Barbara L. Fava, Managing Director, PFM Asset
Management LLC
Kimberly Pierceall, *Virginian-Pilot*
Danton Ponton, CTP, Senior Managing Consultant PFM Asset
Management LLC
Anita O. Poston, Esquire, General Counsel
Susan E. Winslow, P.E., President, Tela Vuota, PLLC

Welcome and Call to Order:

Malcolm P. Branch, Chair, called the meeting to order at 1:00 p.m. Assistant Secretary, Sheri Watts called the roll and confirmed that a quorum was present.

Approval of Resolution Certifying and Approving Meeting Remotely:

Chairman Branch entertained a motion by Commissioner Nusbaum to approve the adoption of the proposed resolution to acknowledge and certify that the meeting complies with the required procedures for a remote meeting during an emergency declared by the Governor. The motion was seconded by Commissioner Scott and unanimously approved. A copy of the resolution is attached.

REGULAR AGENDA:

Approval of Minutes for Board of Commissioners Meeting on May 28, 2020:

Chairman Branch entertained a motion by Commissioner Decker to approve the minutes as previously distributed for the meeting held on Thursday, May 28, 2020. The motion was seconded by Commissioner Scott and unanimously approved.

Investment Portfolio Review:

Chairman Branch introduced Barbara L. Fava, Managing Director, PFM Asset Management LLC who reviewed her report of the Authority investment portfolio entitled Economic Update and Portfolio which was previously distributed to the Board. The presentation highlighted the coronavirus pandemic and its effect on the economy and the financial markets with a particular focus on the Authority portfolio. Following a PowerPoint presentation, Ms. Fava responded to questions and comments.

Executive Director's Report (Robert S. Bowen, A.A.E.):

A complete report of the Capital Projects Update for July 14, 2020, was previously distributed. Mr. Bowen responded to questions and comments from the Commissioners.

Chairman's Report:

Chairman Branch reported that the terms of Commissioners Scott and Stephanitsis were ending and that they were not eligible for reappointment. He expressed appreciation and well wishes to them for their years of service to the Board. Chairman Branch also advised that Vice-Chair Painter was absent due to the recent death of her mother and expressed sympathy on behalf of the Authority.

Old Business:

None

New Business:

- **Election of Officers for Fiscal Year 2021:**
On behalf of the Nominating Committee, Commissioner Decker, Chair, recommended that the Board approve the re-election of the following Officers for Fiscal Year 2021:
Malcolm P. Branch –Chair
Deborah H. Painter –Vice Chair
Mekbib Gemedra –Treasurer

There were no further nominations and Chairman Branch called for a vote. The Commissioners unanimously approved the recommendation of the Nominating Committee and elected the officers listed above for another one-year term.

- **Re-appointment of Assistant Secretaries for Fiscal Year 2021:**
Again, on behalf of the Nominating Committee, Commissioner Decker recommended that the Board re-appoint Ms. Sheri Watts and Mr. Steven Sterling as Assistant Secretaries.

Chairman Branch invited comments; hearing none, he called for a vote. The Commissioners unanimously approved the recommendation of the Nominating Committee appointing both Ms. Watts and Mr. Sterling as Assistant Secretaries.

Closed Meeting:

Commissioner Nusbaum moved that the Authority convenes in a closed meeting pursuant to Section 2.2-3711.A.3 of the Code of Virginia for the discussion or consideration of the disposition of real property owned by the Authority where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority. The motion was duly seconded and passed unanimously.

The Authority thereupon convened in Closed Meeting.

Reconvene Open Meeting:

Following the Closed Meeting, the Chairman reconvened the Open Meeting. Commissioner Nusbaum moved for adoption of the following resolution: Be it resolved that the Board of the Norfolk Airport Authority hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Code and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting.

The motion was seconded, and a roll call vote was taken to approve the motion as follows:

Roll Call:

| | | | |
|---------------------------|--------|-------------------------|--------|
| Chairman Branch | yes | Vice-Chair Painter | Absent |
| Treasurer Gameda | Absent | Commissioner Decker III | yes |
| Commissioner Fraim | Absent | Commissioner Nusbaum | yes |
| Commissioner Scott | yes | Commissioner Smith | yes |
| Commissioner Stephanitsis | Absent | | |

[NOTE: It was later learned that technical difficulties prevented the WebEx phone line to reopen to the public, but the doors of the meeting were opened for attendance in person.]

Recommendation to Approve Sale of Property:

Commissioner Smith made a motion to approve the staff recommendation for the sale to Century Concrete of Authority-owned non-aeronautical property located in the Burton Station section of Virginia Beach subject to appraisal to determine the fair market value of the property, authorization from the Federal Aviation Administration, and negotiation of a satisfactory agreement of purchase and sale. The motion was seconded by Commissioner Decker.

Chairman Branch invited questions or comments; hearing none, he called for a vote. The Commissioners unanimously approved the motion.

Adjournment:

There being no further business to come before the Board, Commissioner Smith moved that the Board adjourn. The next regular public session of the Board be held at 1:00 p.m. on Thursday, August 27, 2020, in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport, or as otherwise determined and noticed. The motion was duly seconded, and the Board unanimously approved the adjournment. The meeting was adjourned at approximately 2:10 p.m.

[NOTE: The August 27 meeting was subsequently canceled.]

Malcolm P. Branch
Board Chair

Robert S. Bowen, A.A.E.
Executive Director



Norfolk Airport Authority

September Legislative Report to the Board of Commissioners

Federal Government Update

Coronavirus relief packages

In May, the House passed the Health and Economic Recovery Omnibus Emergency Solutions Act (HEROES Act), which started negotiations with the Administration on a third Covid relief package. Senate Majority Leader Mitch McConnell originally signaled that the Senate would not take up new legislation, instead focusing on the funds already appropriated through the CARES Act. However as the summer progressed, the Senate put forth the Health, Economic Assistance, Liability Protection, and Schools Act (HEALS Act). Included in this legislation was \$10 billion in total AIP funding for airports, which the team at Two Capitols engaged with on a constant basis with our Congressional delegation. As negotiations fell apart in the beginning of August, both Representatives and Senators left for the summer recess. Last week, the Congress returned and the Senate Republicans attempted to push forward a “skinny” relief package, pared down to roughly \$300 billion with no support for airports. The bill was ultimately blocked from moving forward during a procedural motion. At this point, negotiations are on-going, and there is some discussion that Congress may tie COVID relief funding to a continuing resolution to fund the government, which is set to expire on September 30, although the chances of that are diminishing. With the President, Vice President, 35 Senators and all 435 House members on the ballot this November, there is political pressure to get another COVID relief package passed before everyone leaves Washington, D.C. to get back on the campaign trail and leading up to Election Day, but the parties are still so far apart, we may just see a short term continuing resolution until December on the budget. Appropriations and COVID relief would likely be dealt with after November 3. We will continue to monitor the relief packages and advocate for Norfolk Airport.

Virginia General Assembly Special Session Update

On Tuesday, August 18, 2020 the Virginia General Assembly convened in Richmond for a special legislative session to address the budget as well as criminal and social justice reform. Due to precautions surrounding the COVID-19 pandemic, the House of Delegates began at the VCU

Siegel Center, with 100 desks properly socially distanced, but then quickly moved to a virtual only session. The state Senate adopted a sort of hybrid model, meeting and voting virtually in some committees, but having regular floor sessions held at the Science Museum of Virginia. The in-person gatherings have been restricted to legislators and essential personnel only as well as the press with all sessions being live streamed for the public.

The General Assembly has been considering the substantially different revenue forecasts in order to develop a tighter budget than the one passed in early March. The House and Senate money committees seem to have finalized their budgets, and they should be released shortly. We will likely have a quick budget conference following the release of budgets and the budget amendments will then be sent on to the Governor. We are hopeful that Virginia will have a new budget in place by mid-September.

In addition to working on the budget, the General Assembly considered criminal and social justice reforms as well as legislation to address the COVID-19 pandemic. Two bills were put forward to grant civil immunity from liability related to the transmission of or exposure to the COVID-19 virus ([SB5067](#) - Saslaw and [HB5074](#) - Sullivan) which were largely supported by the business community as introduced. During the legislative process, both labor groups and trial lawyers were insisting on compliance language that would have largely undercut the value of the liability protection. Ultimately, both bills were pulled after no deal could be reached, and all sides agreed to stick with the status quo. Additionally, two bills were introduced to require employers to provide employees with paid sick/quarantine leave ([HB5116](#) - Guzman and [SB5076](#) - Favola). These bills took different approaches with Senator Favola's bill considered to be more narrow as introduced. Ultimately, the bill was passed by indefinitely in the Senate Commerce and Labor Committee, meaning it will not receive further consideration this session. Delegate Guzman's bill was significantly amended to the point where its original supporters removed their affiliation from the bill. In this heavily amended form it was able to pass the House of Delegates, but awaits action in the Senate.

Capital Projects Update – September 14, 2020

Master Plan Update

- The Authority submitted the Draft Final Master Plan Update and associated Airport Layout Plan sheets to the FAA on July 6th
- Comments from the FAA were received on August 3rd
- The documents have been revised and the Authority is currently backchecking the work
- The completed set of revised documents is expected to be delivered to the FAA the week of September 21st

Parking Revenue Control System Replacement

- General Contractor – HUB Parking Technology USA
- This project will replace the entry and exit terminals at all the public parking lots and garages
- Lane equipment has been installed in the Long-Term East and half of the Departures North and South Short Term lots.
- The Garage A space count system has been installed and is now functional
- Electronic parking validation stations are being installed.
- Anticipate opening of the Parking Operations Center and the Departures North and South Short Term Lots within the next 30 days. HUB has a few punch list items to correct first.
- Programming design is in progress for the Parking Reservation System. This system will allow travelers to pre-book and pre-pay for garage parking in advance of their travel. This feature will be accessible from the airport website.

Airfield Guidance Signage Replacement Project

- General Contractor – Rifenburg Construction
- Project converted all airfield guidance signs, all east side taxiway edge lights, all Precision Approach Path Indicators and all Runway 5/23 edge lights to LED
- Contract is substantially complete and staff is working toward closing out the contract

Passenger Loading Bridge Replacement

- General Contractor - Aero Bridgeworks Inc
- Contract substantial completion date is August 17, 2021 – Currently the project is significantly ahead of schedule
- Gates 2, 3, 4, 6, 8, 9, 17, 18, 19, 21, 23, 24, 28, 29 and 30 have been completed
- Gates 5, 20, and 27 are currently under construction
- Illuminated gate signs are being added to each passenger loading bridge



Rehabilitate Taxiway C, Taxilane V, and Runway 5-23

- General Contractor – Virginia Paving Company
- Contract Substantial date is October 31, 2020 – Project is on schedule
- Taxiway C work between Taxiways A and G has been completed
- Runway 5/23 work has been completed



- Crews continue to work on Taxiway C edge light installation
- Crews are currently rubblizing what remains of the old Taxiway C pavement and will overlay with 6 to 8 inches of asphalt through mid-October

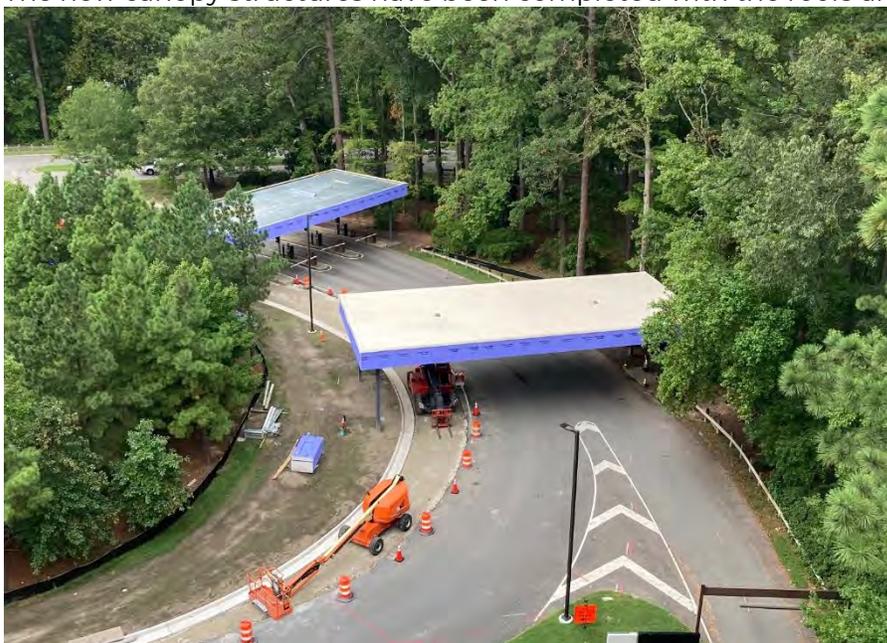


Garage D

- General Contractor – Hourigan Construction – SWaM Certified in Virginia
- Contract substantial complete date is 8/19/2021 - Currently on schedule
- Crews have started to install forms for the 8th floor of Area A
- Crews have begun to pour the ground floor of Area B (between the arrivals building and Area A) and the 2nd crane has been installed



- Site work at the entrance canopies is nearing completion with paving of the new 4th lane expected to occur by the end of the month
- The new canopy structures have been completed with the roofs and siding underway



HRT Naval Station Norfolk Transit Corridor Study

- The Authority is a member of the Stakeholder Advisory Committee for this study
- Meetings are to be held quarterly through the end of 2021
- Study will include consideration for access to Norfolk International Airport

FUNDING SUMMARY

- 30 total projects in various stages of planning, design and construction
- Total open funding certificates of \$132,825,000
 - \$58,000,000 - 2019 Bonds Issued for Garage D Construction
 - \$20,000,000 - Passenger Facility Charges
 - \$16,100,000 - Parking Escrow Funds
 - \$23,500,000 - Airport Improvement Program Entitlement Funds
 - \$4,550,000 - State Entitlement Funds
 - \$385,000 - State Discretionary Funds
 - \$2,400,000 - Fixed Base Operator Reserve Funds
 - \$1,200,000 - Capital Reserve Fund
 - \$150,000 - Customer Facility Charge
 - \$6,540,000 - Renewal and Extension Fund
- Many projects are nearing completion and therefore the balance of funding for the open certificates is \$60M
 - Garage D accounts for \$38M of the remaining balance
 - Taxiway C South / Runway 5/23 accounts for \$9M
 - Passenger Loading Bridge Replacement accounts for \$5M

PROJECT REPORT – SEPTEMBER 2020

Projects Under Construction

Master Plan Update – CHA Consulting

- Revised Master Plan Update documents received from CHA Consulting 9/4/20
- Revised Airport Layout Plan submitted to NAA week of 9/8/20
- Provide CHA with Century Concrete property sale information
- Double-check how recently purchased Gurley Street parcels are shown on Airport Property Sheet

Garage D – Hourigan Construction

- Internal antennae for Authority radio system coverage
- Notify cellular companies in case they want to extend coverage into Garage D

Exterior Wayfinding – Hourigan Construction

- Bid alternative awarded to Hourigan will be canceled, project on hold

Taxiway 'C' South and Runway 5/23 – Virginia Paving

- Need to prep for State Discretionary Grant reimbursements
 - Anticipate first draw in September 2020
- Local NOTAMs are all that is required for temporarily declared distances on Runway 23 so that Medium Approach Light System work is outside of the Runway Safety Area as previously coordinated with the airlines.

Parking Revenue Control System Upgrade – HUB Parking

- Lane equipment replacement currently taking place in the other half of the Long-Term East lot as well as half of Departures North and half of Departures South short term lots

Passenger Loading Bridge Replacement – Aero Bridge Works

- Construction should be completed by the end of October 2020

Pavement Management Plan Update – Kimley Horn

- A document approved by FAA
- Need to close the FAA funding grant

Airfield Lighting and Signage Replacement

- Waiting on a new electrical vault computer to be installed

Concourse Alpha Extension / Departures Terminal Elevators / Customs General Aviation Facility

- Construction completed
- Gresham Smith working on the final report for FAA
- Close the FAA funding grant after FAA approval of the architect's final report

Garage B and C Repairs – Compo Construction

- Remove the sidewalk on the top level of both garages started 9/10/2020
- Gresham Smith guiding deck sealing

Projects In-Design

Runway 5/23 Standardization – Project Formulation Study – Kimley Horn

PROJECT REPORT – SEPTEMBER 2020

- Meeting with Kimley-Horn week of 9/14/20 to review phases and cost

Dollar Tree Hangar Site – Delta Airport Consultants

- Dollar Tree is reviewing the land lease agreement

Robin Hood Road / Departures Blvd. Roundabout Intersection – Kimley Horn

- Site plan review started with City of Norfolk first week of September
- The design will be completed but will not be immediately bid for construction

Stormwater Fee Credit – Kimley Horn

- Final draft reviewed by Authority the last week of August
- The revised document should be back to Authority week of 9/14/20
- The document will be submitted to the City of Norfolk for review of stormwater fee credit

TSA Office Buildout and Rehabilitation – Gresham Smith

- Scope and Fee provided to Gresham Smith for review and comment the last week of August

Baggage Screening Equipment Relocation South Ticketing Lobby – Gresham Smith

- Project is On Hold
- Preliminary design is complete
- The layout has been coordinated with Allegiant, American, Frontier, and United airlines
- Will include ticket lobby ceiling and lighting improvements

Fire Station and Field Maintenance Bunk Rooms Study – Gresham Smith

- On hold

Curtain Wall and Roofing Study – Gresham Smith

- On hold

HVAC Rehabilitation – Jeffrey Bass, Director of Facilities

- Coordinating digital control locations with Siemens
- Ready for bidding once completed

Departures Terminal Water Main Replacement – Jeffrey Bass, Director of Facilities

- Combined with Transformer Vault Project Plans – Will be bid as one project
- Ready for advertisement in October

Departures Terminal Transformer Vault Fire Protection – Jeffrey Bass, Director of Facilities

- Combined with Water Main Replacement Plans – Will be bid as one project
- Ready for advertisement in October

General Aviation Fuel Farm Expansion – Jeffrey Bass, Director of Facilities

- Replace three aging underground jet fuel and aviation gasoline storage tanks
- Ready for advertisement in October

Arrivals Terminal and Fire Station Fire Alarm Upgrade – Jeffrey Bass, Director of Facilities

- Purchase Order issued to Siemens in August
- Equipment ordered

PROJECT REPORT – SEPTEMBER 2020

Garage A Elevator Modernization – Jeffrey Bass, Director of Facilities

- Purchase Order issued to ThyssenKrupp in August
- Equipment ordered

Projects in FY21 That Need to be Started

- Runway 5/23 Standardization – Design (Request for Qualifications to be issued)
- Closure of Runway 14/32 – Study and Design (Request for Qualifications to be issued)
- Convert Interior and Exterior Lighting to LED – Study/Design Development (Gresham Smith)
- Main Terminal Apron Concrete Rehabilitation – Design and Construction (Delta Airport Consultants)
- Departures Terminal HVAC Ductwork Cleaning – Design and Construction (Gresham Smith)
- Hold Room Seating for Gate A7 – Purchase (Jeffrey Bass, Director of Facilities)
- Fire Station Generator Replacement – Purchase (Jeffrey Bass, Director of Facilities)
- Arrivals Terminal Baggage Conveyors Controller Replacement (Jeffrey Bass, Director of Facilities)
- General Aviation Apron Maintenance – Design and Construction (Talbert & Bright Engineers)
- Arrivals Terminal Boiler Replacement – Design (Gresham Smith)
- Reseal Arrivals Terminal Skylights (Jeffrey Bass, Director of Facilities)
- Modernization of Pedestrian Bridge Fire Doors (Jeffrey Bass, Director of Facilities)
- Replace Fire Doors for Arrivals Terminal Baggage Conveyors (Jeffrey Bass, Director of Facilities)

Administrative Efforts

Human Resources Information System

- All iPads for the new Time and Attendance system have been programmed
- Cancel AT&T lines for Parking Department time and attendance clocks week of 9/14/20

Requests for Qualifications

- Runway 5/23 Standardization – Full Design
- Closure of Runway 14/32 – Study and Design
- Architectural Services – On-Call status as required by FAA

Strategic Plan

- Consultant's Scope and Fee have been received and are under review

Passenger Facility Charges (PFC)– Open Applications

- PFC Application #4 has been fully collected and is ready to be closed
- Start PFC #6 reimbursement of State and Local Funds

PFC Application #7

- Obtain scope and fee from DKMG (Financial Feasibility Consultant) to start the application process
 - Replacement of Passenger Loading Bridges for Hold Room Gates A1, B16, B25 and B27

PROJECT REPORT – SEPTEMBER 2020

- Runway 5/23 Outer Pavement Mill and Overlay local funds
- Runway 5/23 Standardization Construction
 - All Pavement Management Plan items as a backup for Runway 5/23 Standardization
- South Ticketing Lobby Baggage Screening Equipment Relocation Project

Hampton Roads Transit Study

- Participating in Quarterly meetings

Future Projects under Consideration

- Install Arrivals Terminal elevator signs to match the new ones in Departures Terminal
- Relocate overhead Flight Information Displays in Arrivals Terminal
- Internet Technology upgrades to Board Room, Conference Room A and Conference Room B
- Install Main Lobby ticketing kiosks
- Renovate Arrivals Terminal restrooms
- Terminal Design Development Study from Master Plan Update
- Install Welcome Signs at Norview Avenue Bridge
- Replace Carpet in Departures Terminal and Concourses' Hold Rooms
- Infill Area between Gates B17 and B19 for Starbuck relocation
- Expand Gates B16 and B18 Hold Rooms into former Starbucks location

Maintenance Efforts

Remove Dead or Unhealthy Trees on Airport Property

- Field Maintenance Department will manage this effort

