



NORFOLK AIRPORT AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES

**Thursday, March 25, 2021
1:00 p.m.**

The Norfolk Airport Authority (NAA) Board of Commissioners Meeting was held on Thursday, March 25, 2021, after required notice and pursuant to Item 4-0.01 in House Bill 30 (Chapter 1289) of the 2020 Session of the 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. The meeting was conducted through Go-To-Webinar.

**Commissioners Present
in person or online:**

Malcolm P. Branch
John R. Broderick
Michael B. Burnette, CCIM
Peter G. Decker III, Esquire
Paul D. Fraim, Esquire
Mekbib Gemedu
William L. Nusbaum, Esquire
Deborah H. Painter
Bruce Smith

Commissioners Absent:

Dr. Harold J. Cobb, Jr., Emeritus Commissioner

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, Executive Administrative Assistant and
Assistant Secretary of the Board

Others Present

in person or online:

Devon Cabot, President, Two Capitols Consulting
Lutricia c. Chavous, Virginia Beach, VA Resident
Jessica Dennis, Management Analyst, City of Norfolk
Anita O. Poston, Esquire, General Counsel
Ed Reed, Vice President, Two Capitols Consulting
Christie “CJ” Stolle, Vice President, Two Capitols Consulting

Welcome, and Call to Order (Malcolm P. Branch, Chair):

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 as noted above.

Approval of Resolution Certifying and Approving Meeting Remotely:

Chairman Branch entertained a motion by Commissioner Burnette to approve the adoption of the 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 Nusbaum and unanimously approved by roll call vote. A copy of the resolution is attached.

REGULAR AGENDA

Approval of Meeting Minutes of Board of Commissioners Meeting on January 28, 2021:

Chairman Branch entertained a motion by Vice-Chair Painter to approve the minutes for the meeting on Thursday, January 28, 2021; the motion was seconded by Commissioner Broderick and unanimously approved.

Legislative Report (Ed Reed, Vice President, Two Capitols Consulting):

Mr. Reed highlighted items from the March 2021 Legislative Report to the Board distributed by email before the meeting. He provided an update regarding the Coronavirus Relief Package and the consulting team’s effort to reinforce the Airport’s support in the American Rescue Plan. The bill was passed and signed into law by President Biden on March 11, 2021.

The 2021 AAAE/ACI-NA Legislative Conference met virtually. Several members of Congress expressed the need for continued airport support through the pandemic and for a long-term strategy of infrastructure investment across the United States.

Mr. Reed also gave an update on the 2021 Virginia General Assembly session. Two Capitols engaged on the following legislature on behalf of the Airport: **SB 114** Aircraft Civil: registration and licensing; **HB 2031** Facial Recognition Technology: authorization of use by local law enforcement agencies; and **HB 2015** Essential Workers: hazard pay, employer to provide personal protection equipment, civil penalties.

R-1 Recommendation to Approve the Preliminary Fiscal Year 2022 Budget**(Deborah H. Painter, Chair, Finance Audit Committee):**

Finance Audit Committee Chair, Painter, reported that the Committee had met and conducted a thorough assessment of the FY 2022 Preliminary Budget. Since March 2020, the Authority has experienced severe reductions in passenger activity due to the Coronavirus pandemic. Although the Committee anticipates some recovery during Fiscal Year 2022, it has been challenging to quantify. Mr. Bowen invited Mr. Jarred Roenker, Director of Finance to provide a brief report and to answer questions.

Mr. Roenker reported that the FY 2022 budget assumes an 80% passenger rate. Some items have not been confirmed such as the amount of federal funding that will be used towards the budget, and the amount the Authority will receive in the 3rd Stimulus Package. Also, Mr. Roenker briefly reported on the Summary of Revenues, Summary of Expenses, and Summary of Capital Expenditures. Mr. Roenker welcomed questions.

Committee Chair Painter added that contingent upon the anticipated amount received from the 3rd Stimulus Package, the Finance Audit Committee expects to recommend a 4% employee increase to the FY 2022 budget that was not provided during FY 2020 due to the pandemic. After Board approval, the Preliminary Budget will be present to the Airline signatories. The Final Fiscal Year 2022 Budget will be submitted to the Board for approval in May 2021.

On behalf of the Committee, Ms. Painter recommended approval of the Preliminary Fiscal Year 2022 Budget. A roll call vote was taken, and the recommendation was unanimously approved.

R-2 Recommendation to Approve Interior Photography Artwork (Malcolm P. Branch, Chair, Facilities, and Planning Committee):

On behalf of the Facilities and Planning Committee, Chair Branch recommended the selection of two images from the artwork by Photographer, Mark Atkinson, be displayed in the Business Lounge in the Departures Terminal Main Lobby. After discussion, the majority of the Board selected the images depicting the marsh and the women and young boy crabbing. Commissioner Smith preferred to consider the bridge and sailboat image. Commissioner Broderick abstained because he was unable to see the images. The Board's selections will be submitted to staff for the final decision.

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

Mr. Bowen supplemented the Capital Projects Update which was distributed before the meeting.

Mr. Bowen provided an update on the sale of the real property on Barrs Road to Century Concrete. As reported on January 28, 2021, Board meeting, Century Concrete rejected the Authority's original offer and agreed to obtain a second appraisal. A second appraisal was received and revised by the Authority's appraiser. Based on the second appraisal, a counteroffer was made on March 12, 2021.

Concerning the purchase of 5936 Drum Road by the Authority, the due diligence requirements for the title insurance commitment and environmental study have been received and Mr. Bowen anticipates receiving the appraisal shortly.

Mr. Bowen reported that the current glass art exhibition, "There's No Place Like Home", ends on March 31, 2021. Mr. Bowen welcomed comments and suggestions on the next exhibition.

Chairman's Report:

Chairman Branch expressed appreciation for the Commissioners' participation in the virtual meetings over the last year but advised that the April 2021 meeting is being planned as an in-person meeting.

Old Business:


Mr. Bowen provided an update of the Strategic Plan. Consultants Susan Winslow of Tela Vuota, Deborah Cordell & Janette Crumley of Cordell & Crumley will be conducting surveys, interviews, and group meetings. Mr. Bowen invited the Board to participate if available. Commissioners Burnette and Treasurer Gameda remarked that they have appreciated the opportunity to work on the Strategic Plan and to learn so much about the Airport and its history.

New Business: None

Closed Meeting: None

Adjournment:

There being no further business, Treasurer Gameda moved that the meeting adjourn. The motion was seconded by Commissioner Fraim, and the Board unanimously approved adjournment at approximately 1:45 p.m. The next regular public meeting of the Board will be held on Thursday, April 22, 2021, at 1:00 p.m.



Malcolm P. Branch
Board Chair



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