



NORFOLK AIRPORT AUTHORITY

Board of Commissioners Meeting Packet

Malcolm P. Branch, Chair

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

Thursday, June 24, 2021

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
June 24, 2021
AGENDA**

CALL TO ORDER

REGULAR AGENDA

- Approval of Board Meeting Minutes May 27, 2021

R-1 Recommendation to Approve the Arborists Airport Tree Condition Assessment
(**Malcolm P. Branch, Chair, Facilities and Planning Committee**)

R-2 Recommendation to Approve the Issuance of a Request for Qualifications for
Government Relations and Lobbying Services
(**Robert S. Bowen, A.A.E., Executive Director**)

EXECUTIVE DIRECTOR'S REPORT

CHAIRMAN'S REPORT

OLD BUSINESS

NEW BUSINESS

CLOSED MEETING (Required)

RECONVENE OPEN MEETING (Required)

ADJOURNMENT

Regular Agenda



NORFOLK AIRPORT AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES

**Thursday, May 27, 2021
1:00 p.m.**

The Norfolk Airport Authority (NAA) Board of Commissioners Meeting was held on Thursday, May 27, 2021, at the Norfolk International Airport (NIA), Human Resources Conference Room A, Main Passenger Terminal, Malcolm P. Branch, Chair, presided.

Commissioners Present:

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

Commissioners Absent:

Michael B. Burnette, CCIM
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:

Eric Ballou, Esquire, Kaufman & Canoles, P.C.
William Case, Managing Director, PFM
Janette Crumley, Owner, Cordell & Crumley

Others Present

continued:

Jessica Dennis, Management Analyst, City of Norfolk
Julie Mattlin, Principal, DKMG Consulting
DJ Mehigan, Managing Director, Raymond, James
Anita O. Poston, Esquire, General Counsel
Ed Reed, Vice President, Two Capitols Consulting
Christie “CJ” Stolle, Vice President, Two Capitols Consulting
Susan Winslow, President, Tela Vuota, PLLC

Welcome, and Call to Order:

Malcolm P. Branch, Chair, called the meeting to order at 1:00 p.m. Chairman Branch determined that a quorum was present as noted above.

REGULAR AGENDA

Approval of Minutes of Board of Commissioners Meeting on March 25, 2021:

Chairman Branch entertained a motion by Commissioner Mekbib Gemeda to approve the minutes for the meeting on Thursday, March 25, 2021; the motion was seconded by Commissioner Nusbaum and unanimously approved.

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

Mr. Reed and Ms. Stolle provided a brief federal and state legislative overview. They also addressed the upcoming elections and the potential impact to the Airport and travel industry. There will be a Special Session of the General Assembly in August 2021.

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

On behalf of the Finance Audit Committee, Chair Painter recommended approval of the Final Fiscal Year 2022 Budget and moved for its adoption. The recommendation was unanimously approved.

R-2 Recommendation to Approve the Issuance of Series 2021 Bonds to Refund the Authority’s Series 2011A, 2011B and 2011C Airport Revenue Bonds (Deborah H. Painter, Finance Audit Committee):

Finance Audit Committee Chair Painter introduced the consultants who assisted with the proposed bond refunding and requested they provide a brief overview of the financing.

Mr. William Case, from PFM, provided an outline of the transaction, including the credit ratings. The Authority received a marginally lower rating as a result of the economic downturn due to the pandemic. Mr. Eric Ballou, bond counsel, reviewed the proposed Resolution attached to these Minutes approving the issuance and sale of the Series 2021 Refunding Bonds.

On behalf of the Committee, Ms. Painter moved for adoption of the proposed Resolution authorizing the Executive Director to execute the Bond Purchase Agreement and to proceed with the issuance of \$20,890,000 Airport Revenue Refunding Bonds Series 2021A (Non-AMT), \$2,690,000 Airport Revenue Refunding Bonds Series 2021B (AMT), and \$2,270,000 Airport Revenue Refunding Bonds Series 2021C (Federally Taxable)

After discussion, the Board voted unanimously to approve and adopt the Resolution.

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 a report on the Airport Tenant Job Fair hosted by the Authority on May 24 and 25. The event was believed to be a success with over 550 resumes submitted for 122 vacant positions.

Chairman's Report:

Chairman Branch expressed his appreciation for the Commissioners attending the meeting in person. He congratulated staff on the successful Job Fair and Mr. Braden on his efforts in acquiring service by the new airline, Breeze. Commissioner Nusbaum emphasized the progress the Authority has made during the past years.

Old Business Strategic Plan Update (Susan E. Winslow, P.E., President, Tela Vuota, PLLC):

Consultant Susan Winslow provided an update on the Strategic Plan and shared the five phases of the planning process, the timeline, and the progress to date. The team will continue interviews and group meetings. Commissioners are invited to participate in the interviews.

New Business Appointment of Nominating Committee for Slate of Officers for FY 2022:

Chairman Branch appointed Commissioner Decker to chair the Nominating Committee and to submit a slate of officers for approval at the July 2021 meeting.

Closed Meeting: None

Adjournment:

There being no further business, Commissioner Gemeda moved that the meeting adjourn. The motion was seconded by Vice-Chair Painter 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, May 27, 2021, at 1:00 p.m.

Malcolm P. Branch
Board Chair

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

**RESOLUTION OF THE
NORFOLK AIRPORT AUTHORITY**

WHEREAS, the Norfolk Airport Authority (the “Authority”) has previously issued its Airport Revenue Refunding Bonds, Series 2011A, B and C (the “2011 Bonds”), for the purpose of refinancing bonds issued in 2001 to finance or refinance the acquisition, construction or improvement of certain airport facilities including (1) a new arrivals terminal building and an enclosed pedestrian bridge connecting the arrivals terminal building with the existing passenger terminal, (2) the baggage claim handling facilities in the existing passenger terminal, (3) the existing airport roadway system within the passenger terminal area, (4) certain new parking facilities, (5) functionally related and subordinate facilities to any of the foregoing, and (6) such other capital improvements that are approved by the Authority’s Board of Commissioners, all located at Norfolk International Airport, provide for the funding of a debt service reserve fund, and pay certain costs associated with the foregoing projects and the issuance of the 2011 Bonds;

WHEREAS, the Authority has determined to issue its Airport Revenue Refunding Bonds, Series 2021A (Non-AMT), 2021B (AMT) and 2021C (Federally Taxable) (together, the “2021 Bonds”) to refund certain maturities of the 2011 Bonds;

WHEREAS, the Authority will issue the 2021 Bonds under a Sixth Supplemental Indenture of Trust (the “Sixth Supplemental Indenture”), between the Authority and U.S. Bank National Association, as trustee (the “Trustee”), which supplements a Master Indenture of Trust dated as of April 1, 2001, between the Authority and the Trustee, as such Master Indenture has been previously supplemented and amended (the “Master Indenture”);

WHEREAS, pursuant to a Bond Purchase Agreement dated the date of its execution (the “Bond Purchase Agreement”), between the Authority and Raymond James & Associates, Inc., as representative of the underwriters (the “Underwriters”), the Underwriters will purchase or arrange for the sale of the 2021 Bonds; and

WHEREAS, there has been presented to this meeting the forms of the following documents (the “Documents”), which the Authority proposes to execute to carry out the transactions described above, copies of which documents shall be filed with the records of the Authority:

- (a) the Sixth Supplement;
- (b) the Bond Purchase Agreement;
- (c) the Official Statement in preliminary form to be dated the date of its circulation (the “Preliminary Official Statement”);
- (d) the Continuing Disclosure Agreement; and
- (e) forms of the 2021 Bonds, as attached to the Sixth Supplemental Indenture;

NOW, THEREFORE, BE IT RESOLVED BY THE NORFOLK AIRPORT AUTHORITY:

1. The Executive Director is authorized, on behalf of the Authority, to deem the Preliminary Official Statement and the final Official Statement relating to the 2021 Bonds (the "Final Official Statement") to be final as of their dates within the meaning of Rule 15c2-12, as amended (the "Rule") of the Securities and Exchange Commission, except for the omission from the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the execution of the Final Official Statement by such officer shall be conclusive evidence that each has been deemed final. The circulation of the Preliminary Official Statement, in substantially the form submitted to this meeting, by the Underwriters is hereby approved. The Executive Director is hereby authorized to approve the Final Official Statement incorporating the final terms of the 2021 Bonds as provided in paragraph 2 and any other completions, omissions, insertions and changes that may be necessary or desirable to complete the Final Official Statement and to execute and deliver it to the Underwriter, such execution to constitute conclusive evidence of his approval or ratification of the completions, omissions, insertions and other changes to the Preliminary Official Statement or the Final Official Statement.

2. The Authority hereby authorizes the issuance and the sale of the 2021 Bonds pursuant to the Indenture. The aggregate principal amount of the 2021 Bonds shall not exceed Thirty-Five Million Dollars (\$35,000,000) and the final maturity of the 2021 Bonds shall not exceed eleven (11) years from their dated date, and shall be approved by the Executive Director. The 2021 Bonds shall bear interest at the interest rate or rates as shall be approved by the Executive Director provided that the aggregate true interest cost on the 2021 Bonds shall not be greater than four percent (4.00%) and the refunding of the Series 2011 Bonds shall result in an aggregate net present value debt service savings of three percent (3.00%) or greater. The Executive Director is authorized to procure bond insurance or any other credit enhancement in connection with the issuance of the 2021 Bonds if he determines that it would be beneficial to do so.

3. The Executive Director, the Chairman and the Vice-Chairman, any one of whom can act (the "Designated Officers"), are hereby authorized to approve and/or execute the Documents (with such completions, omissions, insertions and changes as he may approve, his execution or approval to constitute conclusive evidence of his approval of such completions, omissions, insertions and changes), to cause the seal of the Authority to be affixed thereto or printed thereon, to deliver the Documents to the other parties thereto, and to deliver the 2021 Bonds to the Trustee for authentication pursuant to the Indenture.

4. The Designated Officers, any one of whom can act, are hereby authorized and directed to execute and deliver all certificates, documents, agreements and other instruments, including without limitation one or more escrow agreements, if required, to provide for the refunding of the 2011 Bonds, Internal Revenue Service Form 8038 or 8038-G, as appropriate, and continuing compliance procedures for federal income tax and securities/disclosure purposes, all containing information with respect to the 2021 Bonds, as he may consider necessary or desirable, and to take all such further action as he may consider necessary or desirable in connection with the issuance of the 2021 Bonds.

5. Any authorization made hereby to the officers of the Authority to execute a document shall include authorization to the Designated Officers, any one of whom can act, to execute the document, authorization to the Secretary or Assistant Secretary of the Authority to affix the seal of the Authority to such document and attest such seal and authorization to any officer to provide for the recording of such document where appropriate and to deliver it to the other parties thereto.

6. All other acts of the officers of the Authority that are in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the 2021 Bonds are hereby ratified, approved and confirmed.

7. No covenant, condition or agreement contained in the 2021 Bonds or in any financing instrument executed or delivered in connection therewith shall be deemed to be a covenant, condition or agreement or obligation of any present, past or future commissioner, officer, employee or agent of the Authority in his individual capacity, and no officer of the Authority executing the 2021 Bonds or any financing document or instrument shall be personally liable thereon or subject to any personal liability by reason of the issuance or execution thereof. As provided in the Authority's enabling statute and the Master Indenture, none of the Authority, the Commonwealth of Virginia or any political subdivision thereof, including the City, shall be obligated to pay the 2021 Bonds or the interest thereon or other costs incident thereto except from the revenues and moneys pledged therefor in accordance with the Master Indenture, and neither the faith nor credit nor the taxing power of the Commonwealth of Virginia or any political subdivision thereof, including the City, shall be pledged thereto.

8. The Authority hereby appoints Kaufman & Canoles, a Professional Corporation, as bond counsel to supervise the proceedings and approve the issuance of the 2021 Bonds.

9. The Authority hereby approves the appointment of Raymond James & Associates, Inc. as representative of the Underwriters for the 2021 Bonds.

10. This Resolution shall take effect immediately upon its adoption.

CERTIFICATE

The undersigned Assistant Secretary of the Norfolk Airport Authority (the "Authority") hereby certifies that the foregoing is a true, correct and complete copy of a resolution adopted by a majority of the Commissioners of the Authority present and voting at a meeting duly called and held on May 27, 2021, in accordance with law, and that such resolution has not been repealed, revoked, rescinded or amended, and is in full force and effect on the date hereof.

WITNESS the following signature this 28th day of May, 2021.



Assistant Secretary, Norfolk Airport Authority

**R1 - Recommendation to
Approve the Arborists
Airport Tree Condition
Assessment**

**Malcolm P. Branch,
Committee Chair
Facilities and Planning
Committee**



June 14, 2021

Mr. Malcolm P. Branch, Chair, Facilities and Planning Committee
Mrs. Deborah H. Painter, Vice-Chair, Facilities and Planning Committee

Re: Airport Tree Condition Assessment

Dear Mal and Deb,

Over the past few years staff has become increasingly concerned about the health and condition of trees in and around the Main Terminal Complex, which includes the Departures and Arrivals Terminals. Several trees have been removed or trimmed of dead limbs and branches to avoid risks to pedestrians, vehicles and structures. In December 2020 a large Oak Tree was removed, due to its poor condition, from the north garden area beside of the pedestrian bridge (skywalk) that links the Departures and Arrivals Terminals.

In November 2020 we engaged the services of two certified Arborists recommended by our engineering consultant, Kimley-Horn. Their task was to assess the health and risk potential of approximately 200 trees in this area. This Assessment was later expanded to other areas of the Airport along Departures Boulevard, Arrivals Boulevard and Robin Hood Road.

Please find enclosed memorandums from Anthony Rondeau, Deputy Executive Director of Engineering and Facilities, as well as the Arborists' Airport Tree Condition Assessment for your information. Their recommendations include the removal of Willow Oaks as not being a viable selection for the medians of the Departures and Arrivals Terminals and the perimeters of the short-term parking lots on the north and south sides of the Departures Terminal. These sites provide only 4 percent of the soil volume required for Willow Oaks to reach maturity and remain healthy.

Of particular concern to staff are the large trees in the garden area on the immediate north and south sides of the pedestrian bridge. These trees consist of Loblolly Pines ranging roughly 75-85 feet in height and 19-28 inches Diameter at Standard Height (4.5 feet above grade); and Oak Trees with heights above 55 feet and exceeding 30 inches Diameter at Standard Height. If any of these trees fall during a wind event, they could impact the pedestrian bridge (skywalk), the Departures Terminal, and the roadways. In September 2003 I stood on the pedestrian bridge and

watched two large trees in the garden area topple from the winds of Hurricane Isabel. Fortunately, both trees fell away from the bridge, but one did impact the roadway. Now, eighteen years later, the surviving trees have grown taller and thicker posing a greater risk to our infrastructure, pedestrians and vehicles.

It is staff's recommendation to immediately remove the Willow Oaks from the medians and short-term parking lots, and the Loblolly Pines and Oak Trees from the garden area on the north and south sides of the pedestrian bridge. The Assessment also notes dead or dying trees in other areas of the Airport that pose a risk to pedestrians, vehicles, roadways and buildings. These trees will be removed or dropped in place as recommended by the Arborists.

In total, approximately 124 trees will be removed with canopy clearing for other salvageable trees. The estimated cost of this removal and canopy clearing is \$152,664 with funds coming from the Authority's Renewal and Extension Fund. With the impending hurricane season, it is critical that this project be initiated as soon as possible.

Staff will work with the Arborists and our Architect to replace the removed Willow Oaks, Loblolly Pines and Oak Trees with smaller trees, such as Muskogee Crape Myrtles, which can be found in some areas of the Airport campus and are more viable for these conditions. We will come back to the Board with a cost estimate for this replacement in a few months.

Please let me know if you have any questions. I will place this matter on the agenda for Board action at its meeting scheduled for June 24, 2021.

Sincerely,



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

Enclosures

Copy with encl: Commissioners
Anita O. Poston, Esquire



INTER-DEPARTMENT MEMORANDUM

TO: Robert S. Bowen, A.A.E. - Executive Director
FROM: Anthony E. Rondeau, Deputy Executive Director – E&F
SUBJECT: Tree Condition Assessment
DATE: June 9, 2021

Over the past few years, I have worked with Field Maintenance to remove several trees that were in very poor health. These trees were located immediately adjacent to parking lots, roadways and pedestrian walkways. Therefore, in the interest of safety they were removed. Unfortunately, we still have numerous trees in poor or declining health.

Beginning in November of 2020 I began a condition assessment effort with a certified arborist to determine which trees could remain, which trees needed maintenance and which trees need to be removed. The results of this effort are found in the attached Phase 1, 2 and 3 Tree Reports. The Phase 1 report recommends immediate removal of 44 trees in the areas fronting the Departures and Arrivals Terminal curbsides and adjacent to the short-term parking lots. The Phase 2 and 3 reports, which evaluated on trees adjacent to airport access roads, recommend immediate removal of 33 trees with significant amounts of canopy clearing required. Additionally, the Phase 1 report identified numerous trees that should be considered for proactive removal due to the potential risk the trees pose to airport users and property based on the tree's planting location and improper planting condition. To address this concern would require proactively removing 20 trees adjacent to the short-term parking lots and 27 trees adjacent to the pedestrian bridge.

I have prepared a cost estimate to perform the removal and maintenance of trees as recommended in the reports. The estimated total cost to perform the work is approximately \$150,000. Included in the total estimate is \$100,000 of immediate needs identified in the report documents and an additional \$50,000 of proactive work. I am proposing that this effort be funded with the Authority's Renewal and Extension Fund.

The arborist's detailed findings are attached.

Please review the attached information and let me know if you have any questions or comments.

With your concurrence I will proceed with the efforts described above.

Thanks,

A handwritten signature in black ink that reads "Anthony E. Rondeau".

Anthony E. Rondeau, P.E., C.M.

From: Anthony Rondeau
Sent: Monday, November 2, 2020 5:05 PM
To: Robert Bowen
Cc: Steven C. Sterling
Subject: Arborist Recommendation for Tree Condition Assessment

Robert,

I worked with Kimley-Horn to identify a local arborist that would be able to evaluate the existing trees adjacent to the Arrivals and Departures Terminals. Specifically, I would like to evaluate the trees that are confined within the tree wells in the terminal medians, the trees that are located against the sidewalks or streets and the trees that are adjacent to the Pedestrian Bridge. I am concerned that the impervious cover of the sidewalks and streets located within the dripline or outer limits of the branches is causing the tree roots to be deprived of water and nutrients leading to damaged and unhealthy trees. Not only are damaged and unhealthy trees an eye-sore but they can also be a liability if they fall and harm people or property. We've already had to remove numerous trees on the south side of the Departures Terminal due to dead tree limbs and tops. We are starting to see similar conditions in the area of the Pedestrian Bridge and in a few trees in the Arrivals Terminal median.

Kimley-Horn has recommended that we retain the services of Ken Mills and Oscar Richardson. Ken Mills is an International Society of Arboriculture (ISA) Certified Arborist and Oscar Richardson was an ISA Certified Arborist for twenty years.

Ken and Oscar would assess approximately 200 trees throughout the areas described above. A thorough assessment for each tree may not be necessary but all trees would be measured and a description of their health and recommendations for continued care or removal would be provided. Trees that require a thorough assessment will be identified and will have a detailed assessment performed. The assessment will provide details for factors such as sidewalks, paving, and planting pits, which could impact health and growth.

Trees will also be evaluated to determine whether or not they pose a threat to human and structural targets. This would include evaluating cavities, wounds, trunk leans, unbalanced canopies which could lead to failure in wind events, and any pest/disease related damage. This effort will include using a climber for aerial inspection if necessary.

Photos will be provided as necessary to supplement the descriptions.

It is estimated that his cost will not exceed \$15,000.

Please let me know if you have any questions or comments.

Thanks,

ANTHONY E. RONDEAU, P.E., C.M.
Deputy Executive Director
Engineering and Facilities

Norfolk Airport Authority®
Norfolk International Airport®
2200 Norview Avenue
Norfolk, VA 23518



Norfolk International Airport Tree Report

Phase I

Prepared by Signature Landscapes

Ken Mills, Certified Arborist, #ISA 200922

Oscar W. Richardson III, Consulting Arborist

February 18, 2021

Attention: Anthony Rondeau, Deputy Executive Director, Engineering & Facilities

“Ancient trees are precious. There is little else on Earth that plays host to such a rich community of life within a single living organism.”



— *Sir David Attenborough*

Overview: Signature Landscapes was contracted by the Norfolk International Airport to inspect trees located on their property. The inspection was to evaluate the health and current physical structure of the trees and make recommendations respectively. This required on site visual observation and measurements for specific trees located near roadways and infrastructure. These inspection visits commenced in late November and will conclude in early March.

Inspection Protocols: The first inspection was initiated on November 19, 2020. Each tree was measured for Diameter at Standard Height (DSH) which is 4.5 feet above grade, height, and diameter of canopy spread. We, visually inspected the root zone which included the roots and root collar, the trunk, and the crown and branches. In the root zone we looked for cut/damaged roots, decay or fungal fruiting bodies/mushrooms which could indicate decay, girdling roots, buried collars, the root plate lifting or cracking sidewalks, curbs, or roadways and heaved soils.

Trunk inspections included dead/missing bark, included bark, cracks, lightning damage, cankers/galls/burls, codominant stems, decay, sap ooze, heartwood decay, cavities, conks/mushrooms, and lean.

Crown evaluations included unbalanced canopies, live crown ratios, dead twigs/branches, broken limbs/hangers, pruning cuts, lightning damage, cracks, codominant attachments, cavities/nests, weak attachments, cankers/galls/burls, conks, sapwood/heartwood damage or decay and previous branch/limb failures.

Additionally, we examined soil conditions including available volume, compaction, and pavement/concrete over roots. We noted wind exposure, crown density/size, vines/mistletoe, vigor, evidence of

pests/disease and topography. Each tree inspection included potential targets: human, vehicle, or structure.

Trees #1-26:

These trees are located at the entrance to the Departure Terminal along the roadway and adjacent parking lots including a median next to the terminal. All of these trees are Willow Oaks, *Quercus phellos*. At full maturity they can reach a height of 60 feet, have a canopy spread of 30-40 feet and DSH can exceed (24) inches. Of the (26) trees only about seven have the soil volume needed to reach some measure of maturity. Many of these trees exhibit various stages of stress/decline directly associated with limited soil volume and rooting space. This would include dieback in the crown, active disease pathogens, loss of vigor, stunted growth, and incomplete sealing of pruning cuts. Included in the report is a section titled "Special Conditions" where this issue is described in detail and its impact on a tree's longevity. There have already been several trees removed in this area and others have been pruned or the crown has been reduced because of dieback. The median strip has five empty pits where the trees have been removed.

Recommendations: Willow Oaks were not a viable selection for this site because of the soil volume required for them to reach maturity and remain healthy. With the exception of the four trees located in the curve approaching the terminal and maybe three more that may have sufficient soil, the others should be removed.

Currently, we recommend that Trees #'s 14, 15, 23-26 should be removed immediately. All of them are in decline and have dead parts. In an abbreviated time span the others will continue to decline and require parts to be removed for safety concerns. This is a highly trafficked zone with pedestrians and vehicles and their safety is a high priority. Once these trees begin the process of decline they will continue to display dieback and shed limbs/branches. The process may take a few years but the end result will be removal. It seems prudent to remove the entire tree instead of a piecemeal approach that is more expensive in the long term, necessitates an almost constant inspection protocol, and could still cause injury/damage because of falling limbs/branches. Additionally, the narrow strip between the roadway and parking lot restricts root plate development which makes these trees prone to failure in wind events. If removal is not possible at this time all the remaining trees should be crown cleaned (removal of all dead tissue two inches or larger), to minimize potential impact.

Trees #27-39:

These trees are located adjacent to the Skywalk from the Departure Terminal on the south side to the Baggage Claim Terminal and bordered by the entrance/exit road. There are walkways through this area to accommodate pedestrians. It is treed with some mature Loblolly Pines and Oaks. There are some understory trees which are not addressed in our report. The Pines range from approximately 19-29 inches DSH and roughly 75-85 feet in height. Crown spread is between 31-40 feet. General health and physical condition are within normal ranges. One did not observe any significant defects, however some had unbalanced canopies because of the growth habits of other trees.

Specifically #31, a Loblolly Pine with a DSH of 21.4 inches and a height of approximately 80 feet, has its canopy on one side and leans toward the roadway and unloading area for passengers. Pines #27-28 have co-dominant parts. Typically, pines in wind events tend to fail 10-20 feet above grade. Several of these pines, if they failed, could impact the Skywalk, terminal, or the roadway. Trees #34, 35, and 37 are large Oaks. Their DSH all exceed 30 inches, heights above 55 feet and canopy spreads of 47 to 62 feet. All three are adjacent to the roadway/sidewalks and their canopies extend over them. General health and physical condition are within normal ranges for their size. All of them have had some prior pruning and have lost some limbs/branches probably due to wind events.

Tree #37 has a hanger over the roadway which needs to be removed.

Tree #35 has a cavity (1"x 8") approximately 15 feet above grade...unable to determine the extent of cavity because this is a visual evaluation only. No climbing was involved to assess above ground defects. These trees have been able to reach maturity, in part, due to sufficient soil volume.

Recommendations: Due to the walkways and curbside departures the trees need to be crown cleaned (deadwood larger than two inches removed) and some limb/branch structures on the Oaks that overhang the roadway and sidewalk could be reduced to lessen the extended weight load. An aerial inspection should be done by the Arborist doing the crown clean/ limb and branch reductions for any defects not detected by the visual exam from the ground.

Trees #40-51:

These trees are located on the north side of the Skywalk and adjacent to the terminal. It is bordered by the roadway and has sidewalks and asphalt walkways for pedestrians. Most of the trees are mature Loblolly Pines that range from 19-28 inches DSH and have heights of approximately 80 feet. Did not detect any significant defects but because of their heights and some unbalanced crowns they could impact the Skywalk if they failed in a wind event. Tree #51, a Loblolly Pine, leans toward the terminal because of the crown of a large Oak on the opposite side. We noted some wounds on surface roots likely caused by mower damage. Trees #46, 48, and 50 are mature Oaks with DSH from 29 inches to 46 inches and heights of 70-85 and significant canopy spreads. Tree #46, a Black Oak, was crown cleaned and had some large limbs/branches removed in December 2020 that were dead or had dieback. The only other tree is a Bitternut Hickory with a DSH of 14 inches and a height of approximately 40-45 feet. Again, these trees have been able to obtain maturity, in part, due to sufficient soil volume.

Recommendations: All the trees should be crown cleaned to remove deadwood as noted previously. Any type of vine should be cut at the base and removed from the trunk to at least 10 feet. English Ivy can conceal defects and should be removed from any tree located near a building, roadway, and pedestrian access. An aerial inspection should be done by the Arborist doing the crown cleans for any defects not detected by a ground observation. Special Note: A large Oak was removed from this area in December 2020 due to significant dead tissue and progressive dieback. The tree was in decline and photos at the end of the report will show the extent of decay.

Trees #52-79:

These trees are located on the north side of the terminal and bounded by the road on one side and a parking lot on the opposite side. It also includes a median with three Willow Oaks. The majority of the trees have significantly restricted soil volumes. Further exacerbating problems, many are growing on slopes which are impacted by runoff. Several trees have been removed from the median, evidence of crown reduction and limb removal from dieback was observed. Trees #52-59 and #65-70 may have sufficient soil volume at this time to sustain them. Several trees have dead tissue and dieback in their tips indicative of poor vigor. Trees #62, 77, 78, have coalescing wounds that weaken the support structure. On Tree #56 we noted the fungi, Candelaria, on the trunk...it is a lichen.

Recommendations: All of these trees are Willow Oaks and should not have been installed in these planting pits and along the roadway and parking lots. The available soil volume is extremely under proportioned for a mature Willow Oak. Per our previous recommendation they should be removed and replaced with an appropriate species for the planting sites. Tree #70 should be removed immediately. It has shelf conks approximately 12 feet above grade indicative of an active decay organism. It has a wound opening 2.5 feet long that exhibits poor sealing indicating reduced vigor and dieback in the crown. Numbers 78 and 79 have dieback in their tops and should be candidates for removal. The trees with coalescing wounds should also be considered for removal. All the remaining trees should be crown cleaned for safety.

Trees #80-98:

These trees are located along the entrance to a parking lot and the exit road from the main terminal. On the north it is bordered by another parking lot and by the tram route to the baggage terminal. With the exception of two Loblolly Pines (#92,93) they are all Oaks. The topography is flat and has a significantly wider planting zone than the other roadways and adjacent parking lots. This provides for a greater soil volume for the trees. There is evidence of minor pruning on some trees. A few trees have a small amount of oak gall and there is evidence of Candelaria on a couple. Trees #89 and 90 have had their root zones impacted by underground utilities (Refer to photo). Some lawnmower damage to surface roots. Tree #91, a 14.7 inch DSH and 40 feet in height has a co-dominant stem and a lean due to a Loblolly Pine #92. Trees 97-98 are two large Oaks on the other side of the tram route and at the beginning of the ring road with some visible defects.

Recommendations: All the trees should be crown cleaned and some raised to avoid contacting vehicles. Mower heights should be adjusted to prevent future damage to exposed roots. Trees #97-98 should have an aerial inspection on some lower limbs and trunk.

Trees in the median

In front of the baggage terminal: There are (18) Willow Oaks located in these 6x9 feet planting pits. Our best estimate is they are approximately two feet deep and provide roughly 108 cubic feet of soil. This is extremely inadequate for healthy growth and longevity.

Recommendations: These planting pits are not sufficient to sustain the health and potential growth of the Oaks. Please refer to the next section on “Special Conditions “ for a more comprehensive evaluation of this issue.

Special Conditions

The infrastructure necessary for an airport requires buildings, roadways, parking areas, above and underground utilities and structures, walkways, and other improvements. Each of these have an impact on the soil. These impacts include compaction, limited soil volume for tree growth and longevity, directional runoff of rainfall which could transport pollutants into the root zone, elevated temperatures due to asphalt, buildings impeding air movement, and removal of the organic mulch layer common in wooded areas. These are some of the limiting factors for trees growing in these conditions.

The design of the entrance to the terminal and the baggage claim facility provided for planting pits in the medium and along the edges of the parking lots. These pits and areas along the parking lots have a limited soil volume which directly impacts the growth, vigor, and longevity of the trees.

Numerous studies have demonstrated that soil volume and tree growth are directly related to several factors. These include available water, nutrients, evaporation affected by atmospheric conditions and heat sources such as asphalt roadways, direct exposure to sunlight without shading from neighboring trees, and sufficient soil to support the tree. Studies have shown that “one to three cubic feet of soil per square foot of canopy.” is necessary for a healthy tree.

The University of Florida recommendations are small trees (less than 30') need a minimum of 300 cubic feet of soil, trees less than 50' need 1,200 cubic feet, and those taller than 50' need 2,700 cubic feet. James Urban, in his book *Up By The Roots*, recommends a 1,000 cubic feet to grow a 16 inch diameter tree with a canopy diameter of 35 feet. All of the trees in these planting pits and along the roadways and parking lots are Willow Oaks, *Quercus phellos*. These trees can reach a height of 60' at full maturity and have a canopy spread of 40'. Using the University's standards this would require 2700 cubic feet of soil to reach full maturity. The planting pits measure 6'x 9' and the depth is unknown. Assuming standard construction protocols were used in installing the sidewalks and roadways the surrounding soil would be compacted adjacent to the pits and inhibit root growth outside the pit. If the planting pits are two feet deep this would provide approximately 108 cubic feet of soil. This soil volume is approximately 4% of what is the minimum requirement for a tree taller than 50 feet.



This is an unsustainable growing environment for these trees. Not only do they lack sufficient volume but all the attending issues associated with this condition are present. This would include water, oxygen, nutrients, microorganisms, temperature buffers, that would be limited by the lack of soil required for a tree of this size. Additionally, as the tree reaches the threshold of available soil and is unable to continue its normal development its defense system is compromised and disease pathogens and pests can hasten its decline.

This photo is the roadway and median on the Southside of the Departure Terminal.

This has led to the current condition of the trees. Some of the trees have already been removed, some need to be removed, others are in various stages of decline, some are beginning to show early stages



of having exploited the limited soil resource, and a few that may have a sufficient amount of soil still available (these would be the ones located in the curves of the roadway where more soil is available). In time the trees located in the limited soil areas will decline and die. In the picture to the left, in the early years the growth rings are wide, as the soil volume is exploited by the roots the growth rings get smaller until the tree dies.

Disclaimer:

Abnormally extreme storms such as tornadoes, hurricanes and heavy freezing rain are not predictable and in most cases, are not considered for categorizing a likelihood of failure.

The contents of this report are provided "as is, where is", and may change without notice as research and understanding of tree biology, tree mechanics and risk assessment.

Pressures On Inc., does not accept any responsibility explicit or implied for liability, loss, or consequential damage arising from the manner in which the materials presented by this report are used in the field.

Appendix 1: Image Gallery

TREES 1 - 26



Planting Pit L - Exit Rd, Parking



Planting Pit - R Entry Rd.



Median - Departures

TREES 27 - 39



Terminal, Skywalk South 1



Terminal, Skywalk South 2



Terminal, Skywalk South 3

TREES 40 - 51



Terminal, Skywalk North 1



Terminal, Skywalk North 2

TREES 52 - 79



North Terminal Soil Vol.



North Side Planting Strip

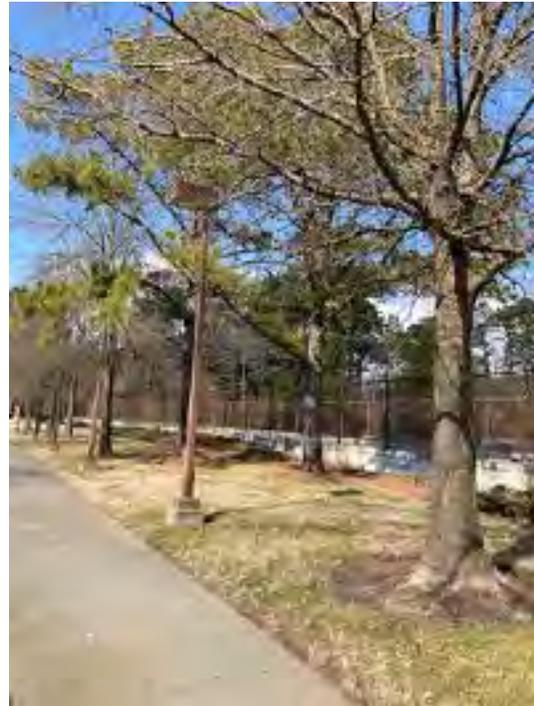


Median, Topped Tree

TREES 80 - 98



Codominant Stem #91



Sufficient Soil Volume

UNNUMBERED TREES



Median Baggage Terminal



Median Baggage Terminal 2

OAK REFERENCE ON PG.5



Oak 1a



Oak 1b



Oak 1c

From: Oscar Richardson
Sent: Wednesday, May 5, 2021 8:25 AM
To: Anthony Rondeau
Cc: Ken Mills
Subject: Re: Additional Trees - Departures North and South Lots

Anthony,

When we inspected the trees last year they were already defoliated and we could not tell whether the buds were new or from the previous year. Now that spring flush is here it is apparent that several of these are in stages of decline due to the limitations associated with limited/restricted soil volume. As noted in the report the available soil volume is not sufficient to sustain a healthy Willow Oak, *Quercus phellos* to maturity and over time these trees will only continue to decline and eventually die. We concur with you that it is prudent and economically beneficial to remove the trees now and not incur additional expenses of safety pruning over a period of years to eventual removal. This species was not suitable for the planting sites and will not survive under the limiting factors imposed by the volume of soil.

Ken Mills: ISA Certified Arborist

Oscar Richardson: Consulting Arborist

From: Anthony Rondeau
Date: Thu, Apr 29, 2021 at 5:34 PM
Subject: Additional Trees - Departures North and South Lots
To: PressuresOnGmail, Oscar Richardson

Ken, Oscar,

Please see the attached document. The trees called out in red are to be removed per your report. I did a walk around today and the trees in blue all look like they should be removed as well. Since the trees have bloomed the ones in blue are looking very bad.

Can you come out and visit these trees and update your evaluation? If you agree that they should be removed the please update your report as necessary.

I would appreciate this being done as soon as possible.

Thanks,

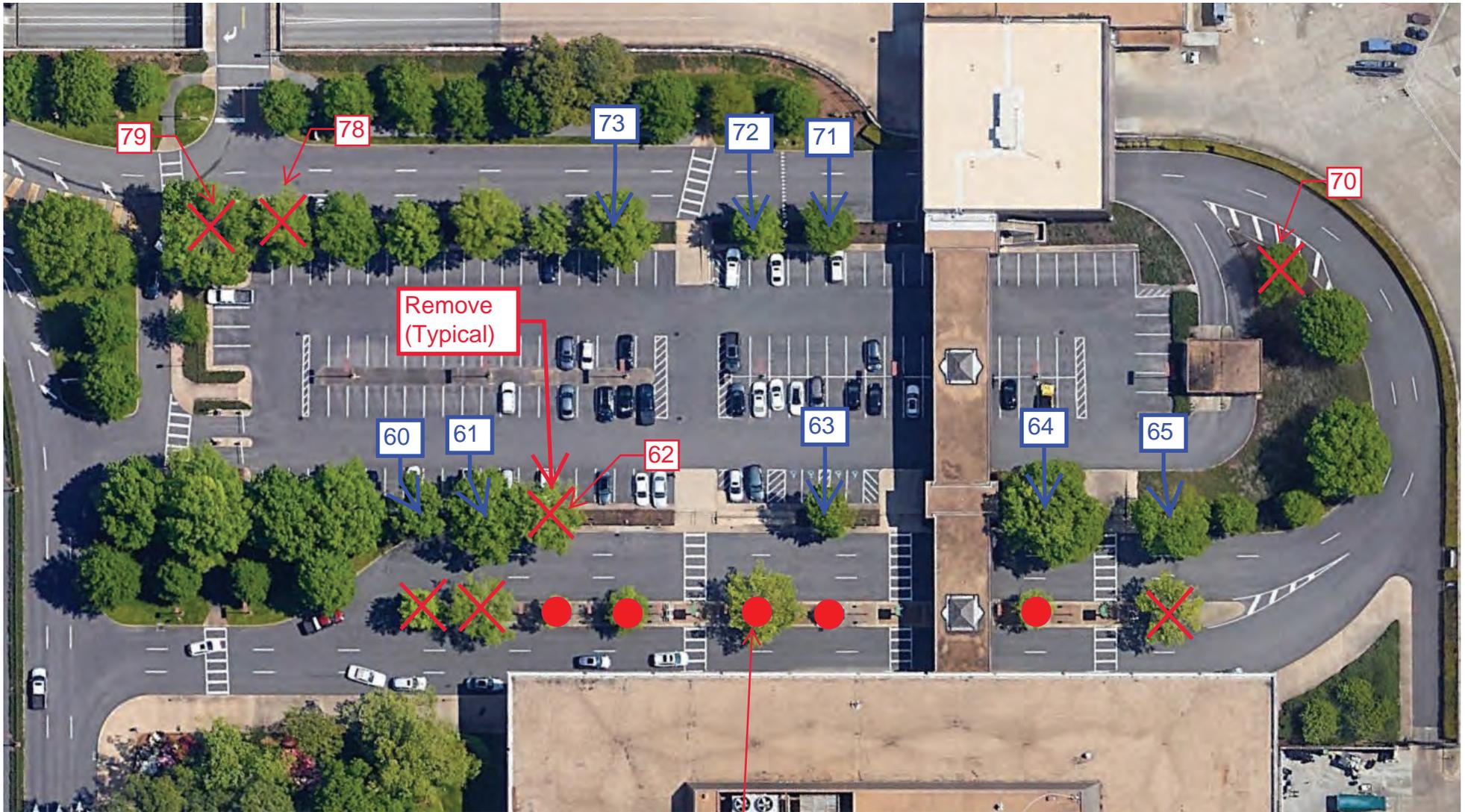
ANTHONY E. RONDEAU, P.E., C.M.

Deputy Executive Director
Engineering and Facilities

Norfolk Airport Authority®
Norfolk International Airport®
2200 Norview Avenue
Norfolk, VA 23518
o: 757-857-3351
e: arondeau@norfolkairport.com

<removal layout .pdf>

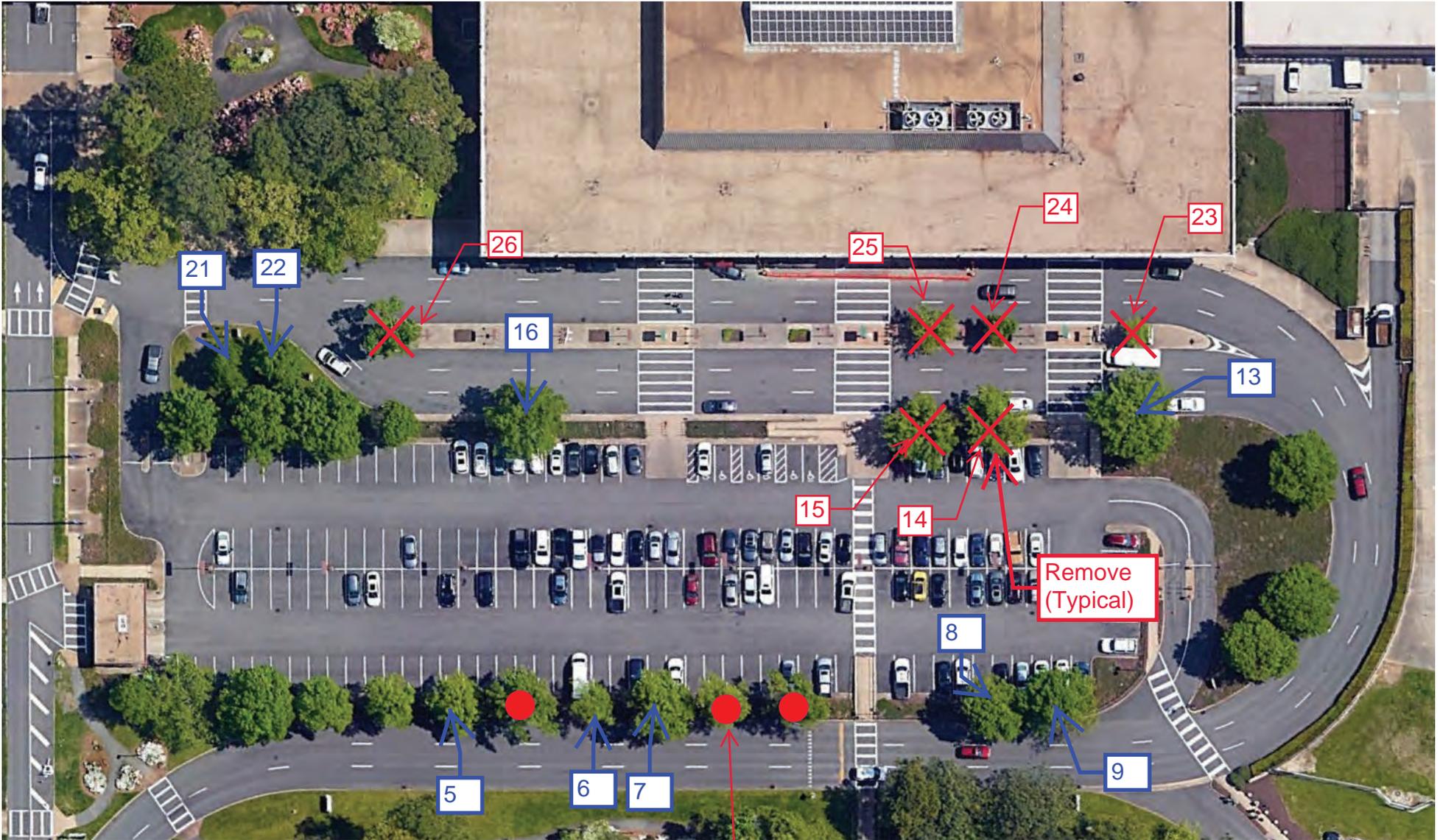
Phase 1 - Departure North



Remove
(Typical)

Trees previously
removed due to
very poor condition
(Typical)

Phase 1 - Departure South



Trees previously removed due to very poor condition (Typical)



Norfolk International Airport Tree Report

PHASE 2

Prepared by Signature Landscapes

Ken Mills, Certified Arborist, #ISA 200922

Oscar W. Richardson III, Consulting Arborist

April 29, 2021

Attention: Anthony Rondeau, Deputy Executive Director, Engineering & Facilities

Overview: Signature Landscapes was contracted by the Norfolk International Airport to inspect trees located on their property. The inspection was to evaluate the health and current physical structure of the trees and make recommendations respectively. This required on site visual observation and measurements for specific trees located near roadways and infrastructure. These inspection visits commenced in late November and will conclude in early March.

Phase 2:

Our inspection protocol shifts from numbering individual trees to identifying trees with specific issues in specified zones that contain a high number of trees. We did this for two reasons. First, the count of trees in the zones numbered in the hundreds and the time required to tag each tree was prohibitive and secondly, many of these trees do not pose an immediate problem because they are located in areas where the potential for a human or physical target is at a minimum or does not exist. We identified trees that are located along the roadways and portions of the interior of the zones that could impact a vehicle or pedestrian. Additionally, we noted trees adjacent to structures that were potential problems. At the end of this report several recommendations are included to reduce and minimize risks associated with people and trees.

Zone A: is located on the right side of the exit road from the Departure Terminal to the blinking light located at the exit of the parking garage. It is bordered by the Botanical Gardens and is separated by a chain link fence.

- Tree #1: 36" DSH Pine, 85' Ht.: tree has a large hanger and rubbing limbs from an adjacent Oak. Remove hanger and reduce rubbing limbs/branches.
- Tree #2: 22" DSH Pine adjacent to Rental Car Return entrance: (1) large broken hanger that is approximately 8-10" in diameter and roughly 20-25' in length. Remove hanger.
- Tree #3: uprooted Oak: tree fell on fence between the Botanical Gardens and the Airport property damaging the fence. It is located 30-40' from the sign noted above.
- Tree #4: Cedar tree next to Parking Garage besides retention pond: prune back from structure.

Following trees are located from the entrance to the Rental Car return parking garage to the front of the Baggage Claim building.

- Tree #5: 26" DSH Pine: remove large hanger and deadwood.
- Tree #6: Pine with top broken out and a 16-18' pole adjacent to each other. Remove both.
- Tree #7: 31" DSH Sweetgum: has several broken limbs/branches, hangers. Remove and safety prune.
- Tree #8: large Pine and Oak: located near electrical transformer housing, Pine has large hanger and deadwood and some limbs/branches for Oak are rubbing on the trunk. Remove hanger and deadwood and reduce interfering limbs/branches from Oak.
- Tree #9: large Sweetgum located 15-20' back from curve in roadway: has a large dead section and broken section from limb loss. Remove both.

Zone B: is located along the right side of the road from the flashing light (exit from parking garage) to the Garage Long Term Parking sign on the same side.

- Tree #1: 26" DSH Red Oak: tree has multiple stems which are dead. Remove.
- Tree #2: 20.3" DSH Sweetgum: canopy extends over roadway and the trunk has a significant lean in that direction. Recommend removal.
- Tree #3: 21.5" DSH Sweetgum: has an approximately 15' cavity in trunk but leans away from roadway. Remove or inspect semi-annually or after any major wind event to assess condition.
- Tree #4: 31" DSH Pine: located approximately 60' from LTP sign, tree has a cavity roughly 35-40' above grade. Needs an aerial inspection to determine extent of cavity and any necessary action.

Following trees are located from entrance to LTP garage to the flashing light on the garage side of the roadway.

- Tree #5: 24" DSH White Oak: tree has decay in its base otherwise appears to be healthy. Needs a semi-annual inspection and after any major wind event.
- Tree #6: 20.3" DSH Sweetgum: tree has some cavities on one side approximately 45-50' above grade. Needs an aerial inspection to determine extent of cavities and any necessary action.
- Tree #7: 14" DSH Oak: tree has extensive decay at 20-25' above grade. Remove.
- Tree #8: 18.5" DSH Tulip Poplar: large wound at base with decay. Remove.
- Tree #9: 27" DSH Pine: estimated diameter because of extensive poison ivy vines. Tree leans toward parking garage. Difficult to assess condition because of vines. Cut vines and then inspect.

- Tree #10: 16” DSH Sweetgum: tree has an old lightning strike wound exhibiting sound wound closure. Needs semi-annual and after any major wind event.
- Tree #11: 29” DSH Pine: has a 5-6’ wound approximately 25-30’ above grade. Leans toward parking garage. Aerial inspection to evaluate extent of cavity and recommend needed action. There is a 40” stump located roughly 25’ to one side.
- Tree #12: 24” DSH leaning Oak: has basal decay but leans toward interior of wooded area. (Refer to recommendations at end of Report)
- Tree #13: 25” DSH Pine: has a possible heaved root plate. It leans toward the guardhouse that appears to be not in use due to the automated ticket entrance. Needs semi-annual inspection and after any major wind event. Located in the interior.
- Tree #14: 22” DSH Oak: tree has several burls and one area of decay from prior limb failure approximately 20’ above grade. Recommend semi-annual inspection. Located in the interior.

Zone C: is located on the right side of exit road from the LTP sign to the bridge.

- Tree #1: 38” DSH Pine: located just past sign, has damage to roots from lawnmower and it is located on a slight slope. Correct mower height to eliminate future damage.
- Tree#2: 24” DSH Pine: basal decay about 8-10” located from grade to approximately 2’. Recommend semi-annual inspection and after any major wind event.
- Tree#3: 16” DSHOak with broken top. Remove.
- Tree#4: 26” DSH Oak: tree has a small opening at base with an approximate depth of 3”. Recommend semi-annual inspection and after any major wind event.
- Trees located from retention pond to bridge.
- Tree#5: 20” DSH Pine: has decay at base 2-3” wide to a height of 3’ above grade. Recommend semi-annual inspection and after any major wind event. Located along drainage ditch.
- Tree#6: fallen Sweetgum: root crown/basal decay.
- Tree#7: 23” DSH Pine: has a wound at approximately 30’ above grade. Recommend aerial inspection.
- Tree#8: 38” DSH Pine: located near stoplight and 25’ from sign. Tree has a decay area 10-12’ long and 6” wide. The wound/callus tissue is sealing well. Recommend semi-annual inspection and after any major wind event.
- Tree#9: 42” DSH Oak: remove lowest limb toward road.
- Tree#10: 27” DSH Pine: top broken out. Drop remaining trunk in natural area.
- Tree#11: 32.5” DSH Oak: has a 4-5’ column of decay in upper canopy on an approximately 12” limb that leans toward road. Remove limb. Has sign embedded in trunk.

Zone D: located between parking garages and area around retention pond.

- Tree#1: 31.5” DSH Oak: it forks at approximately 40-50’ above grade, has a wound about 6-8’ in length with good callus tissue. Has another cavity on trunk with an 8-10” opening 25-28’ above grade. Aerial inspection and if found to be sound remove large limb structure over road. If not, remove tree.
- Tree#2: 22” DSH Sweetgum: covered with poison ivy, the top is dead, and it has several dead stubs from broken limbs. Located in bed with azaleas. Remove.
- Note: there are several trees in this area that need to be crown cleaned.

Trees located around retention pond to exit road behind new parking garage under construction.

- Tree#3: 22" DSH Water Oak: decay in stem approximately 15-20' above grade with fruiting body. Located between planting bed and retention pond in natural area. Aerial inspection to determine extent of decay.
- Tree#4: 17" DSH Sweetgum: has a basal cavity. Recommend semi-annual inspection or after any major wind event.
- Tree#5: 16" DSH Oak: has decay approximately 20' and 28' above grade. If area is posted for no foot traffic the tree can remain because human targets do not have access.
- Tree#6: 18" DSH Oak: cavity located in lower trunk but leans over road. No visible cracks on opposite side. The opening is about one foot in length and seven inches wide and has a depth of approximately one foot. Recommend removal if cavity enlarges, semi-annual inspection and after any major wind event to see if any seams have opened on opposite side.

Zone E: located between the entrance and exit roads adjacent to stoplight, shaped like a triangle.

- Tree#1: 38.6" DSH White Oak: it is approximately 75-80' in height and has a double stem. Recommend the installation of two cables to stabilize canopies.
- Tree#2&3: Oak and Tulip Poplar: both have hangers and large decayed limb. Inspect Tulip Poplar for wound.
- Tree#4: 12" DSH Maple: has a 4" limb approximately 20-25' in length with decay growing toward exit road. Located next to a large Oak. Remove limb.
- Tree#5: 20" DSH Pine: it is 75-85' in height and has a column of decay 3-10' in length above grade. Recommend semiannual inspection and after any major wind event.
- Tree#6: 25" DSH Oak: has possible two trunks to 7-7.5' above grade. Reduce limb load toward light and entrance road.
- Tree#7: 7" DSH Oak: it is rubbing adjacent Pine. Located adjacent to entrance road. Remove.

Zone F: located opposite of Departure Terminal and bordered by parking lots and road to abandoned rental car return office.

- Tree#1: 11" DSH Maple: has significant decay in canopy. Located adjacent to LTP entrance and road to Departure Terminal. Remove.
- Tree#2: 16" DSH Sweetgum: top has broken out. Located by sidewalk next to road to Departure Terminal. Safety prune.
- Tree#3: 8" DSH Hickory: broken limb in canopy. Remove.
- Tree#4: 16" DSH Pine: has a wound approximately 20-25' above grade, has sound callus tissue. Located next to light adjacent to sidewalk. Aerial inspection to determine extent of decay.
- Tree#5: 16.3" DSH Pine: has a defect approximately 20' above grade. Located right of sidewalk next to concrete bike bollards. It leans toward defect. Recommend semi-annual inspection and after any major wind event.
- Tree#6: 16.5" DSH Pine: has a wound approximately 25' above grade, it is roughly 80-85' in height. Recommend semi-annual inspection and after any major wind event.
- Tree#7: 29" DSH Pine: has defect about 5-7' in length located about 10-15' above grade. Tree is approximately 80-85' in height and it leans in the direction of the defect. Located next to Departing Flights sign. Recommend semi-annual inspection and after any major wind event.

- Tree#8: 27" DSH Oak: has large broken limb lodged in canopy. Located on left side of abandoned rental car return building. Remove broken limb.
- Tree#9: 29" DSH Oak: has opening in top section. If the area is posted to prevent pedestrian access the defect does not pose a threat to a human target. However, if it allows ingress the top should be removed or the complete tree.
- Tree#10: 20" DSH Pine: has a co-dominant top at approximately 45-50' above grade and the remaining two sections above the split are approximately 25-30'. Located next to second Departing Flights sign approaching Departure Terminal. Recommend two cables to reduce stress on the connection at the split.
- Tree#11: 36" DSH Oak: has three leads off main trunk. One has a wound about two feet in length. Recommend aerial inspection to determine extent of decay.
- Tree#12: 32" DSH Oak: has a coalescing column of decay approximately 15-18' in length. Located approximately 30' from Departing Flights sign. Recommend aerial inspection to determine extent of decay.
- Tree#13: 12" DSH Maple: top is decayed/dead. Located near abandoned rental car return building. Remove.
- Tree#14: 7" DSH Maple: broken at base and lodged in adjacent Oak. Located to right of worker's path. Remove.
- Tree#15: Multi-stem Cherry: two large dead stems. Located by utility boxes at entrance to old rental car return road. Remove dead stems.

Trees next to Baggage Terminal and parking garage under construction.

- Tree#16: 30" DSH Tulip Poplar: has basal defect. Located in azalea bed. Recommend semi-annual inspection and after any major wind event.
- Tree#17: 8" DSH Cherry: limbs touching building. Prune away from building.
- Note: several trees with dead limbs, trees should be crown cleaned.

Zone G: located between old and new entrances to airport. Starting at bridge at new road entrance.

- Tree#1: 31" DSH White Oak: tree is dead/declining. Located approximately 40-50' from the bridge. Drop and leave in natural area or remove.
- Tree#2: 18" DSH Sweetgum: leans toward the road and has a significant angle of lean at its base. It is touching a Pine at grade and is located approximately 20' from in-ground box. Remove.
- Tree#3: 17" DSH Pine: has two wounds roughly 15-20' above grade and its canopy extends toward the access road. Located opposite light pole. Recommend semi-annual inspection and after any major wind event.
- Tree#4: 18.3" DSH Oak: it is dead. Located opposite second light pole and in the interior of the zone. Drop and leave or remove.
- Tree#5: 16" DSH Oak: has a basal cavity. Located in the interior. Recommend semi-annual inspection and after any major wind event.
- Tree#6: 23.5" DSH Pine: has a defect/wound that is 6'x8" approximately 28-32' above grade. It's canopy leans toward the road. Recommend aerial inspection to determine extent of decay.
- Tree#7: 27" DSH Oak: trunk/root flares are covered by extensive leaf debris. Located about 15' from access road. Remove leaves from around trunk to expose the base.
- Trees#8&9: unusual configuration...the Tulip Poplar had fallen, and a lead grew upward from this position, has an extensive decay cavity. The Oak measures 20" DSH and also has decay. Both trees are located in the interior and if they failed would not reach either road. If pedestrian is prohibited, they do not pose a threat to human targets.

- Tree#10: 34” DSH Pine: has a basal defect to about 5’ above grade. Located in the interior, it is approximately 100’ from the new entrance road and 60’ from the old entrance. If it fails it is unlikely to impact the roadways. Recommend semi-annual inspection and after any major wind event.
- Tree#11: 39” DSH Pine: has a basal defect. Located approximately 60’ from old entrance road in the interior. Recommend semi-annual inspection and after any major wind event.
- Tree#12: triple trunk Cherry: it is dead. Remove.

RECOMMENDATIONS

Zones should be posted to restrict pedestrian access where possible. This will eliminate or minimize the likelihood of human targets in the interior area of these zones and greatly reduce the potential for injury. Trees shed parts during their lifetime and restricting access reduces the exposure of people to this natural process. In zones which may allow ingress/egress all the trees should be safety pruned and inspected on a semi-annual schedule and after any major wind event to remove any damaged limbs/branches.

1. Special attention should be given to all trees that are adjacent to roadways, parking lots, and physical structures. In the report we identified trees that should be removed as well as limbs/branches on specific trees to be removed. Also recommended cabling for some. This will initially remove specific hazards and minimize the potential for impact to humans, vehicles, and structures. As noted, trees shed parts and can do so at any time. The goal is to reduce the likelihood to a minimum utilizing an inspection schedule that identifies specific issues and initiating a removal/pruning protocol to remedy these concerns. This is a proactive posture juxtaposed to a reactive one.
2. Special weather concerns such as ice storms and heavy, wet snows pose particular problems for trees. Whole trees could fail, or major limb/branch failure is possible. As experience shows it is not possible to remedy the potential for impact in these conditions. The purpose of the inspection schedule is to reduce the likelihood of these failures under extreme weather events. Additionally, the Atlantic Seaboard is prone to high winds from hurricanes, tropical storms, nor’easters and wind events generated by the Gulf Stream and the warm waters of the Chesapeake Bay. All of these pose a threat to trees and the only process to eliminate all potential conflicts is to remove the trees. Thus, the necessary implementation of an Inspection Protocol to address these potential conflicts.

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APPENDIX1: PICTURES

ZONE A



ZONE B





ZONE C



ZONE D and E

No Photos.

ZONE F



ZONE G

No Photos.

Phase 2 Zone Map





Norfolk International Airport Tree Report

PHASE 3

Prepared by Signature Landscapes

Ken Mills, Certified Arborist, #ISA 200922

Oscar W. Richardson III, Consulting Arborist

Monday, May 24, 2021

Attention: Anthony Rondeau, Deputy Executive Director, Engineering & Facilities

Overview: Signature Landscapes was contracted by the Norfolk International Airport to inspect trees located on their property. The inspection was to evaluate the health and current physical structure of the trees and make recommendations respectively. This required on site visual observation and measurements for specific trees located near roadways and infrastructure. These inspection visits commenced in late November. This is the third and final phase report.

Phase 3

This covers the portion of road from Miller Store Rd. to the end of trees alongside the lake on Robin Hood Rd. (Old entrance to Airport) It also includes the parking lot and Gurley Rd. to the west of Miller Store Rd.

Trees between lake and road up to entrance to Fed Ex.

- Tree#1: 13" DSH Water Oak: it has two wounds at 7' and 9' feet above grade. Recommend a semi-annual inspection or removal.
- Tree#2: 20" DSH Black Cherry: tree has basal decay. Drop in natural area.
- Tree#3: Multi-stem Live Oak: located opposite entrance to Fed Ex, has broken limbs/branches to be removed, remove ivy from base and elevate to 16 Feet over road for large trucks and trailers.
- Tree#4: Multi-stem Live Oak: located approximately 40 Feet from #3. Same recommendation as #3.

Trees from radio cell towers to 90 degree turn near observation site.

Tree#1: Leaning Mulberry opposite large multi-stem Sweetgum located at service entrance to catering service. Elevate for road clearance to 16 Feet above road.

Tree#2: 18-22" Oak: located opposite Gourmet Gang facility. Tree has sparse growth and has evident dieback. Recommend removal.

Trees along Robin Hood Rd. from Observation Site to Miller Store Rd.

Tree#1: Water Oak: located opposite Observation Site. Has dead top, drop in woods.

Tree#2: Dead stem approximately 15-20 Ft. inside tree line. Drop in woods.

The remaining trees in this section are approximately 25-30' from the edge of the roadway. Power lines maintained by Dominion Power run the entire length of Robin Hood Rd. Dominion has regular pruning cycles that addresses potential conflicts with trees and power lines to reduce the likelihood of power outages during storms, wind events, and ice/snow storms.

Trees located adjacent to off-site parking lot and Gurley Rd. Also includes short portion of Miller Store Rd.

There are several trees that would need to be crown cleaned because of deadwood and limb structures that extend into adjacent properties. Adjacent property owners could remove limbs that extend into their properties if desired. Recommend the Airport Authority post signage prohibiting pedestrian access and vehicle traffic to the parking lot and just past the private residence on Gurley Rd. A barrier could be installed on Gurley Rd. to prevent access by vehicles. By prohibiting access by pedestrians and vehicles the Authority would significantly reduce the potential for targets in this area. Trees adjacent to Miller Store Rd. should have all deadwood removed and elevated to 16Ft. above roadway for trucks/trailers.

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Phase 3 Limits





Typical Short Term Lot Trees to be Removed



Typical Departures Median Trees to be Removed



West Garden: Existing



Opinion of Probable Cost

Norfolk International Airport - Landscape Improvements

6/9/2021

Phase 1

Demolition / Site Preparation	Quantity	Unit	Cost	Extension
Cut, Grind, Dispose of Trees - Immediate Per Report	44	ea	600.00	26,400.00
Cut, Grind, Dispose of Trees - Proactively Per Report	20	ea	600.00	12,000.00
Cut, Grind, Dispose of Trees - Proactively at Pedestrian Bridge	27	ea	900.00	24,300.00
Landscape preparation, renewal of grades at Pedestrian Bridge	1	ls	12,500.00	12,500.00
Excavate Treewells - In Arrivals and Departures Medians	350	cy	20.00	7,000.00
Imported Clean Fill - For Treewells in Medians	350	cy	40.00	14,000.00
			10% Contingency	9,620.00
			Total	105,820.00

Phase 2 - Per Report

Demolition / Site Preparation	Quantity	Unit	Cost	Extension
Cut, Grind, Dispose of Trees	29	ea	600.00	17,400.00
Canopy Clearing	1	ls	15,000.00	15,000.00
			10% Contingency	3,240.00
			Total	35,640.00

Phase 3 - Per Report

Demolition / Site Preparation	Quantity	Unit	Cost	Extension
Cut, Grind, Dispose of Trees	4	ea	600.00	2,400.00
Canopy Clearing	1	ls	5,000.00	5,000.00
			10% Contingency	3,804.00
			Total	11,204.00

Totals for All Phases **152,664.00**

Muskogee Crape Myrtle



Location: South and North Departures Loop Medians

Large flowering Crape Myrtle

Mature height: 20' high x 16' wide

Bloom: July to September (lavender-pink)

Attractive lavender flower summer and fall, low maintenance, easily pruned, mildew resistant



**Departures Curbside: New Planting
New Trees at Departures & Arrivals Medians**

**R2- Recommendation to
Approve the Issuance of
of a Request for
Qualifications for
Government Relations and
Lobbying Services**

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



June 14, 2021

Board of Commissioners
Norfolk Airport Authority

Dear Lady and Gentlemen,

At its meeting on October 25, 2018, the Board approved the Executive Director to negotiate and enter into a twelve-month contract with Two Capitols Consulting to represent the Norfolk Airport Authority's interests in Washington D.C. and Richmond. Staff has since renewed the 12-month contract twice. The contract is based on the Authority's Policy for Small Purchases of Goods and Nonprofessional Services which is an exemption to the Virginia Public Procurement Act's requirement for competitive sealed bids or negotiations for contracts not expected to exceed \$100,000. Two Capitol's monthly fees have remained under \$100,000 for the term of its contracts. Their current contract expires October 31, 2021.

Recently the Authority received an expression of interest from another firm to provide government relations and lobbying services in Washington, D.C. and Richmond. I feel the Authority is now obligated as a public agency to undertake a competitive Request for Qualifications process for this contract.

Please find enclosed a draft Request for Qualifications (RFQ) for Government Relations and Lobbying Services. I modeled this RFQ from that of the City of Bowie, Maryland used in 2019 and added our Federal Aviation Administration requirements.

It is my recommendation that the Board approve the issuance of a Request for Qualifications for Government Relations and Lobbying Services for the lobbying year of November 1, 2021 through October 31, 2022.

Please let me know if you have any questions. I will place this matter on the agenda for Board action at its meeting scheduled for June 24, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert S. Bowen". The signature is fluid and cursive, with a large initial "R" and "B".

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

Enclosure

Copy with encl: Commissioners
Anita O. Poston, Esquire

REQUEST FOR QUALIFICATIONS

FEDERAL AND COMMONWEALTH OF VIRGINIA

GOVERNMENT RELATIONS AND LOBBYING SERVICES

The Norfolk Airport Authority (Authority) is requesting qualifications for Federal and Commonwealth of Virginia Government Relations and Lobbying Services for the lobbying year of November 1, 2021 to October 31, 2022. The Authority seeks responses from consultants with a proven track record in Federal and Commonwealth of Virginia government relations, advocacy and lobbying to assist in developing and successfully pursuing the Authority's legislative priorities. The Authority requires a well-managed and financially sound Consultant with demonstrated skills and technical ability, high levels of customer service, responsiveness and satisfaction, to meet the requirements outlined in this Request for Qualifications (RFQ).

The primary focus of the Consultant is to assist the Authority with its efforts to influence legislation, both in Congress and the General Assembly, to inform the Authority of proposed legislative actions that might benefit or harm the Authority, and to assist the Authority's communications with its Congressional Delegation and General Assembly Members.

BACKGROUND

The Authority was established on July 1, 1948, as a political subdivision of the Commonwealth of Virginia and an autonomous agency of the City of Norfolk. Its original name was Norfolk Port Authority, which was later changed to Norfolk Port and Industrial Authority and then to the current name of Norfolk Airport Authority. The Authority is governed by the Board of Commissioners of at least seven (7) but no more than nine (9) members appointed for four-year terms by the Norfolk City Council. The Authority is managed by a professional staff headed by an Executive Director who is appointed by the Board of Commissioners and serves at the pleasure of the Board.

On May 1, 1949 the Authority was given "supervision" responsibility for the operation and maintenance of what was then called the "Norfolk Municipal Airport" and what is now known as the "Norfolk International Airport". On January 1, 1950 Authority received full responsibility for the Airport's operation, maintenance and development. On December 16, 1999 the City of Norfolk conveyed the Norfolk International Airport Property to the Authority in consideration for the Authority's agreement to make equitable annual payments in lieu of taxes (PILOT) with the regulatory approval of the Federal Aviation Administration (FAA).

The Norfolk International Airport (Airport) provides air transportation services for the Hampton Roads region, the second largest metropolitan area in the Commonwealth of Virginia and the 36th-largest metropolitan area in the United States, as well as northeastern North Carolina. The airport occupies approximately 1,088 acres of land in the City of Norfolk approximately eight miles from Norfolk's downtown area. The Airport is classified by the FAA as a small-hub origin-and-destination airport and is ranked as the 79th busiest airport nationwide in terms of total passengers. The Airport is served by seven (7) commercial service passenger airlines and two (2) cargo service airlines. The Authority receives FAA and Virginia Department of Aviation (DOAV) grants for eligible capital improvement projects and purchases.

SCOPE OF SERVICES

The Consultant will report directly to the Authority's Executive Director and will be asked to brief the Board at their monthly meetings. It is anticipated that the specific tasks and responsibilities will be more specifically defined by the scope of services agreement between the Authority and the Consultant. The qualified Consultant must have the direct experience necessary to provide services that include, but are not limited to, the following tasks:

- **Monitoring:** Consultant shall serve as a reliable and consistent conduit of information to and from the Congress and the General Assembly; and monitor any legislation or Federal/Commonwealth events that may directly or indirectly impact the Authority. Consultant should work closely with the Executive Director and Board to assist in developing the Authority's legislative priorities. Consultant will make frequent contact with the Authority's Congressional Delegation and General Assembly members and their staff.
- **Bill Tracking:** Consultant shall track all bills and legislative actions that are determined to have an impact on the interests of the Authority.
- **Legislative Advocacy:** Consultant shall transmit the Authority's position on key legislative action to Congressional Delegation and General Assembly Members, as well as Federal and Commonwealth agencies as appropriate.
- **Coordination of Legislative/Regulatory Relationships:** Consultant shall work with the Authority in the coordination of a legislative/regulatory strategy that raises the awareness of issues relating to the Authority with its Congressional Delegation and General Assembly Members.
- **Enhance Intergovernmental Relationships:** Consultant will assist the Authority in the development of relationships with key Federal and Commonwealth legislators.

- **Establish an Active Presence:** Consultant shall actively establish a strong identity and presence in Washington D.C. and Richmond on behalf of the Authority.
- **Appropriations and Authorization Legislation:** Consultant shall coordinate meetings and other outreach with the Congressional Delegation and General Assembly Members in support of appropriation and authorization legislative action on funding that is beneficial for the Authority.

RFQ RESPONSE REQUIREMENTS

Consultants must provide the following information:

- Detailed description of the proposed governmental relations and lobbying activities during the contract year.
- Detailed description of how requirements of this RFQ will be met. The response should be presented in a format that corresponds to, and references, the sections outlined in the Scope of Work, and should be presented in the same order. The response should be a concise explanation of how the Scope of Work will be performed.
- A list of deliverables during the contract year.
- A list of personnel, including resumes, who will perform services and activities.
- Three (3) references with name, address, phone number and e-mail address of clients for which the Consultant has provided similar services.
- Submit at least five (5) examples of successful previous lobbying outcomes by the Consultant in the last five (5) years for a Commonwealth of Virginia commercial airport, municipality or political subdivision.
- A list of commercial airports, municipalities, and political subdivisions the Consultant has served within the previous twelve (12) months of the submission date.
- Name, address, telephone and e-mail address of the Consultant's lead individual to contact for further information regarding your response.

DUE DATE

Responses are due by **2:00 p.m. on Monday August 2, 2021** at the Office of the Executive Director, Norfolk Airport Authority, Norfolk International Airport, 2200 Norview Avenue, Norfolk, Virginia 23518. Please contact the Executive Director's Office at 757-857-3901 or e-mail swatts@norfolkairport.com should you require additional information.

SUBMISSION REQUIREMENTS

Please submit one (1) signed original and two (2) signed copies of the Consultant's response in a sealed package including the name, address, telephone number and e-mail address of the Consultant making the submittal. Submittals should be addressed to the Executive Director and clearly marked, "Sealed Response for the Norfolk Airport Authority's Government Relations and Lobbying Services RFQ". Also, an electronic copy of the signed response is to be sent to the attention of swatts@norfolkairport.com.

The submittals will become the sole property of the Norfolk Airport Authority.

SELECTION

The Authority staff will review all qualified submittals and will select Consultants to make a verbal presentation to the Norfolk Airport Authority Board of Commissioners, followed by an interview. The selection will be approved by the Board of Commissioners at a Public meeting.

The Authority reserves the right to waive technicalities or irregularities in submittals, and to reject any and all submittals or any part thereof. The Authority reserves the right to select the Consultant that the Authority, at its sole discretion, determines to best serve its interests.

FEDERAL AVIATION ADMINISTRATION CONTRACT PROVISIONS

Since the Authority is a recipient of Federal Aviation Administration (FAA) grants to fund certain eligible capital improvement projects or equipment purchases, the FAA requires that certain contract provisions be included in contracts entered into by an airport owner or sponsor. Accordingly, listed below are the FAA required contract provisions which will be incorporated into a contract with a Consultant for Government Relations and Lobbying Services.

1. Civil Rights – General

The Contractor agrees to comply with pertinent statutes, executive orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, natural origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

2. Title VI Clauses for Compliance with Non-Discrimination Requirements

- A. **Compliance with Regulations.** The Consultant will comply with the Title VI Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- B. **Nondiscrimination.** The Consultant, with regard to the work performed by it during the Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the Contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- C. **Solicitations for Subcontracts.** In all solicitations, either by competitive or negotiation made by the Consultant for work to be performed under a subcontract, each potential subcontractor will be notified by the Consultant of their obligations under the Contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
- D. **Information and Reports.** The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto. The Consultant will permit access to its books, records, accounts, and other sources of information as may be determined by the Authority or the FAA to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions.
- E. **Sanctions for Noncompliance.** In the event of the Consultant's noncompliance with the non-discrimination provisions of the Contract, the Authority will impose such sanctions as it or the FAA may determine to be appropriate, including, but not limited to: (i) withholding payments to the Consultant under the contract until the Consultant complies; or (ii) canceling, terminating, or suspending the Contract, in whole or in part.
- F. **Incorporation of Provisions.** The Consultant will include the provisions of Sections 2(A)-(E) above in every subcontract unless exempt by the Acts, the Regulations, and directives issued pursuant thereto.

3. Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of the Contract, for itself, its assignees, and successors in interest, the Consultant agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).
- B. 49 CFR part 21 (Non-discrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964).
- C. Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27.
- D. The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age).
- E. Airport and Airway Improvement Act of 1982 (49 USC § 471, Section 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex).
- F. The Civil Rights Restoration Act of 1987 (PL 100-209) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs and activities” to include all of the programs and activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not).
- G. The Federal Aviation Administration’s Non-Discrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- H. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, Consultant must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100).

4. Federal Fair Labor Standards Act

All contracts and subcontracts that result from the Contract must incorporate the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA).

5. Certification Regarding Lobbying

The Consultant certifies by signing and submitting the Contract, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the Consultant, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than Ten Thousand and 00/100 Dollars (\$10,000.00) and not more than One Hundred Thousand and 00/100 Dollars (\$100,000.00) for each such failure.

6. Occupational Safety and Health Act

All contracts and subcontracts that result from this Contract incorporate by references the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. The Consultant must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Consultant retains

full responsibility to monitor its compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). The Consultant must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

7. Certification Regarding Tax Delinquency and Felony Convictions

The Consultant represents that it is not (i) a corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and (ii) a corporation that was convicted of a criminal violation under any federal law within the preceding twenty-four (24) months. The Consultant agrees that it will incorporate this provision for certification in all lower tier subcontracts.

8. Federal Immigration Law

At all times during the term of this Contract, the Consultant shall not knowingly employ any unauthorized alien, or knowingly permit with the subcontractor who knowingly employs or contracts with an unauthorized alien to perform work under the Contract. For purposes of the Section, an “unauthorized alien” shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either (i) Title 8, Section 1324a of the United States Code or (ii) the U.S. Attorney General. If the Consultant violates this provision, the Authority may terminate this Contract following notice to the Consultant and Consultant’s failure to cure its violation immediately following receipt of the Authority’s notice.

9. Veteran’s Preference

In the employment of labor (excluding executive, administrative, and supervisory positions), the Consultant must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work in which the employment relates.

Robert S. Bowen, A.A.E.

Executive Director

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

Capital Projects Update –June 16, 2021

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.
- 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.
- All Authority employees have been issued the new parking access card for the new system. Distribution of these access cards to tenant employees is mostly complete.
- All lanes in Garage complex are open, with the exception of 2 cashier lanes and 1 express exit. Replacement of these lanes is in progress.

General Aviation Fuel Farm Replacement

- General Contractor – Oil Equipment Sales and Service Co., Inc. (OESSCO)
- Project will replace the Underground Aviation Fuel Tank at the General Aviation Facility with an above ground tank at the fuel farm.
- Tank has been ordered for the project and Contractor will set the construction schedule once all materials are on site.

Taxiway 'C' North Rehabilitation

- This project will rubblize and overlay Taxiway 'C' from Taxiway 'H' to the approach end of Runway 5/23.
- The project has received environmental approvals from the FAA required to proceed with construction.
- Branscome submitted the lowest bid which is within budget and plans to start no later than the first week of August 2021.

Garage 'A' Elevator Modernization

- The existing elevators will have their electronic controls, motors and cabling modernized.
- This will allow for increased reliability since the major components will be better supported by the manufacturers after the update.
- The effort will be completed one elevator at a time to minimize disruptions, project is currently scheduled to be completed by the end of December 2021.

HVAC Renovation

- This project will replace a cooling tower, an air handler, two tug bay heaters and provide limited duct cleaning in the Departures building.
- All Bids were received and Virtexco has the lowest bid.
- Replacement of this equipment will increase the reliability of our HVAC system and provide additional energy efficiencies.

Domestic Water Line Replacement

- General Contractor - Conquest USA
- Contract substantial complete date is 6/29/2021 - Currently on schedule.
- Project will replace the waterline servicing the Departures Terminal between the City owned watermain and the point of entrance to the Departures Terminal basement.
- The contractor is finalizing the fire suppression system for the transformers located in the basement of the Departure Terminal.



Garage D

- General Contractor – Hourigan Construction – SWaM Certified in Virginia
- Contract substantial complete date is 8/19/2021 - Currently on schedule.
- Hourigan is continuing to work on interiors and glass installation.
- Both tower cranes have been removed from the site.



FUNDING SUMMARY

- 31 total projects in various stages of planning, design and construction

Overall Budget	Funding Source	Balance Remaining
\$115,582,000	Totals	\$23,669,568
\$58,000,000	Bonds	\$780,784
\$20,000,000	Passenger Facility Charge	\$496,482
\$16,100,000	Parking Reserve	\$13,886,125
\$15,000,000	AIP Entitlements	\$3,725,863
\$2,700,000	State Entitlements	\$1,639,251
\$750,000	FBO Reserve	\$623,835
\$1,237,500	Capital Reserve	\$1,103,170
\$150,000	Rental Car Customer Charge	\$45,518
\$1,644,500	Renewal and Extension	\$1,368,539



U.S. Department
of Transportation
**Federal Aviation
Administration**

Eastern Region, Airports Division

1 Aviation Plaza, Room 516
Jamaica, NY 11434-4809

June 3, 2021

Mr. Robert Bowen
Executive Director
Norfolk International Airport
2200 Norview Avenue
Norfolk, VA 23518-5897

Phone #757-857-3351

ORF – Norfolk International Airport, Norfolk VA
Scheduled Annual Certification Inspection – FY 2021

Dear Mr. Bowen:

The FY – 2021 Annual Airport Certification Inspection (Site Inspection) of Norfolk International Airport is scheduled to start the evening of June 14, 2021, at sundown for the night inspection.

I will complete the review of the Administrative inspection prior to the physical inspection, consisting of; Training Records, ARFF training, Airport Emergency Plans, Self-inspection, Fuel Training, NOTAMs and Wildlife Hazard Management. If I have any questions about the Administrative Inspection we can discuss when I am on-site.

The on-site Inspection will include, Movement Areas and Safety Areas, ARFF Vehicles and ARFF Timed Response, Fueling Inspections (Fuel vehicles/Fuel Farms), Wildlife Inspection, Perimeter Inspection and Night/Lighting Inspection.

I would like to thank you in advance for your cooperation. A list of COVID-19 concerns and ATCT instructions for the Timed Response are below. If you have any questions concerning the inspection, feel free to contact me at 718-553-2543, or email frank.loprano@faa.gov.

Sincerely,

Frank J. Loprano
Airport Certification Safety Inspector
Safety & Standards Branch

COVID-19 CONCERNS:

In advance of FAA's Periodic Inspection at your Airport, we feel it is necessary to communicate a few items prior to the on-site portion of the inspection.

In keeping with CDC guidelines to reduce the spread of COVID-19 during the Part 139 inspection, the FAA Airport Certification Safety Inspectors (ACSI) will be following the below safety guidelines. Please ensure airport personnel expected to participate in the inspection adhere to the following:

- Inform the ACSI of the health conditions of the airport operator staff 24 hours before the inspection begins, regarding any cases of COVID-19 infections or exposures within the past 14 days. FAA will cancel the planned inspection if any of the airport staff members who will be interacting with the ACSI who have tested positive for COVID-19.
- Follow all CDC guidance for social distancing (minimum of 6'), wear face covers, and follow hand-washing protocols. ACSI will also be wearing face coverings.
- Identify pickup location and avoid going through office buildings and terminals when able.
- Expect some semblance of social distancing when in a company vehicle, whereby only one (1) airport employee should be in the vehicle with the inspector, and the driver wearing a face covering. We would prefer to ride in a larger vehicle, if possible.
- Make available, where possible, the same escort/driver for the duration of the inspection to limit exposure of the ACSI and other airport operation personnel.
- Provide, if available and weather permitting, outdoor covered/shaded patio conference space for conversing with multiple individuals to maintain 6' social distancing.
- Plan any on-site face-to-face indoor meetings to be held in a room large enough to ensure 6' social distancing from participants who are expected to wear face coverings for the entirety of any meeting. Expect any indoor meeting to be time-limited to the extent practicable where multiple participants are involved.
- The ARFF Response test will not be conducted from ATCT but will be coordinated from the vehicle or ground. Prior to the response drill instructions will be sent to ATCT.

We appreciate your support in these unprecedented times.

From: Shelia Ward <sward@norfolkairport.com>

Sent: Wednesday, June 16, 2021 11:27 AM

To: Directors <Directors@norfolkairport.com>; Department Heads <DepartmentHeads@norfolkairport.com>

Cc: Gwendolyn Davis <gdavis@norfolkairport.com>; Sheri L. Watts <swatts@norfolkairport.com>; Rose Iervolino <riervolino@norfolkairport.com>

Subject: Re: FAA Inspection

All,

We have successfully completed our FAA inspection. We passed with very minor discrepancies, such as fuel truck and fuel storage area signage. The inspection went well and the FAA Inspector was very pleased with the condition of the airfield and the administrative records. The Inspector advised that this is one of the best airports he has inspected.

I want to thank you all for your assistance in the roles you play to ensure compliance is met each year. I would like to especially highlight the following departments:

- Operations – Managing and overseeing the airfield and operations to ensure the airfield exceeds compliance and that the Wildlife Management Plan is exercised efficiently.
- Field Maintenance – Maintaining Field Maintenance personnel Part 139 training records, facilitating routine maintenance of the airfield, to include the security fencing and grounds. I would like to also share a special thanks to Field Maintenance for responding to a request to cut the grass in the Runway Safety Area early yesterday morning. This request was executed effectively and efficiently prior to the FAA Inspector's afternoon inspection.
- Fire Department – Inspecting the airfield, ensuring that any noted discrepancies are documented, ensuring all Fire and Operations personnel meet the Part 139 training requirements
- Building Maintenance – Maintaining Part 139 training records for Building Maintenance personnel, and ensuring that the airfield lighting, to include the beacon is operable.
- Police Department - Maintaining Part 139 training records for Police personnel. Inspecting the fencing, and inspecting the airfield for discrepancies/FOD

Please note, the list of responsibilities listed for each department above is not inclusive, there are many more that are equally vital.

Once again, thank you all for another successful inspection. Each year, we strive to do better, and with this team, I know this goal will be achieved!

I hope you all have an outstanding day!!!

Shelia D. Ward
Director of Operations

New or Resuming Service – Summer 2021

NEW SERVICE:

Allegiant

- Boston on May 28 (2x/wk, ends Aug 16)
- Columbus and Pittsburgh on June 3 (2x/wk, ends Aug 15)

Southwest Airlines

- Dallas Love Field Sunday-only service on June 6 (1/wk, ends Oct 31)

Breeze Airways (New airline)

- Charleston and Tampa on June 10 (4x/wk)
- New Orleans on July 15 (4x/wk)
- Hartford, Columbus, and Pittsburgh on July 22 (4x/wk)
- Providence on July 29 (4x/wk)

RESUMPTION OF SERVICE:

- On May 28 **Allegiant** brought back seasonal service to Cincinnati (2x/wk, ends Oct 25) and Cleveland (2x/wk, ends Aug 16).
- On May 28 **Delta** brought back Boston (1x daily, 2x on Sat) service.
- Both **United and Frontier** resumed daily nonstops to Houston (UA daily March 4) and Denver (Frontier 2x/wk May 14).
- **Southwest** brought back Denver (June 6) and San Diego (June 7) which were previously operated on summer weekends and converted it to daily service.

To put this in perspective, below is a comparison of January and July service at Norfolk International Airport:

	January 2021	July 2021	% Change
Nonstop Destinations Served	18	34	+89%
Departures	1,267	1,925	+52%
Seats	129,695	226,150	+74%

Traveler demand is returning, and the airlines are responding by adding capacity to serve that demand. However, when compared to July 2019, July 2021 departures are down 23% and seats are down 5%.

From: Steven C. Sterling <ssterling@norfolkairport.com>

Sent: Wednesday, June 16, 2021 11:07 AM

To: Robert Bowen <rbowen@norfolkairport.com>

Cc: Anthony Rondeau <arondeau@norfolkairport.com>; Charles Braden <cbraden@norfolkairport.com>

Subject: Upcoming Events

Robert,

As we discussed, below are two upcoming events we are hosting:

- TSA PreCheck Mobile Enrollment Center – Monday, June 28 – Friday, July 2, (9:00 a.m.-5:00 p.m. daily) in the vacant bag room near Belt #3.
- Job Fair #2 – Tuesday, June 29th 10:00 a.m. – 3:00 p.m. in the South Lobby of the Arrivals Building near Belt #5. Several of the airport tenants will staff tables in hopes of hiring additional staff.

Charlie or I can provide more information on the job fair participants as the planning progresses. Please let me know if you have questions.

Steve

Steve Sterling, C.M.

Deputy Executive Director

Administration and Operations

Norfolk Airport Authority®

Norfolk International Airport®

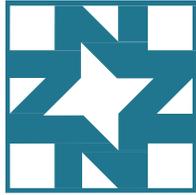
2200 Norview Avenue

Norfolk, VA 23518

o: 757-857-3351

e: ssterling@norfolkairport.com

**Closed Meeting
(Required)**



Norfolk Airport Authority
Board of Commissioners Meeting
Closed Meeting Authorization
Thursday, June 24, 2021
1:00 p.m..

Script:

I move that the Board of the Norfolk Airport Authority convene in a closed session, pursuant to the exemption at § 2.2-3711. A.1 of the Code of Virginia, to discuss and consider the annual performance of the Executive Director of the Authority.

Code of Virginia:

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

**Reconvene Open Meeting
(Required)**

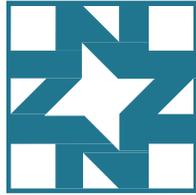


Norfolk Airport Authority
Board of Commissioners Meeting
Reconvene Public Meeting Certificate
Thursday, June 24, 2021
1:00 p.m..

SCRIPT:

Now, therefore, 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.

ADJOURNMENT



Norfolk Airport Authority
Board of Commissioners Meeting
Thursday, June 24, 2021
1:00 p.m..

**I, MOVE THAT THE BOARD ADJOURN AND THAT THE
NEXT REGULAR PUBLIC SESSION OF THE BOARD**

BE HELD AT

1:00 P.M.,

ON THURSDAY, JULY 22, 2021

IN THE AUTHORITY'S ADMINISTRATIVE

CONFERENCE ROOM,

MAIN PASSENGER TERMINAL, NORFOLK

INTERNATIONAL AIRPORT OR AS OTHERWISE

DETERMINED AND NOTICED.

