



NORFOLK AIRPORT AUTHORITY

NORFOLK AIRPORT AUTHORITY BOARD OF COMMISSIONERS MINUTES

Meeting
Thursday, February 28, 2019

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held on Thursday, February 28, 2019, at the Norfolk International Airport (NIA), Administrative Conference Room, Main Passenger Terminal, Blythe Ann Scott, Esquire, Chair, presided.

Commissioners

Present:

Malcolm P. Branch
Peter G. Decker III, Esquire
Paul D. Fraim, Esquire
Mekbib Gemedu
William L. Nusbaum, Esquire
Deborah H. Painter
Blythe Ann Scott, Esquire
Chris Stephanitsis
Bruce B. Smith

Others Present:

Robert S. Bowen, Executive Director
Charles W. Braden, Director of Market Development
Devon Calbot, Two Capital Consulting
Jessica Dennis, City of Norfolk
Anne Doyle, Management Analyst, City of Norfolk
Kimberly Pierceall, Reporter, The Virginian-Pilot
Anita O. Poston, Esquire, Legal Counsel
Anthony E. Rondeau, Deputy Director, Engineering and Facilities
Steven C. Sterling, Deputy Director, Administration and Operations
Christie "CJ" Stolle, Two Capitals Consulting
The Honorable Martin A. Thomas, Esquire, Vice Mayor, City of Norfolk
Sheri Watts, Assistant Secretary, Board of Commissioners

Welcome and Call to Order:

Blythe Ann Scott, Esquire, Chair, called the meeting to order at 1:02 p.m. Ms. Scott determined that a quorum was present. Ms. Scott invited Mr. Bowen to introduce Ms. Sheri Watts, the new Executive Administrative Assistant.

Approval of Minutes for Board of Commissioners Meeting on December 6, 2018:

Ms. Scott called for additions or corrections to the minutes. Hearing none, she entertained a motion by Commissioner Stephanitsis to approve the minutes for the previous meeting held on December 6, 2018. The motion was seconded and unanimously approved.

Regular Agenda:

R-1 Recommendation to Approve Request for Proposal for Audit Services (Deborah H. Painter, Chair, Finance Audit Committee)

Referring the Commissioners to Attachment R-1 of the meeting material, Mr. Robert Bowen reported that since 1986, KPMG LLP has provided audit services for the NAA, operating on a year-to-year basis. Staff recommends the issuance of a Request for Proposal for audit services beginning with the fiscal year ending June 30, 2019. On behalf of the Finance Audit Committee, Commissioner Painter advised that the Committee concurs with the recommendation of the Executive Director and moved for approval. After discussion, Ms. Scott called for a vote on the Committee recommendation. The Board voted unanimously to approve the issuance of a Request for Proposal for audit services beginning with the fiscal year ending June 30, 2019.

R-2 Recommendation to Approve General Design and Site Selection for City Public Artwork (Malcolm P. Branch, Chair, Facilities and Planning Committee)

Referring the Commissioners to Attachment R-2 of the meeting materials, Commissioner Branch reported that the joint City and Airport Public Art Committee working public art the Airport to be funded by the City has proposed two options for the general design and location of the artwork by Don Kennell and Lisa Adler. The committee recommended Option 2, on the southwest corner of Azalea Garden Road and Norview Avenue. The Authority Facilities and Planning Committee concurs and supports approval of this general design and location shown as Option 2.

There was a lively exchange of ideas and comments concerning the design, location, maintenance and visibility of the artwork. After discussion, the Board voted unanimously to approve the recommendation by the Facilities and Planning Committee of Option 2 for general design and location of the artwork.

Commissioner Branch added that the Committee has been in contact with a consultant to assist the Board with the development of a plan for art in the Airport. This will be presented to the Board in the future.

The NAA staff has been working with Gresham Smith Architects to replace the exterior directional signage. It is the recommendation of the staff that the Board approve the new airport sign to be installed on the southeast corner of Azalea Garden Road and Norview Avenue to replace the current signage as part of the Exterior Wayfinding Project. Commissioner Painter moved for approval of staff's recommendation on signage. The motion was seconded by Commissioner Gameda, and the Board unanimously approved the recommendation to replace the current sign.

Executive Director's Report:

Referring the Commissioners to the Attachments behind tab 3 of the meeting materials, Mr. Robert Bowen provided a comprehensive update as follows.

- The FAA provided comments on the Forecast Working Paper Master Plan in December 2018, and staff has been working with a consultant to address the FAA comments. The alternative plan will be presented before the Board for approval at a later time.
- The Elevators project is currently under construction and on schedule. The anticipated completion date for the project is January 31, 2020;
- The Business Center project is under construction and on schedule with completion anticipated on May 12, 2020;
- The Concourse A Extension project is currently under construction and on schedule. The anticipated completion date is May 3, 2020;
- The General Aviation Customs Facility project is under construction and on schedule. Completion is anticipated on January 5, 2020;
- The Jetbridge Replacement project is under construction and on schedule. The anticipated completion date is August 17, 2021;
- The Rental Car Return Facility project (Garage A) exceeded the anticipated completion date of November 12, 2018.

The Request for Qualifications on the Garage D project was posted on February 3, 2019. The anticipated construction start date is July 2019.

Finally, Mr. Bowen reported that staff has completed the draft preliminary budget for FY 2020. The Finance Audit Committee will meet to review it during the month of March 2019, prior to the March 28, 2019 meeting. Mr. Bowen anticipates the preliminary budget to be completed for approval at the March 28, 2019 Board of Commissioners meeting. The final budget will be brought before the Board for approval during the May 23, 2019 meeting.

Board Chair's Report:

Ms. Scott stressed the importance of a quorum for the March 28, 2019 Board of Commissioners meeting.

Referring the Commissioners to the Attachments behind tab 4 of the meeting materials, Ms. Scott introduced Ms. Christie "CJ" Stolle from Two Capital Consultants who provided an update of the 2019 Legislative Session of the Virginia General Assembly. The General Assembly will

reconvene on Wednesday, April 3, 2019, to address the Governor's actions on bills. Ms. Stolle will keep the Board informed of the results.

Old Business: None

New Business: None

Closed Meeting:

No closed meeting was required.

Adjournment:

There being no further business to come before the Board, Ms. Painter moved that the Board adjourn and that the next regular public session of the Board be held at **1:00 p.m.** on March 28, 2019 in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport. The motion was seconded and approved and the meeting adjourned at 2:10 p.m.

Blythe Ann Scott, Esquire
Board Chair

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