



# NORFOLK AIRPORT AUTHORITY

## NORFOLK AIRPORT AUTHORITY BOARD OF COMMISSIONERS

Meeting  
Thursday, March 28, 2019

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held on Thursday, March 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 Gameda  
Blythe Ann Scott, Esquire

#### Commissioners:

#### Absent

Harold Cobb, Jr., Emeritus Commissioner  
William L. Nusbaum, Esquire  
Deborah H. Painter  
Bruce B. Smith  
Chris Stephanitsis

#### Other Present:

Dawn Bert, F & R Engineering  
Robert S. Bowen, Executive Director  
Charles W. Braden, Director of Market Development  
Jessica Dennis, 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 12:59 p.m. Chairwoman Scott determined that a quorum was present.

**Report on Washington Legislative Conference – Ms. Christie “CJ” Stolle, Two Capitols Consulting:**

Chairwoman Scott invited Ms. Christie “CJ” Stolle, to report on the ACI-NA Washington Legislative Conference in Washington, D.C., on March 7, 2019. Ms. Stolle provided a comprehensive update on the conference which she attended along with Executive Director Robert S. Bowen, Chairwoman Blythe Scott, Vice-Chairman Malcomb Branch, and Commissioner William Nusbaum. The Commissioners were able to meet with eight of the twelve offices in the Congressional delegation from Virginia, including three legislators. The Commissioners made introductions, talked about the need for airports to be included in any upcoming infrastructure bills, and extended an invitation to visit the Norfolk International Airport.

Ms. Stolle also attended a meeting at the ACI-NA office in Washington, D.C., on Thursday, March 2, 2019, to coordinate efforts on outreach ahead of the Congressional hearing on Tuesday, March 26, 2019, in the House Committee on Transportation and Infrastructure. There were positive discussions on both sides regarding the need for infrastructure investments in airports, and a greater openness from Republicans on increasing the PFC than previously.

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

Chairwoman Scott entertained a motion by Commissioner Fraim to approve the minutes for the previous meeting held on February 28, 2019, as corrected. The motion was seconded by Commissioner Branch and was unanimously approved.

**Regular Agenda:**

**R-1 Recommendation to Approve Preliminary FY 2020 Budget (Commissioner Paul D. Fraim, Esquire, Vice-Chair, Finance and Audit Committee)**

Referring the Commissioners to Attachment R-1 of the meeting materials, Commissioner Fraim stated that the committee met prior to the Board of Commissioners meeting to discuss the proposed Preliminary FY 2020 Budget. Executive Director Bowen advised that the budget is in-line with the two previous fiscal year budgets and after approval by the Board, he will forward a copy of the preliminary budget to the signatory airlines for review. The final budget will be presented to the Board for approval during the May 23, 2019 Board meeting. If approved, the budget will be in effect July 1, 2019. Commissioner Fraim congratulated the staff on the preparation of the preliminary budget.

On behalf of the Finance and Audit Committee, Commissioner Fraim advised that the Committee concurred without objection with the recommendation of the NAA staff for the Preliminary FY 2020 Budget and moved for approval. After discussion, Chairwoman Scott called for a vote on the Committee’s recommendation. The Board voted unanimously to approve the Preliminary FY 2020 Budget.

**R-2 Recommendation to Approve Invitation for Bids for Construction of Parking Garage D (Robert S. Bowen, Executive Director)**

Referring the Commissioners to Attachment R-2 of the meeting materials, Executive Director Bowen reported that a Request for Qualifications (RFQ) was issued on February 3, 2019. Four contractors submitted proposals. Kimley-Horn consulting firm performed a thorough review of the pre-qualification submittals and determined that all four companies meet the minimum requirements stated in the RFQ. Kimley-Horn also recommended that all four companies be pre-qualified and be allowed to provide a bid for the construction of Parking Garage D. The staff concurred with the recommendation. Executive Director Bowen recommended that the Board approve the issuance of Request for Proposals for the construction of Parking Garage D to the four pre-qualified companies and authorize the Executive Director to execute the construction contract upon approval by the Board.

Commissioner Branch moved for the approval of Executive Director Bowen's recommendations. The motion was seconded by Commissioner Gameda, and the Board unanimously approved the issuance of Request for Proposals for the construction of Parking Garage D and to authorize the Executive Director to execute the construction contract.

**R-3 Recommendation to Approve Request for Qualifications for Media Advertising and Public Relations Contract (Peter G. Decker, III, Esquire, Chair Market Development Committee)**

Commissioner Decker reported that the Director of Market Development recommended issuing a Request for Qualification for Advertising, Marketing, Social Media, Digital and Public Relations services. There has not been a competitive bid process for these services since 2012.

On behalf of the Market Development Committee, Commissioner Decker advised that the Committee concurred with the recommendation of the staff and moved for approval. After discussion, Chairwoman Scott called for a vote on the Committee's recommendation. The Board voted unanimously to approve the issuance of a Request for Qualification for Advertising, Marketing, Social Media, Digital and Public Relations services.

**Executive Director's Report:** Referring the Commissioners to the Attachments behind tab 3 of the meeting materials, Executive Director Robert Bowen provided a comprehensive update as follows:

- **Master Plan Update:** On March 21, 2019, the forecast for the revised working paper #2 was submitted to the FAA. The staff is waiting for approval.
- The staff continues to work with the consultant in developing the Sustainability Management Plan.

**Projects:**

- Elevator Project is currently under construction and on schedule. The anticipated completion date is January 31, 2020;
- The Business Center project is under construction and on schedule. The anticipated completion date is May 12, 2019;
- 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. The anticipated completion is January 5, 2020;
- The Jet bridge Replacement project is under construction and on schedule. The anticipated completion date is August 17, 2021;
- The four contractors who have submitted bids have completed the pre-qualified phase. The invitation for bids is scheduled for March 31, 2019, and the deadline is April 30, 2019.

**Board Chair's Report:**

Chairwoman Scott thanked those who attended the ACI-NA Legislative Conference and strongly recommended more Commissioners to participate in the future.

**Old Business:**

Commissioner Branch reported that the City of Norfolk had been informed of the Board's decision concerning the general design and site selection for the public artwork. He expects the Committee to present a plan for the public art at the Airport next month.

**New Business:** None

**Closed Meeting:**

No closed meeting was required.

**Adjournment:**

There being no further business to come before the Board, Commissioner Branch moved that the Board adjourn and that the next regular public session of the Board be held at **1:00 p.m.** on April 25, 2019, in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport. The motion was seconded by Commissioner Decker and the Board unanimously approved the adjournment. The meeting was adjourned at 1:23 p.m.

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Blythe Ann Scott, Esquire  
Board Chair

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