



# NORFOLK AIRPORT AUTHORITY 2021

## Annual Information Update for the City of Norfolk

**Recipient:**

Richard A. Bull  
City Clerk  
City of Norfolk  
810 Union Street, Suite 1006  
Norfolk, Virginia 23510

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

Mr. Malcolm Branch  
Chair, NAA Board of  
Commissioners

Ms. Sheri Watts  
Executive Administrative  
Assistant



January 11, 2021

Ms. Jean Hopkins  
Deputy City Clerk/Secretary  
810 Union Street, Suite 1006  
Norfolk, Virginia 23510

Re: Norfolk Airport Authority Board of Commissioners 2020 Annual Report

Dear Ms. Hopkins:

As requested by Mr. Allan Bull, City Clerk, in his letter dated December 18, 2020, I am submitting this written report highlighting the 2020 goals and accomplishments of the Norfolk Airport Authority Board of Commissioners.

2020 started on a strong note with record passenger traffic at the Norfolk International Airport for the months of January and February. Then the COVID-19 Pandemic struck with disastrous effects on the commercial airline industry, causing passenger traffic at Norfolk to decline 49 percent in March, 94 percent in April and 87 percent in May compared to the same months in 2019. In June 2020, a slight but steady recovery began that carried through December. Calendar Year 2020 ended with a decline in passenger activity of 55 percent compared to Calendar Year 2019.

Due to this precipitous decline in passenger activity the Airport Authority Board approved staff recommendations to freeze hiring, cut spending and revise the Fiscal Year 2021 Budget to reduce operational expenses and defer capital projects. Major capital projects already in progress, such as construction of a nine-level 3,200 space parking garage and the resurfacing of the primary runway and taxiway, had dedicated funding in place so they were continued without interruption.

In April 2020 the Airport Authority received \$19.8 million in CARES Act relief funds. These funds were used for debt service payments and Airport Authority employee wages, salaries and benefits. This enabled the Airport Authority to maintain its good credit rating and retain employees that otherwise may have been laid off or placed on long-term furlough.

The Airport Authority Board approved actions by staff to put COVID-19 practices and procedures into effect to help protect employees, tenants, and passengers. Authority staff worked with the Virginia Department of Health and the Norfolk Department of Public Health to adhere to COVID-19 guidance from the U.S. Centers for Disease Control throughout the year.

2020 ended with the highest passenger activity at Norfolk since the pandemic began in March. The introduction of COVID-19 vaccines provides hope that the pandemic will begin to subside in 2021 with a corresponding recovery of airline flights and passenger activity.

Please let me know if you have any questions regarding this report. Also please find attached the additional documents requested in Mr. Bull's letter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert S. Bowen". The signature is fluid and cursive, with the first name "Robert" and last name "Bowen" clearly distinguishable.

Robert S. Bowen, A.A.E.  
Executive Director and  
Secretary of the Board

Attachments

Copy: Mr. Malcolm P. Branch, Chairman of the Board



**NORFOLK AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
Fiscal Year 2020-2021**

Mr. Malcolm P. Branch, Board Chair

Ms. Deborah H. Painter, Board Vice-Chair

Mr. Mekbib Gemed, Board Treasurer

Mr. John R. Broderick

Mr. Michael B. Burnette, CCIM

Peter G. Decker III, Esquire

Paul D. Fraim, Esquire

William L. Nusbaum, Esquire

Mr. Bruce Smith

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

**ADDRESS MAIL TO COMMISSIONERS:**

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Norfolk International Airport  
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Norfolk, VA 23518-5807

TELEPHONE: 757/857-3351

E-MAIL: [rbowen@norfolkairport.com](mailto:rbowen@norfolkairport.com)

**NORFOLK AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
CONTACT ADDRESS AND PHONE NUMBERS  
Fiscal Year 2020-2021**

**Board Chair**

Mr. Malcolm P. Branch  
President & CEO  
Malcolm Branch Associates, LLC  
**(home)** 334 West Olney Road  
Norfolk, VA 23507  
Mrs. Nancy Branch

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**Board Vice-Chair**

Ms. Deborah H. Painter  
Executive Vice President  
Planning and Chief  
Information Officer (Retired)  
**(home)** 123 College Place, P7  
Norfolk, VA 23510  
Mr. Kenny Painter

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**Board Treasurer**

Mr. Mekbib Gameda  
Vice President of Diversity and  
inclusion  
Eastern Virginia Medical School  
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Mrs. Yelena Gameda

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**Board Secretary**

Mr. Robert S. Bowen, A.A.E.  
Executive Director  
Norfolk Airport Authority  
Norfolk International Airport  
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Norfolk, VA 23518  
Mrs. Beth Bowen

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Mr. John R. Broderick  
President  
Old Dominion University  
Office of the President  
Old Dominion University  
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Mrs. Kate Broderick

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Mr. Michael B. Burnette, CCIM  
Founder & Managing Partner  
Burnette Development  
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Mrs. Cathy Burnette

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**NORFOLK AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
CONTACT ADDRESS AND PHONE NUMBERS  
Fiscal Year 2020-2021**

Peter G. Decker III, Esquire  
Attorney  
The Decker Law Firm  
(work) 109 E. Main Street, #200  
Norfolk, VA 23510  
Mrs. Dana Jo Decker

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Attorney  
Fraim & Fiorella  
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William L. Nusbaum, Esquire  
Attorney  
Williams Mullen  
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Mrs. Sharon Nusbaum

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Mr. Bruce B. Smith  
Real Estate Developer  
Bruce Smith Enterprises, LLC  
(home) 1640 Spring House Trail  
Virginia Beach, VA 23455  
Mrs. Carmen Smith

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**Emeritus Commissioner**  
Reverend Dr. Harold J. Cobb, Jr.  
Rector  
Grace Episcopal Church  
(work) 1931 Paddock Road  
Norfolk, VA 23518  
Mrs. Sheliah Cobb

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**BOARD OF COMMISSIONERS  
NORFOLK AIRPORT AUTHORITY  
Fiscal Year 2020-2021**

<b>Name</b>	<b>Original Appointment</b>	<b>Last Appointment</b>	<b>Appointment Expires</b>	<b>Sworn In</b>
<b>Mr. Malcolm P. Branch</b>	10/06/2009	08/20/2020	08/19/2024	08/26/2020
<b>Ms. Deborah H. Painter</b>	09/13/2011	06/29/2019	06/28/2023	06/26/2019
<b>Mr. Mekbib Gemed</b>	07/21/2015	07/01/2018	06/30/2022	07/22/2018
<b>Mr. John R. Broderick</b>	08/25/2020	08/25/2020	08/19/2024	08/26/2020
<b>Mr. Michael B. Burnette, CCIM</b>	08/25/2020	08/25/2020	08/19/2024	08/26/2020
<b>Peter G. Decker III, Esquire</b>	07/21/2015	06/29/2019	06/28/2023	06/26/2019
<b>Paul D. Fraim, Esquire</b>	02/27/2018	08/20/2020	08/19/2024	08/26/2020
<b>William L. Nusbaum, Esquire</b>	10/05/2010	07/01/2018	06/30/2022	07/18/2018
<b>Mr. Bruce B. Smith</b>	07/01/2018	07/01/2018	06/30/2022	07/18/2018
<b>Reverend Dr. Harold J. Cobb, Jr.</b>	07/24/2001	07/02/2020	12/31/2021	08/26/2020



**NORFOLK AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
MEETING CANCELLATIONS  
CALENDAR YEAR 2020

<b>Scheduled Meetings Months</b>	<b>Meeting Status</b>
January	Meeting Cancelled
February	
March	Meeting Cancelled
April	Meeting Cancelled
May	
June	Meeting Cancelled
July	
August	Meeting Cancelled
September	
October	
November	Meeting Cancelled
December	

# Norfolk Airport Authority

## Board of Commissioners

Attendance Record  
Calendar Year 2020

Commissioner	1/23/2020 Cancelled	2/27/2020	3/26/2020 Cancelled	04/23/2020 Cancelled	05/28/2020	06/25/2020 Cancelled	7/23/2020	08/27/2020 Cancelled	09/24/20	10/22/2020	11/26/2020 Cancelled	12/03/2020
Malcolm Branch		Present			Present		Present		Present	Present		Present
Michael B. Burnette		N/M			N/M		N/M		Present	Present		Present
John R. Broderick		N/M			N/M		N/M		Present	Absent		Present
Peter Decker III		Present			Present		Present		Absent	Present		Present
Paul Fraim		Absent			Present		Absent		Present	Present		Present
Mekbib Gemed		Present			Present		Absent		Present	Absent		Present
William Nusbaum		Present			Present		Present		Present	Present		Present
Deborah Painter		Present			Present		Absent		Present	Present		Present
Blythe Scott		Present			Present		Present		N/M	N/M		N/M
Bruce Smith		Present			Present		Present		Present	Present		Present
Chris Stephanitsis		Present			Present		Absent		N/M	N/M		N/M
Harold Cobb, Jr.		Present			Absent		Absent		Present	Present		Absent
# in Attendance:	0	9	0	0	9	0	5	0	9	8	0	9



Non/Member



# **NORFOLK AIRPORT AUTHORITY**

## **NORFOLK AIRPORT AUTHORITY BOARD OF COMMISSIONERS**

**Meeting  
Thursday, February 27, 2020**

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held on Thursday, February 27, 2020, at the Norfolk International Airport (NIA), Administrative Conference Room, Main Passenger Terminal, Malcolm P. Branch, Chair, presiding.

### **Commissioners**

#### **Present:**

Malcolm P. Branch  
Peter G. Decker III, Esquire  
Mekbib Gemed  
William L. Nusbaum, Esquire  
Deborah H. Painter  
Blythe A. Scott, Esquire  
Bruce B. Smith  
Chris Stephanitsis  
Dr. Harold J. Cobb, Jr., Emeritus Commissioner

### **Commissioners**

#### **Absent:**

Paul D. Fraim, Esquire

### **Staff Present:**

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

### **Others Present in alphabetical order:**

Randy Baker, Aviation Manager, Chief Pilot, Dollar Tree  
Jordan Bennington, Pilot, Dollar Tree  
Richard Butler, Company Pilot, Dollar Tree  
Jessica Dennis, Management Analyst, City of Norfolk  
Kevin McCarthy, Senior Copywriter, Sway Creative Labs  
Bryce Picard, Owner/Creative Director, Sway Creative Labs

Others Present:  
*continued*

Kimberly Pierceall, Reporter, *The Virginian-Pilot*  
Anita O. Poston, Esquire, General Counsel  
Paul Puckli, Vice President of Market Development, CHA  
Consulting  
Travis Smith, Producer, Sway Creative Labs  
The Honorable Martin Thomas, Vice Mayor, City of Norfolk

**Welcome and Call to Order:**

Malcolm P. Branch, Chair, called the meeting to order at 1:00 p.m. and announced that a quorum was present.

**Approval of Minutes for Board of Commissioners Meeting on December 5, 2019:**

Chairman Branch entertained a motion by Vice Chair Painter to approve the minutes for the previous meeting held on Thursday, December 5, 2019 as previously distributed. The motion was seconded by Commissioner Scott and unanimously approved.

**Market Development Report (Charles W. Braden, Director, Market Development):**

Mr. Braden introduced representatives from Sway Creative Labs, the Authority's new public relations firm, to give a presentation of the plan for the Airport's new Marketing Campaign. The individuals from Sway included Mr. Bryce Picard, Owner/Creative Director, Mr. Kevin McCarthy, Senior Copywriter, and Mr. Travis Smith Producer.

**Regular Agenda:**

**R-1 Recommendation to Approve the Draft Master Plan Update Final Report (Mr. Robert S. Bowen, A.A.E., Executive Director):**

Mr. Paul Puckli, Vice President of Market Development, CHA Consultants highlighted items from the Board Briefing report regarding the Master Plan Update.

The staff recommended approving the draft Master Plan Update Final Report as presented by Mr. Puckli and previously distributed. Upon Board approval, the Report will be sent to the Federal Aviation Administration (FAA) and the Virginia Department of Aviation for review. Any changes will be included in the Report and provided to the Board of Commissioners for final approval.

After discussion, Chairman Branch entertained a motion by Commissioner Scott to approve and adopt the Report as recommended by staff. The motion was seconded by Commissioner Nusbaum and unanimously approved.

**R-2 Recommendation to Approve Award of Taxiway C Rehabilitation Contract (Mr. Robert S. Bowen, A.A.E., Executive Director):**

Staff recommended approval of the award of the contract for the Phase II Improvement Project to Eurovia Atlantic Coast LLC, dba Virginia Paving Company, for the Taxiway "C", Taxilane "V", and Runway 5/23.

After discussion, Chairman Branch entertained a motion by Commissioner Smith to approve the staff recommendation. The motion was seconded by Commissioner Decker and unanimously approved.

**R-3 Recommendation to Approve Revised Air Service Development Policy (Commissioner Decker, Chair of the Market Development Committee):**

On behalf of the Market Development Committee, Commissioner Decker recommended that the Board approve the revised Air Service Development Policy which was circulated in advance of the meeting.

After discussion, Chairman Branch called for a vote and the Board unanimously approved the revised Air Service Development Policy, a copy of which is attached to these Minutes.

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

Mr. Bowen reported that as of February 27, 2020, all Capital Projects are on schedule and expected to be completed as planned.

Mr. Bowen reviewed the February 2020 Legislative Report provided by Two Capitols Consulting.

Chairman Branch, Emeritus Commissioner Cobb, and Mr. Steven Sterling will represent the Authority at the ACI-NA/AAAE Legislative Conference in Washington, DC, March 5-6, 2020.

Mr. Bowen invited Mr. Steven Sterling to provide an update on the Authority's strategy to protect travelers' and employees' health from the Coronavirus. As recommended by the Center for Disease Control and Prevention (CDC), the Airport broadcasts pre-recorded messages every thirty minutes. Additional sanitizing supplies have been ordered. Mr. Bowen is currently unable to quantify the economic impact to the Airport but will be keeping the Board informed of updates.

Mr. Bowen stated that Transportation Security Administration (TSA) budget reduction includes a hiring freeze on full-time air marshals as well as overtime hours for TSA employees at checkpoints. These reductions could potentially affect late night checkpoints at the Airport.

On October 1, 2020, the federal government will require all domestic air travelers to present a REAL ID compliant driver's license or ID card or another federally approved form of identification.

The 2021 Preliminary Budget will be mailed to the Board on Friday, February 28, 2020.

**Chairman's Report:**

Chairman Branch announced that January 2020 was the busiest January in the Authority's history.

On Wednesday, February 19, 2020, Chairman Branch, Mr. Bowen and senior staff met with Rear Admiral Charles Rock, Commander, Navy Region Mid-Atlantic; Captain Joey Frantzen, Commanding Officer, Joint Expeditionary Base Little Creek-Fort Story; Lieutenant Colonel Bryan Donohue, Deputy Commander, Joint Expeditionary Base Little Creek-Fort Story; Mr. Sean McBride, CNRMA Office of General Counsel; Mr. Brian Ballard, CNRMA Community Plans and Liaison Officer; Lieutenant John Founds, CNRMA Flag Aid; and FAA representatives from Washington Airports District Office to discuss the Master Plan Update. Chairman Branch stated that the Authority intends to keep communication channels open with the military.

**Old Business – Airport Taxicab Concession Request for Proposal/Qualifications (Steve Sterling, Deputy Executive Director, Administration and Operations):**

Mr. Sterling stated that a Request for Qualification and Proposals for Airport Taxi Concession was posted on May 24, 2019. There were no responses to the solicitation; therefore, the current taxi concession will continue until a more efficient way is identified.

**Closed Meeting:**

No closed meeting was required.

**New Business:**

None

**Adjournment:**

There being no further business to come before the Board, Commissioner Gemeda moved that the Board adjourn. He announced that the next regular public session of the Board be held at 1:00 p.m. on Thursday, March 26, 2020, in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport. The motion was seconded by Vice Chair Painter and the Board unanimously approved the adjournment. The meeting was adjourned at approximately 2:48 p.m.



Malcolm P. Branch  
Board Chair



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



## **NORFOLK AIRPORT AUTHORITY**

### **NORFOLK AIRPORT AUTHORITY BOARD OF COMMISSIONERS**

**Meeting  
Thursday, May 28, 2020**

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held remotely on Thursday, May 28, 2020 pursuant to rules adopted by the Virginia General Assembly allowing the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled at one location when the Governor has declared a state of emergency after required notice. This meeting was conducted telephonically through WebEx. Notice was posted in the Virginian-Pilot on May 14 and May 21, 2020. Malcolm P. Branch, Chair, presiding.

**Commissioners Present  
by electronic means:**

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

**Commissioners  
Absent:**

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

**Staff Present:**

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

**Others Present  
In alphabetical order:**

Chad Ackley, Senior Aviation Engineer, RS&H, Inc.

Randy Baker, Aviation Manager/Chief Pilot, Dollar Tree/  
Family Dollar  
Eric Ballou, Esquire, Kaufman & Canoles  
David Brinson, President, Avian Solutions, LLC.  
Lutricia C. Chavous, resident of City of Virginia Beach  
Oystein Dahl, Director, Aviation, Dollar Tree/Family Dollar  
Jessica Dennis, Management Analyst, City of Norfolk  
Megan Gilliland, Esquire, Kaufman & Canoles  
Trevor Metcalfe, Staff Writer, Inside Business  
Anita O. Poston, Esquire, General Counsel  
Christie "CJ" Stolle, Vice President, Two Capitols Consulting  
The Honorable Martin Thomas, Vice Mayor, City of Norfolk

**Welcome and Call to Order:**

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

**Approval of Resolution Certifying and Approving Meeting Remotely:**

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

**Public Hearing on Bond Approval (Eric Ballou, Esquire, Kaufman & Canoles):**

Chairman Branch called the Public Hearing to order and stated that the meeting is being held according to required notice in the *Virginian-Pilot* published on May 14 and May 21, 2020. Eric Ballou, Bond Counsel, described the terms and purposes of the proposed bond financing and answered questions from the Commissioners.

After the presentation, Chairman Branch invited public comment and questions. No comments or questions were heard from the public.

**REGULAR AGENDA:**

**Approval of Minutes for Board of Commissioners Meeting on February 27, 2020:**

Chairman Branch entertained a motion by Commissioner Gameda to approve the minutes as previously distributed for the previous meeting held on Thursday, February 27, 2020. The motion was seconded by Commissioner Scott and unanimously approved.

**Legislative Report (Christie, "CJ" Stolle, Two Capitols Consulting):**

Chairman Branch noted that a copy of the May 2020 Legislative Report by Christie Stolle of Two Capitols Consulting was previously distributed to the Board. He invited questions and comments.



**R-1 Recommendation to Approve Revolving Line of Credit (Deborah H. Painter, Chair, Finance & Audit Committee):**

Vice Chair Painter stated that on February 28, 2020, the Board of Commissioners approved the issuance of a Request for Proposals for a revolving line of credit to fund certain capital projects. Thereafter, a Request for Proposals (RFP) was issued. After reviewing the responses, the staff recommended approval of the Proposal from SunTrust (now Truist) for a \$30 million Subordinate Line of Credit with a term of five years. Vice Chair Painter stated that the Finance & Audit Committee approved the recommendation and presented the resolution which was distributed prior to the meeting.

After discussion, Chairman Branch called for a vote. Commissioner Nusbaum advised that he would be abstaining from the vote due to the involvement of his law firm in representation of a party to the financing. The remaining Commissioners unanimously approved the Committee recommendation to approve the resolution as presented. A copy of the resolution is included in these Minutes.

**R-2 Recommendation to Approve Fiscal Year 2021 Final Budget, Deborah H. Painter, Chair, Finance & Audit Committee:**

On behalf of the Finance & Audit Committee, Vice Chair Painter reported that on March 30, 2020, the Board approved the Preliminary Fiscal Year 2021 Budget. Due to the COVID-19 pandemic effects on the air travel industry, the staff modified this Preliminary Budget. The Preliminary Budget as modified was presented to the Airline Affairs Committee (NIAAAC) in accordance with the Airline Use and Lease Agreement and unanimously approved without change. Vice Chair Painter reported that the Committee approved the modified Budget and recommended further approval by the Authority.

Chairmen Branch called for questions or comments; hearing none, he called for a vote. The Board unanimously approved the Budget as recommended.

**R-3 Recommendation to Approve Corporate Hangar Development Project, Commissioner Blythe A. Scott, Esquire, Chair, General Aviation Committee:**

On behalf of the General Aviation Committee, Commissioner Scott recommended that the Board approve the site for new corporate hangars and that staff be authorized to negotiate and enter into a mutually agreeable land lease agreement with Dollar Tree for the site.

Chairman Branch invited questions or comments; hearing none, he called for a vote. Commissioner Nusbaum advised that he would be abstaining from the vote due to the involvement of his law firm in representation of a party to the transaction. The remaining Commissioners unanimously approved the recommendation.

**R-4 Recommendation to Approve NATO-ACT Arrivals Terminal Display, Executive Director, Robert Bowen:**

On behalf of the staff, Mr. Bowen recommended that the Board approve the three-year agreement with NATO for an exhibit to be installed on the eastside of the Arrivals Terminal baggage claim lobby between crosswalk doors 2 and 3.

After discussion, Chairman Branch entertained a motion by Commissioner Decker III to approve the agreement as recommended by staff. The motion was seconded by Commissioner Scott and unanimously approved.

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

Chairman Branch stated that a complete report of the Capital Projects Update for May 2020 was previously distributed. He invited questions and comments.

**Chairman's Report:**

Chairman Branch thanked all in attendance. He expressed his appreciation for all the staff and employees for their exceptional service and safe operations during the COVID-19 pandemic.

**Old Business:**

None

**New Business:**

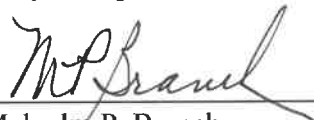
None

**Closed Meeting:**

No closed meeting was required.

**Adjournment:**

There being no further business to come before the Board, Commissioner Gameda moved that the Board adjourn. He announced that the next regular public session of the Board be held at 1:00 p.m. on Thursday, June 25, 2020, in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport, or as otherwise determined and noticed. The motion was seconded by Vice Chair Painter and the Board unanimously approved the adjournment. The meeting was adjourned at approximately 1:43 p.m.



Malcolm P. Branch  
Board Chair



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

## Proposed Resolution

### Certifying and Approving Meeting Remotely

The Board of Commissioners of the Norfolk Airport Authority is meeting at 1:00 PM on May 28, 2020 pursuant to the Operating Policies adopted by the Virginia General Assembly to allow the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled in one location when the Governor has declared a state of emergency;

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

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

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

Whereas, the Authority has given notice to the public of its meeting as well as notice of the public hearing being conducted during the meeting all as required in accordance with the law; and

Whereas, the public has access to this meeting through electronic means through an audio connection provided by Webex, and shall have an opportunity to comment during the public hearing portion of the meeting; and

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

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

**RESOLUTION OF THE  
NORFOLK AIRPORT AUTHORITY**

**WHEREAS**, the Norfolk Airport Authority (the "Authority") has determined to issue its Subordinate Lien Airport Revenue Note, Series 2020 (Revolving), in the aggregate principal amount outstanding at any one time not to exceed \$30,000,000 (the "Subordinate 2020 Note"), the proceeds of which shall be used, together with other available funds, to (a) finance the design, acquisition, construction and equipping of (i) runway, taxiway, apron and other airfield improvements, including but not limited to the repair, renovation, rehabilitation and betterment of approximately 1,500 linear feet of pavement on Taxiway "C", (ii) terminal, concourse and other landside improvements, and (iii) other capital improvements deemed appropriate by the Authority for the continued operation of the Airport, all located at Norfolk International Airport (the "Project"), and (b) pay costs associated with the issuance of the Subordinate 2020 Note; and

**WHEREAS**, the Authority will issue the Subordinate 2020 Note under a Fifth Supplemental Indenture of Trust (the "Fifth Supplement"), 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 (the "Master Indenture," and, together with the First Supplemental Indenture of Trust dated as of April 1, 2001, the Second Supplemental Indenture of Trust dated as of May 1, 2011, the Third Supplemental Indenture of Trust dated as of October 1, 2011, the Fourth Supplemental Indenture of Trust dated as of June , 2019, and the Fifth Supplement, the "Indenture"); and

**WHEREAS**, pursuant to a Subordinate Lien Revolving Credit Agreement (the "Subordinate Revolving Credit Agreement"), between the Authority and STI Institutional & Government (the "Purchaser"), an affiliate of Truist Bank, the Purchaser will purchase the Subordinate 2020 Note; and

**WHEREAS**, there has been presented to this meeting the forms of the following documents (the "Financing 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 Fifth Supplement;
- (b) the Subordinate Revolving Credit Agreement; and
- (c) the form of the Subordinate 2020 Note, as attached to the Fifth Supplement;

and

**WHEREAS**, on May 28, 2020, the Authority held a public hearing as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"); and

**WHEREAS**, the public hearing described in the immediately preceding paragraph was held telephonically in accordance with Internal Revenue Service Revenue Procedure 2020-21 and the budget bill of the Commonwealth of Virginia (the "Commonwealth") for the biennium ending June 30, 2020, as adopted by the reconvened session of the 2020 Virginia General Assembly, because the Governor of the Commonwealth has issued Executive Order Fifty-One

(2020) declaring a state of emergency, and the nature of such emergency makes it impracticable or unsafe for the Commissioners of the Authority to assemble in a single location.

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

1. The Authority hereby authorizes the issuance and the sale of the Subordinate 2020 Note pursuant to the Indenture, including the Fifth Supplement, and the Subordinate Revolving Credit Agreement. The principal amount of the Subordinate 2020 Note outstanding at any one time shall not exceed Thirty Million Dollars (\$30,000,000) and the final maturity of the Subordinate 2020 Note shall not be later than June 30, 2025, and shall be approved by the Executive Director. The Subordinate 2020 Note shall bear interest at the variable interest rate or rates as provided for in and computed under the Financing Documents.

2. Each of the Executive Director, the Chairman and the Vice-Chairman, any one of whom may act alone, is hereby authorized to approve and/or execute the Financing 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 Financing Documents to the other parties thereto, and to deliver the Subordinate 2020 Note to the Trustee for authentication pursuant to the Indenture.

3. Each of the Executive Director, the Chairman and the Vice-Chairman, any one of whom may act alone, is hereby authorized and directed to execute and deliver all certificates, documents, agreements and other instruments, including without limitation Internal Revenue Service Form 8038, and to implement continuing compliance procedures for federal income tax and securities/disclosure purposes, all containing information with respect to the Subordinate 2020 Note, 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 Subordinate 2020 Note.

4. Any authorization made hereby to the officers of the Authority to execute a document shall include authorization to the Executive Director, the Chairman and the Vice-Chairman, any one of whom may act alone, 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.

5. 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 Subordinate 2020 Note, including, but not limited to, such acts taken prior to the date of this Resolution, are hereby ratified, approved and confirmed.

6. The Authority intends that this Resolution shall be considered an "official intent" within the meaning of Treasury Regulations Section 1.150-2, promulgated under the Code to permit reimbursement with proceeds of the Subordinate Series 2020 Note of any Project expenditures incurred within 60 days before the date of this Resolution.

7. No covenant, condition or agreement contained in the Subordinate 2020 Note 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 Subordinate 2020 Note 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.

8. The Authority hereby appoints Kaufman & Canoles, P.C. as bond counsel to supervise the proceedings and approve the issuance of the Subordinate 2020 Note.

9. The Authority confirms the findings and determinations contained in the recitals to this Resolution setting forth the reason for the need to meet by electronic means without requiring board members to physically assemble at one location during the current declared state of emergency by the Governor of the Commonwealth arising from COVID-19.

10. The Authority hereby recommends that the City Council of the City of Norfolk, Virginia, approve the issuance of the Subordinate Series 2020 Note for the financing or refinancing of the Project, as required by Section 147(f) of the Code and Section 144(c) of the Charter of the City of Norfolk, Virginia.

11. 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 28, 2020, 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 2 day of June, 2020.



A handwritten signature in blue ink, which appears to read "Sheri L. Banks". The signature is written over a horizontal line.

Assistant Secretary, Norfolk Airport Authority



# **NORFOLK AIRPORT AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Meeting  
Thursday, July 23, 2020**

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

Commissioners Present in  
person or by electronic means:

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

Commissioners Absent:

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

Staff Present:

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



Others present in person or  
by electronic means:

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

**Welcome and Call to Order:**

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

**Approval of Resolution Certifying and Approving Meeting Remotely:**

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

**REGULAR AGENDA:**

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

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

**Investment Portfolio Review:**

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

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

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

**Chairman's Report:**

Chairman Branch reported that the terms of Commissioners Scott and Stephanitsis were ending and that they were not eligible for reappointment. He expressed appreciation and well wishes to them for their years of service to the Board. Chairman Branch also advised that Vice-Chair

Painter was absent due to the recent death of her mother and expressed sympathy on behalf of the Authority.

**Old Business:**

None

**New Business:**

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

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

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

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

**Closed Meeting:**

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

The Authority thereupon convened in Closed Meeting.

**Reconvene Open Meeting:**

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

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

**Roll Call:**

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

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

**Recommendation to Approve Sale of Property:**

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

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

**Adjournment:**

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

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



Malcolm P. Branch  
Board Chair



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





**Norfolk Airport Authority  
Board of Commissioners Meeting  
Thursday, July 23, 2020  
1:00 p.m.**

**Proposed Resolution**  
**Certifying and Approving Meeting**  
**Remotely**

The Board of Commissioners of the Norfolk Airport Authority is meeting at 1:00 PM on July 23, 2020 pursuant to the Operating Policies adopted by the Virginia General Assembly to allow the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled in one location when the Governor has declared a state of emergency;

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

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

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

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

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

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



# **NORFOLK AIRPORT AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Meeting  
Thursday, September 24, 2020**

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held on Thursday, September 24, 2020, after required notice and pursuant to rules adopted by the Virginia General Assembly allowing the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled at one location when the Governor has declared a state of emergency. This meeting was conducted telephonically through CISCO conference call and in person. Malcolm P. Branch, Chair, presided.

Commissioners present in  
person or by electronic means:

Malcolm P. Branch  
John R. Broderick  
Michael B. Burnette, CCIM  
Paul D. Fraim, Esquire  
Mekbib Gemed  
William L. Nusbaum, Esquire  
Deborah H. Painter  
Bruce B. Smith  
Dr. Harold J. Cobb, Jr., Emeritus Commissioner

Commissioners absent:

Peter G. Decker III, Esquire

Staff Present:

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

Others present in person or  
by electronic means:

Jessica Dennis, Management Analyst, City of Norfolk  
Anita O. Poston, Esquire, General Counsel  
Christie "CJ" Stolle

**Welcome and Call to Order:**

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

Chairman Branch introduced and welcomed recently appointed Commissioners Broderick and Burnette to the Board.

**Approval of Resolution Certifying and Approving Meeting Remotely:**

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

**REGULAR AGENDA:**

**Approval of Minutes for Board of Commissioners Meeting on July 23, 2020:**

Chairman Branch entertained a motion by Vice-Chair Painter to approve the minutes for the meeting held on Thursday, July 23, 2020, as corrected to indicate the presence of Commissioners in person and by electronic means. The motion was seconded by Treasurer Gameda and unanimously approved.

**Legislative Report, Christie "CJ" Stolle, Vice President, Two Capitols Consulting:**

Mrs. Stolle highlighted items from the September 2020 Legislative Report to the Board of Commissioners previously distributed and provided an overview of the Virginia General Assembly Special Session which began on Tuesday, August 18, 2020.

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

Mr. Bowen provided a thorough report of the Capital Projects Update for September 14, 2020. As a result of the pandemic, some projects have been delayed; however, most projects are on scheduled and progressing well.

**Chairman's Report:**

Chairman Branch reported that the City of Norfolk has not provided an update on the art structure installation. The scheduled meeting with Captain Michael L. Witherspoon was postponed due to the death of his mother.

**Old Business:**

None

**New Business:**


None


**Closed Meeting:**

Not Required

**Adjournment:**

There being no further business, Treasurer Gameda moved that the meeting adjourn. The motion was seconded by Vice-Chair Painter, and the Board unanimously approved the adjournment at approximately 1:54 p.m. The next regular public meeting of the Board will be held on Thursday, October 22, 2020, at 1:00 p.m., in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport, or as otherwise determined and noticed.

  
\_\_\_\_\_  
Malcolm P. Branch  
Board Chair

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





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

**Proposed Resolution**

Certifying and Approving Meeting  
Remotely

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

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

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

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

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

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

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



# **NORFOLK AIRPORT AUTHORITY**

## **BOARD OF COMMISSIONERS**

**Meeting  
Thursday, October 22, 2020  
1:00 p.m.**

The Norfolk Airport Authority (NAA) Board of Commissioners meeting was held on Thursday, October 22, 2020, after required notice and pursuant to rules adopted by the Virginia General Assembly allowing the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled at one location when the Governor has declared a state of emergency. This meeting was conducted telephonically through CISCO conference call and in person. Malcolm P. Branch, Chair, presided.

**Commissioners Present *in  
person or by electronic means:***

Malcolm P. Branch  
Michael B. Burnette, CCIM  
Peter G. Decker III, Esquire  
Paul D. Fraim, Esquire  
William L. Nusbaum, Esquire  
Deborah H. Painter  
Bruce B. Smith  
Dr. Harold J. Cobb, Jr., Emeritus Commissioner

**Commissioners Absent:**

John R. Broderick  
Mekbib Gameda

**Staff Present:**

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

Others Present *in person or  
by electronic means:*

Devon Cabot, Vice President, Two Capitols Consulting  
William "Bill" Case, Managing Director, PFM Financial  
Advisors LLC  
Jessica Dennis, Management Analyst, City of Norfolk  
Paul Feagan, Manager, Cherry Bekaert LLC  
Greg Miller, Director, Assurance Services, Cherry  
Bekaert LLC  
Kimberly Pierceall, Reporter, The Virginian Pilot  
Anita O. Poston, Esquire, General Counsel  
Christie "CJ" Stolle, Two Capitols Consulting

**Welcome and Call to Order:**

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

**Approval of Resolution Certifying and Approving Meeting Remotely:**

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

**REGULAR AGENDA:**

**Approval of Minutes for Board of Commissioners Meeting on July 23, 2020:**

Chairman Branch entertained a motion by Vice-Chair Painter to approve the minutes for the meeting held on Thursday, September 24, 2020, the motion was seconded by Commissioner Decker and unanimously approved.

**Legislative Report, Christie "CJ" Stolle, Vice President, Two Capitols Consulting:**

Mrs. Stolle highlighted items from the October 2020 Legislative Report to the Board of Commissioners that was distributed at the meeting. She provided an update on the federal coronavirus relief packages and the action at the Virginia General Assembly Special Session. The regular 2021 Session of the General Assembly is scheduled to begin on January 13, 2021.

**Presentation of the Fiscal Year 2020 Auditor's Report:**

Greg Miller, CPA, Director, and Paul Feagan, CPA, Manager, from Cherry Bekaert LLC provided a detailed review of the Fiscal Year 2020 Audit and distributed copies of the report. The auditors reported that the Financial Statements and Supplementary Information are anticipated to be unmodified. Regarding the Government Auditing Standards, there were no reportable instances of noncompliance and only one control deficiency that was identified as a material weakness. Regarding the Single Audit, there were no reportable instances of

noncompliance and no material weakness was identified. The auditors recognized the Authority Finance Department for its hospitality and collaboration.

**R-1 Recommendation to Accept the Fiscal Year 2020 Auditor's Report (Deborah H. Painter, Chair, Finance Audit Committee):**

Committee Chair Painter recommended accepting the Fiscal Year 2020 Auditor's report.

After discussion, Chairman Branch called for a vote. The Commissioners unanimously approved the recommendation.

**R-2 Recommendation to Approve the Issuance of a Request for Proposals for Bond Underwriting Services for the Potential Refunding of Series 2011 Bonds (Deborah H. Painter, Chair, Finance Audit Committee):**

Committee Chair Painter presented a motion to approve issuance of a Request for Proposals (RFP) for underwriting services for the possible refunding of the outstanding Series 2011 A, B, and C Bonds. Staff will present its recommendation to the Board for approval.

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

**R-3 Recommendation to Approve the Engagement of a Facilitator for the Development of a Strategic Plan (Robert S. Bowen, A.A.E., Executive Director):**

In order to assist in the development of a Strategic Plan for the Airport as directed by the Board, Mr. Bowen requested authority for the engagement of a consultant and recommended Ms Susan Winslow from Tela Vuota as the facilitator. Ms. Winslow has over 20 years of experience working with airports.

After discussion, Chairman Branch entertained a motion by Commissioner Burnette to approve the recommendation which was seconded by Vice-Chair Painter. The Commissioners unanimously approved the recommendation. Chairman Branch requested volunteers from the Board to assist in the planning effort.

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

Mr. Bowen gave an update on the Capital Projects Report that was previously distributed and advised that many projects are soon to be completed and are progressing well despite the pandemic.

On Friday, October 16, 2020, the Airport hosted the unveiling of the new NATO signs to be placed around the City of Norfolk including the Airport, recognizing Norfolk as NATO's home in North America. The attendees included City of Norfolk Mayor Kenneth Alexander, PhD.; Commander, Joint Force Command Norfolk Vice Admiral Andrew Lewis; Chairman of the Authority Board of Commissioners, Captain Malcolm P. Branch, US Navy (Ret.); and a host of other military dignitaries and guests.

Also on Friday, October 16, 2020, Chairman Branch and Authority staff hosted Captain Michael Witherspoon, Commander, Joint Expeditionary Base Little Creek-Fort Story, and other military dignitaries. Conversations included the Airport Master Plan and the relationship between the

Authority and the Little Creek Base. All parties agreed to keep the lines of communication open concerning the Master Plan.

**Chairman's Report:**

Chairman Branch encouraged the Board of Commissioners to visit the new NATO display at the Airport in the baggage claim area.

**Old Business:**

None

**New Business:**

None

**Closed Meeting (1:49 p.m.):**

Vice-Chair Painter moved that the Authority convene in a closed meeting pursuant to Section 2.2-3711.A.3 of the Code of Virginia for the discussion or consideration of the acquisition of real property for a public purpose and the disposition of real property owned by the Authority where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority. The motion was seconded by Commissioner Decker and approved unanimously.

The Authority thereupon convened in Closed Meeting.

**Reconvene Open Meeting (2:05 p.m.):**

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

A roll call vote was taken to approve the motion as follows:

**Roll Call:**

Commissioner	Response	Commissioner	Response
Chairman Branch	Yes	Vice-Chair Painter	Yes
Treasurer Gameda	Absent	Commissioner Broderick	Absent
Commission Burnette	Yes	Commissioner Decker III	Yes
Commissioner Fraim	Yes	Commissioner Nusbaum	Yes
Commissioner Smith	Yes		

Chairman Branch recognized Commissioner Nusbaum for the following motion:

1. To authorize the Authority to negotiate the purchase of the property at 5936 Drum Lane, Virginia Beach, VA, at fair market value determined by appraisals and negotiations between the Authority and the seller; and
2. To authorize the Authority to sell properties Parcel 109, containing approximately 1.64 acres and located at Barrs Road and Sandpit Road, Virginia Beach, VA, and Parcel 55, containing approximately 0.266 acres and located at 1253 Barrs Road, Virginia Beach, VA. This property would be sold at fair market value and would be subject to an aviation easement satisfactory to FAA.

The motion was seconded by Commissioner Decker and unanimously adopted.

**Adjournment:**

There being no further business, Vice-Chair Painter moved that the meeting adjourn. The motion was seconded by Commissioner Decker, and the Board unanimously approved the adjournment at approximately 2:09 p.m. The next regular public meeting of the Board will be held on Thursday, December 3, 2020, at 1:00 p.m., in the Authority's Administrative Conference Room, Main Passenger Terminal, Norfolk International Airport, or as otherwise determined and noticed.

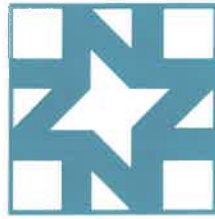
[NOTE: The November and December will be combined]



Malcolm P. Branch  
Board Chair



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



**Norfolk Airport Authority**  
**Board of Commissioners Meeting**  
**Thursday, October 22, 2020**  
**1:00 p.m.**

**Proposed Resolution**

**Certifying and Approving Meeting  
Remotely**

The Board of Commissioners of the Norfolk Airport Authority is meeting at 1:00 PM on October 22, 2020, pursuant to the Operating Policies adopted by the Virginia General Assembly to allow the governing board of a public body to meet by electronic communication means without a quorum of the members physically assembled in one location when the Governor has declared a state of emergency;

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

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

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

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

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

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

## **December 2020 NAA Board of Commissioners Meeting Minutes**

The December 3, 2020, NAA Board of Commissioners Meeting Minutes will be included in the January 28, 2021, meeting packet to be approved by the Board of Commissioners.



**NORFOLK AIRPORT AUTHORITY**  
**BOARD OF COMMISSIONERS**  
Meeting Location, Time, and Dates  
**Calendar Year 2021**

Excluding November and December, the Board of Commissioners meetings are held on the fourth Thursday of each month at 1:00 p.m., unless changed or canceled by a vote of the Board. Special Meetings may be called at any time.

**Meeting Location:**

Norfolk International Airport  
2200 Norview Avenue  
Human Resources Conference Room A  
Norfolk, VA 23518

A meeting packet is available for review on the Norfolk International Airport website one week before each meeting:

<https://www.norfolkairport.com/about-us/press-room>

By the Governor of Virginia, COVID-19 mandate, meetings are available by conference call:

Dial-In Number: 1-888-585-9008  
Enter CRID Number: 348-916-326#  
\*2 – Mute/Unmute

If anyone from the public would like to attend a meeting, in-person or by conference call, contact Sheri Watts, [swatts@norfolkairport.com](mailto:swatts@norfolkairport.com) or call the Administration Office, 757-857-3351.

**Calendar Year 2021 Meeting Dates:**

Month	Day
January	28
February	25
March	25
April	22
May	27
June	24
July	22
August	26
September	23
October	28
November	To Be Determined
December	To Be Determined

