

Board of Commissioners Meeting Packet

Thursday, January 30, 2025, 1:00 p.m.

2025

Norfolk Airport Authority



2200 Norview Avenue
NAA Board Room
Norfolk, Virginia 23518
(757) 857-3351

Peter G. Decker III,
Esquire Chair

Mark A. Perryman, Assoc. AIA,
President & CEO and Board
Secretary



Public Meeting Notice
Norfolk Airport Authority
Board of Commissioners
Meeting

Thursday, January 30, 2025, 12:30 pm

Norfolk International Airport

NAA Board Room

2200 Norview Avenue

Norfolk, VA 23518

To review the meeting packet, you may visit the site below:

<https://www.norfolkairport.com/board-of-commissioners/>

You may contact Shannon Day at (757) 857-3351 or email sday@norfolkairport.com for assistance.

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Norfolk Airport Authority

Board of Commissioners Meeting

Thursday, January 30, 2025

Lunch: 12:30 p.m.

Meeting: 1:00 p.m.

AGENDA

1. **CALL TO ORDER**
2. **APPROVAL OF PREVIOUS BOARD MEETING MINUTES**
 - Thursday, November 21, 2024
3. **PUBLIC COMMENTS**
4. **CEO & STAFF REPORT**
5. **NAA BOC CHAIR REPORT**
6. **COMMITTEE REPORTS**
 - Facilities Committee
 - CONRAC CMar Update
7. **OLD BUSINESS**
 - None
8. **CLOSED MEETING**
9. **NEW BUSINESS**
 - Annual Board Training
 - MS4 Permit Update
10. **ADJOURNMENT**

Immediately following the Board meeting, we will have a “Ribbon Cutting” ceremony to open the first phase of the Moving Sidewalk.

Norfolk Airport Authority

Board of Commissioners Meeting Minutes

Thursday, November 21, 2024, 1:00 pm.

The Norfolk Airport Authority (NAA) Board of Commissioners Meeting was held on Thursday, November 21, 2024 at 1:00 pm at the Norfolk International Airport in the NAA Board Room, Main Passenger Terminal. Peter G. Decker, III, Chair presided.

Commissioners Present: Peter G. Decker III, Esquire, Chair
Susan C. Pilato, Vice-Chair
Michael B. Burnette, CCIM, Treasurer
Evans Poston, Jr.
Dr. Joel English
Peggy H. Newby, RN, BSN, CAOHC, CPC-A

Commissioners Absent: Bruce Smith
Charles Rock
Mel Price

Staff Present: Mark A. Perryman, Assoc. AIA, President & CEO, Board Secretary
Anthony Rondeau, P.E., C.M., Executive Vice President & Chief Development Officer
Steven C. Sterling, C.M., Executive Vice President & Chief of Staff, Assistant Board Secretary
Mark A. Trank, Senior Vice President & General Counsel
Chris Jones, Chief Marketing & Communications Officer
Jarred M. Roenker, CPA, Vice President & Chief Financial Officer
Shelia D. Ward, Ph.D., Vice President & Chief Operations
Shannon Day, Administration Office Supervisor

Others Present: Doug Beaver, City of Norfolk Deputy City Manager
Kia Moten, Business Diversity Manager (Staff of the Day)
Steve Djunaedi, USN (Skill Bridge Intern)
Lauren Strope, Cherry Bekaert, NAA Auditor

Welcome and Call to Order, Peter G. Decker III (Chair):

Peter G. Decker III, Chair, determined that a quorum was present and called the meeting to order at 1:01 pm.

REGULAR AGENDA

Approval of Minutes:

Commissioner English moved to approve the minutes of the Board meeting held on September 26, 2024, which motion was seconded by Vice-Chair Pilato and then unanimously approved.

Public Comments:

None

CEO Report Mark A. Perryman, President & CEO:

Mr. Perryman's presentation is attached.

Featured NAA Mentorship program:

Mr. Sterling introduced Kia Moten, NAA Business Diversity Manager.

Board Chair Report:

Chair Decker extended a heartfelt shoutout to Kia Moten, wishing her success in her upcoming endeavors and saying, "You will be missed." Chair Decker congratulated the NAA team for continuing to achieve record-breaking numbers, calling it outstanding work. Chair Decker also extended a special "thank you" to President/CEO Mark Perryman for his efforts with promoting regionalism and an awesome job on receiving the BRAVO! Awards.

Committee Reports:

Finance and Audit Committee:

- Cherry Bekaert – Lauren Strobe presented 2024 NAA Audit results (attached)

Old Business:

None

New Business:

Acceptance of Audit Report of NAA Annual Financial Statements

Commissioner English moved for acceptance of the Annual Financial Statements, seconded by Commissioner Newby. The motion was approved 5-0.

Resolution Approving Revised NAA Air Incentive Policy

After discussion by the Board, Commissioner English moved for approval of the Resolution approving the revised NAA Air Service Incentive Policy, seconded by Commissioner Burnette. The Resolution was approved 6-0.

Closed Meeting {2:12 pm}:

Vice-Chair Pilato moved that the Board convene in a closed meeting pursuant to Section 2.2-3711.A of the Code of Virginia under (1) subsection 8 to consult with staff and the Authority's legal counsel regarding specific matters involving a state environmental permit requiring the provision of legal advice by counsel; and (2) subsection 29 to discuss interlocal agreements involving the Authority and the expenditure of public funds, and discussion of the terms or scope of such agreements, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Authority.

Chair Decker seconded the motion, and the Board voted 6-0 to approve the motion. Following the vote, the Authority convened in a closed meeting for the authorized purposes.

Reconvene Open Meeting {2:45 pm}:

Following the closed meeting, Chair Decker reconvened the open meeting. Vice-Chair Pilato read the following Resolution and Certification:

Be it resolved that the Board of Commissioners of the Norfolk Airport Authority hereby certifies that, to the best of each Commissioner’s knowledge, only public business matters lawfully exempted from open meeting requirements under the Code of Virginia, and 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 Certification was approved 5-0 by roll call vote as follows:

Commissioner	Vote
Joel English	Yes
Evans Poston	Yes
Peggy Newby	Yes
Michael Burnette (left before roll call vote)	n/a
Susan Pilato	Yes
Peter Decker III	Yes

Adjournment {2:52 pm}:

There being no further business, Chair Decker moved that the meeting adjourn, seconded by Commissioner English, which was unanimously approved. The next Board meeting is scheduled for Thursday, January 30, 2025, at 1:00 pm.

Peter G. Decker III, Esquire
Chair

Mark A. Perryman, Assoc. AIA
President & CEO and Board
Secretary

STRONGER TOGETHER. LET'S FLY



DECEMBER 2024 GOALS PROGRESS

GOAL #1 OUR PEOPLE Support and develop our staff, maximize organizational and employee efficiency and performance.



3%
FROM
DEC 2024

87%

PERCENT COMPLETE

- 100% Objective 1A: Optimize our organizational structure
- 86% Objective 1B: Better engage our employees
- 81% Objective 1C: Foster a culture of transparency, and strong communications, where information is shared and voices are heard
- 70% Objective 1D: Create a formal employee training and development program
- 100% Objective 1E: Hire and retain diverse, qualified, and competent employees

GOAL #2 OUR CUSTOMERS Grow our traffic and provide a world-class customer experience.



3%
FROM
DEC 2024

71%

PERCENT COMPLETE

- 72% Objective 2A: Increase customer and passenger satisfaction; improve customer experience.
- 76% Objective 2B: Increase air service offerings and expand direct flight destinations
- 65% Objective 2C: Identify and capitalize on economic development opportunities

GOAL #3 OUR COMMITMENT Create and maintain a welcoming and safe environment for our employees, patrons, and stakeholders.



3%
FROM
DEC 2024

91%

PERCENT COMPLETE

- 92% Objective 3A (Diversity): Assess the Diversity of the Authority
- 88% Objective 3B (Equity): Ensure applicants and employees are treated fairly and given equal opportunities
- 100% Objective 3C (Inclusion): Create an Inclusive Work Culture
- 93% Objective 3D: Enhance Small Business Participation
- 85% Objective 3E: Improve physical and mental accessibility into and throughout our facilities

GOAL #4 OUR FACILITY Optimize facilities to create and sustain growth, expand opportunities, and diversify revenue sources.



0%
FROM
DEC 2024

60%

PERCENT COMPLETE

- 86% Objective 4A: Enhance the Passenger Experience
- 32% Objective 4B: Expand and Diversify Revenue Sources
- 61% Objective 4C: Increase our infrastructure reliability, sustainability, and resiliency; decrease our environmental footprint