



# BOARD OF COMMISSIONERS MEETING PACKET

**Wednesday, Sept. 17, 2025, 1:00 p.m.**

**2200 NORVIEW AVENUE  
NAA BOARD ROOM  
NORFOLK, VIRGINIA 23518  
(757) 857-3351**

**PETER G. DECKER III, ESQUIRE  
CHAIR**

**MARK A PERRYMAN, PRESIDENT  
& CEO AND BOARD SECRETARY**



# Norfolk Airport Authority

Board of Commissioners Meeting Minutes Thursday, May 22, 2025, 2:00 pm.

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The Norfolk Airport Authority (NAA) Board of Commissioners Meeting was held on Thursday, May 22, 2025, at the Norfolk International Airport (NIA), in the NAA Board Room, Main Passenger Terminal. Peter Decker III, Chair presided.

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## **Commissioners Present:**

Peter G. Decker III, Esquire, Chair  
Michael B. Burnette, Treasurer  
Charles 'Chip' W. Rock, Rear Admiral, USN, Retired  
Evans Poston  
Joel English  
Mel Price  
Peggy H. Newby, RN, BSN, CAOHC, CPC-A

## **Commissioners Absent:**

Susan C. Pilato, Vice-Chair  
Bruce B. Smith

## **Staff Present:**

Mark A. Perryman, Assoc. AIA, President & CEO & Board Secretary  
Steven C. Sterling, Exec. VP, Chief of Staff & Board Assistant Secretary  
Mark A. Trank, Senior VP, General Counsel & Assistant Secretary  
Anthony Rondeau, Exec. VP & Chief Development Officer  
Shelia D. Ward, Ph.D., VP & Chief Operations Officer  
Jarred M. Roenker, CPA, VP & Chief Financial Officer  
Chris Jones, VP Chief Marketing & Commercial Officer  
Steve V. Djunaedi, Chief Commercial Officer  
Shannon Day, Administration Office Supervisor

## **Others Present:**

Doug Beaver, City of Norfolk Deputy City Manager  
Bruce Evans, Safety & Security Senior Manager (Staff of the Day)

## **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 01:03 pm.

## **AGENDA**

### **Approval of Minutes:**

Commissioner English moved to approve the minutes of the Board meeting held on March 27, 2025 & April 17, 2025, which motion was seconded by Commissioner Rock and then unanimously approved 7-0.

### **Public Comments:**

None

### **CEO Report Mark A. Perryman. President & CEO:**

Mr. Perryman's made his presentation to the Board. A copy of the presentation is attached.

### **Staff of the Day:**

Dr. Ward introduced Bruce Evans, NAA Safety & Security Senior Manager as Staff of the Day

### **Board Chair Report:**

Chair Decker stated as follows: ORF Best is America is Awesome, Thanks to Staff of ORF for all that you do. Every presentation gets better and better. Steve Sterling's last meeting, we appreciate all of your dedication. You will be missed.

### **Committee Reports:**

#### **Finance and Audit Committee:**

- Approval of the FY26 Budget
- Motion to approve was made by Commissioner English, seconded by Commissioner Poston
- Motion was approved 7-0

#### **Nominating & Strategy Committee:**

- Approval of the Slate of FY26 Board Officers
- Motion to approve was made by Commissioner English, seconded by Commissioner Burnette
- Motion was approved 7-0

### **Old Business:** None

### **Closed Meeting (1:38 pm):**

Commissioner/Treasurer Burnette made the following motion: "I move that the Board of commissioners of the Norfolk Airport Authority convene in a closed meeting pursuant to Section 2.2-3711A of the Code of Virginia under:

**Subsection 1** – To discuss specific personnel performance matters: and  
**Subsection 8** – To consult with legal counsel and staff regarding specific legal matters (1) relating to the Airport Hotel project: (2) relating to a cyber theft incident at the Authority: and (3) relating to the PILOT Agreement with the City of Norfolk.

Commissioner English seconded the motion, and the Board approved the motion 7-0. Following the vote, the Authority convened in a closed meeting.

**Reconvene Open Meeting {2:53 p.m.}:**

Following the closed meeting, Commissioner/Treasurer Burnette reconvened and moved for the adoption of the following Resolution and Certification:

*Now, therefore, be it resolved that the Board of the Norfolk Airport Authority hereby certifies that to the best of each Commissioner'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.*

Commissioner English seconded the motion. The motion was approved 7-0 by roll call vote as follows:

Commissioner	YES
Joel English	√
Peter Decker	√
Michael Burnette	√
Peggy Newby	√
Charles Rock	√
Mel Price	√
Evans Poston	√

**New Business:**

None



**Adjournment {2:55 pm}:**

There being no further business, Chair Decker moved that the meeting adjourn. Commissioner English seconded the motion, which was unanimously approved. The Board's next meeting is scheduled for Thursday, July 24, 2025 at 1:00 pm.

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Peter G. Decker III, Esquire  
Chair

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

# **Norfolk Airport Authority**

Board of Commissioners Meeting

Wednesday, September 17, 2025

Lunch: 12:30 p.m.

Meeting: 1:00 p.m.

## **AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF PREVIOUS BOARD MEETING MINUTES**
  - Thursday, May 22, 2025
- 3. PUBLIC COMMENTS**
- 4. CEO & STAFF REPORT**
- 5. NAA BOC CHAIR REPORT**
- 6. COMMITTEE REPORTS**
  - None
- 7. OLD BUSINESS**
  - None
- 8. CLOSED MEETING**
- 9. NEW BUSINESS**
  - Consolidated Rental Car Facility Bond Resolution
  - PFM Annual Investment Report
- 10. ADJOURNMENT**
  - Next meeting: December 4, 2025



**Financial Statements  
For the Period Ended  
June 30, 2025**

Norfolk Airport Authority  
Norfolk International Airport  
Statement of Revenues and Expenses  
June 30, 2025

Description	Current Month Amount	YTD Actual Amount	Prior YTD Amount	Variance YTD / Prior YTD
<b>Operating Revenues</b>				
Parking	2,461,969	28,540,431	25,400,835	3,139,595
Rental Cars	1,110,061	9,679,707	9,736,423	(56,716)
Landing Fees	1,119,420	11,493,550	10,032,771	1,460,779
Rent	1,608,486	18,561,832	15,888,765	2,673,068
Concessions	746,294	7,267,198	6,049,812	1,217,386
Other	30,840	307,841	301,059	6,782
<b>Total Operating Revenues</b>	<b>7,077,070</b>	<b>75,850,559</b>	<b>67,409,666</b>	<b>8,440,893</b>
<b>Operating Expenses</b>				
Salaries, wages and Benefits	1,546,265	26,526,454	22,324,270	4,202,184
Advertising and promotion	274,434	1,114,694	999,149	115,546
Utilities	364,383	3,517,638	3,642,070	(124,431)
Insurance	99,672	1,174,565	1,158,667	15,898
Payment to City of Norfolk	220,800	2,650,000	2,650,000	-
Stormwater and Sanitation	78,674	1,049,167	1,196,629	(147,462)
Professional Services	130,283	964,961	511,170	453,791
Maintenance and Repairs	341,565	3,001,111	3,080,859	(79,748)
Administrative Expenses	96,448	993,000	1,003,646	(10,645)
Services	572,895	5,876,454	4,581,498	1,294,957
Other	93,271	550,838	493,806	57,033
<b>Total Operating Expenses</b>	<b>3,818,687</b>	<b>47,418,885</b>	<b>41,641,763</b>	<b>5,777,122</b>
<b>Operating Income</b>	<b>3,258,383</b>	<b>28,431,674</b>	<b>25,767,903</b>	<b>2,663,771</b>
<b>Non-operating other revenue (expenses):</b>				
Federal grant revenues	1,205,900	18,765,189	9,773,002	8,992,187
State Grant Revenues	500,000	2,050,000	1,550,000	500,000
Passenger facility charges	944,913	8,910,323	9,783,076	(872,753)
Customer facility charges	1,308,152	9,364,541	4,962,370	4,402,171
State grant interest income	15,188	281,324	603,513	(322,189)
PFC interest income	534	31,957	273,906	(241,948)
Offsite Rentals	33,505	374,162	328,316	45,846
Interest income	485,818	3,710,267	3,603,810	106,457
Interest expense	(278,671)	(3,344,050)	(1,981,589)	(1,362,461)
<b>Net Non-Operating Income</b>	<b>4,215,340</b>	<b>40,143,712</b>	<b>28,896,403</b>	<b>11,247,309</b>
<b>Net Income before Depreciation</b>	<b>7,473,722</b>	<b>68,575,386</b>	<b>54,664,306</b>	<b>13,911,080</b>
Depreciation	1,500,000	18,000,000	-	18,000,000
<b>Net Change</b>	<b>5,973,722</b>	<b>50,575,386</b>	<b>54,664,306</b>	<b>(4,088,920)</b>

Norfolk Airport Authority  
Budget vs Actual  
For the twelve months ended June 30, 2025

Description	YTD Actual	YTD Budget	Favorable (Unfavorable)	Percent
<b>Parking</b>				
Parking Lots	27,842,186	28,000,000	(157,814)	-0.6%
Employee Parking	698,245	670,000	28,245	4.2%
	28,540,431	28,670,000	(129,569)	-0.5%
<b>Rental Cars</b>	9,679,707	9,710,000	(30,293)	-0.3%
<b>Landing Fees</b>	11,493,550	11,785,000	(291,450)	-2.5%
<b>Rent</b>				
Buildng Rent	2,907,473	2,845,000	62,473	2.2%
Ground Rent	583,487	564,000	19,487	3.5%
Common Use Gates	1,889,388	1,650,000	239,388	14.5%
Fuel Farm	412,556	411,000	1,556	0.4%
Air Cargo	274,404	275,000	(596)	-0.2%
Airline Space	12,491,720	12,370,000	121,720	1.0%
Conference Center	2,804	5,000	(2,196)	-43.9%
	18,561,832	18,120,000	441,832	2.4%
<b>Concessions</b>				
In-Flight Catering	72,099	105,000	(32,901)	-31.3%
FBO	1,000,000	550,000	450,000	81.8%
Advertising	409,797	375,000	34,797	9.3%
Food Services	2,368,332	2,105,000	263,332	12.5%
Retail	1,767,977	1,660,000	107,977	6.5%
ATM Concessions	18,969	24,000	(5,031)	-21.0%
Vending Machines	38,547	22,000	16,547	75.2%
Rideshare	1,575,378	1,275,000	300,378	23.6%
Other Ground Transportation	16,100	16,000	100	0.6%
	7,267,198	6,132,000	1,135,198	18.5%
<b>Other</b>				
Miscellaneous	208,365	180,000	28,365	15.8%
Security Reimbursements	99,476	93,000	6,476	7.0%
	307,841	273,000	34,841	12.8%
<b>Total Operating Revenue</b>	<b>75,850,559</b>	<b>74,690,000</b>	<b>1,160,559</b>	<b>1.6%</b>



Norfolk Airport Authority  
Budget vs Actual  
For the twelve months ended June 30, 2025

Description	YTD Actual	YTD Budget	Favorable (Unfavorable)	Percent
<b>Salaries, wages and benefits</b>				
Salaries and wages	18,795,251	20,772,963	1,977,712	9.5%
Employee Bonuses	627,242	623,190	(4,052)	-0.7%
Health Insurance	2,669,823	2,961,283	291,460	9.8%
Sick Time Redeemed	195,932	100,000	(95,932)	-95.9%
Social Security	1,421,473	1,557,680	136,207	8.7%
State Insurance	208,157	254,428	46,271	18.2%
State Retirement	2,461,879	2,389,014	(72,865)	-3.1%
	<u>26,379,757</u>	<u>28,658,558</u>	<u>2,278,801</u>	<u>8.0%</u>
<b>Advertising and promotions</b>	1,114,694	1,197,000	82,306	6.9%
<b>Utilities</b>			-	0.0%
Electricity	2,819,174	3,014,500	195,326	6.5%
Heating	284,514	321,500	36,986	11.5%
Telephones	184,661	209,174	24,513	11.7%
Water	229,289	240,960	11,671	4.8%
	<u>3,517,638</u>	<u>3,786,134</u>	<u>268,496</u>	<u>7.1%</u>
<b>Insurance</b>	1,174,565	1,250,000	75,435	6.0%
<b>Payment to City of Norfolk</b>	2,650,000	2,650,000	-	0.0%
<b>Stormwater and Sanitation</b>	1,049,167	1,310,000	260,833	19.9%
<b>Professional Services</b>				
Consultant Fees	833,670	600,000	(233,670)	-38.9%
Legal Fees	105,681	100,000	(5,681)	-5.7%
Signs	25,610	35,000	9,390	26.8%
	<u>964,961</u>	<u>735,000</u>	<u>(229,961)</u>	<u>-31.3%</u>
<b>Maintenance and Repairs</b>			-	0.0%
Maintenance and Repairs	2,361,828	3,087,200	725,372	23.5%
M/R - Fuel Farm	199,614	250,000	50,386	20.2%
Tools and Equipment	439,670	390,250	(49,420)	-12.7%
	<u>3,001,111</u>	<u>3,727,450</u>	<u>726,339</u>	<u>19.5%</u>
<b>Administrative Expenses</b>				
Education and Tuition	145,786	218,000	72,214	33.1%
Employee and Community Relations	191,531	163,150	(28,381)	-17.4%
Postage	4,371	12,100	7,729	63.9%
Publication and dues	97,894	135,180	37,286	27.6%
	<u>439,582</u>	<u>528,430</u>	<u>88,848</u>	<u>16.8%</u>
<b>Supplies</b>	699,205	850,550	151,345	17.8%
<b>Services</b>	5,876,454	4,984,649	(891,805)	-17.9%
<b>Other</b>				
Equipment and office rent	38,678	31,000	(7,678)	-24.8%
Fuel and Lubricants	159,917	234,755	74,838	31.9%
Laundry and Uniforms Cleaning	38,302	51,168	12,866	25.1%
Miscellaneous	2,800	500	(2,300)	-459.9%
Safety Apparel and Equipment	44,475	95,500	51,025	53.4%
Travel	172,504	137,700	(34,804)	-25.3%
Uniforms	86,731	114,750	28,019	24.4%
	<u>543,408</u>	<u>665,373</u>	<u>121,965</u>	<u>18.3%</u>
			-	0.0%
<b>Total Operating Expenses</b>	<u>47,410,544</u>	<u>50,343,144</u>	<u>2,932,600</u>	<u>5.8%</u>
			-	0.0%
<b>Total Operating Income</b>	<u>28,440,015</u>	<u>24,346,856</u>	<u>4,093,159</u>	<u>16.8%</u>