ROANOKE REGIONAL AIRPORT COMMISSION
December 15, 2015
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, December 15, 2015, at 8:30 a.m. H. Odell Minnix, Chairman, presided.

PRESENT: Commission members John Dooley, William Gust, Cynthia Lawrence, Bittle Porterfield and H. Odell Minnix.....5.

ABSENT: None.....0.

Ms. Lawrence made a motion to approve the agenda as prepared. The motion was seconded by Mr. Gust and unanimously approved.

MINUTES

The minutes of the regular monthly meeting held on November 17, 2015, were before the body.

Dr. Dooley made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Mr. Gust and unanimously approved.

ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – OCTOBER 2015

The Roanoke Regional Airport Commission Air Traffic Report for October 2015, was before the body.

Dr. Dooley made a motion to receive and file the Air Traffic Report. The motion was seconded by Mr. Gust unanimously approved.

AWARD OF CONTRACT TO MAGIC CITY SPRINKLER, INC. FOR THE TERMINAL FIRE PUMP REPLACEMENT PROJECT

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a Contract with Magic City Sprinkler, Inc. in the amount of $85,640.00 for the labor and materials necessary for the Terminal Fire Pump Replacement project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution awarding a contract to Magic City Sprinkler, Inc. for the Terminal Fire Pump Replacement Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

(Resolution No. 36-121515 on file in Airport Commission Office.)

AUTHORIZE THE FIRST ONE YEAR EXTENSION OF TERM CONTRACT NO. 5985 WITH SATURDAY MORNING ASSOCIATES, INC., DBA RIFE AND WOOD ARCHITECTS, FOR GENERAL ARCHITECTURAL SERVICES RELATING TO CONSTRUCTION FOR MULTIPLE PROJECTS

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute the first one year extension to Term Contract No. 5985 for General Architectural Services Relating to Construction for Multiple Projects with Saturday Morning Associates, Inc., DBA Rife and Wood Architects, was before the body.

(Report on file in Airport Commission Office.)

Dr. Dooley made a motion to adopt a Resolution authorizing the first one year extension of Contract No. 5985 with Saturday Morning Associates, Inc., DBA Rife and Wood Architects for General Architectural Services Relating to Construction for Multiple Projects. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

(Resolution No. 37-121515 on file in Airport Commission Office.)

AUTHORIZE THE FIRST ONE YEAR EXTENSION OF TERM CONTRACT NO. 5986 WITH DELTA AIRPORT CONSULTANTS, INC. FOR AIRPORT ENGINEERING SERVICES RELATING TO CONSTRUCTION FOR MULTIPLE PROJECTS

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute the first one year extension to Term Contract No. 5986 for Airport Engineering Services Relating to Construction for Multiple Projects with Delta Airport Consultants, Inc., was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the first one year extension of Contract No. 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services Relating to Construction for Multiple Projects. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

(Resolution No. 38-121515 on file in Airport Commission Office.)

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – DECEMBER 2015

The Roanoke Regional Airport Commission Air Service Update for December 2015, was before the body.

Mr. Gust made a motion that the Air Service Update be received and filed. The motion was seconded by Ms. Lawrence and unanimously approved.

Mr. Boettcher briefed the Commission on airlines and air service issues. He advised that in the upcoming year, he and Mr. Bradshaw would be meeting with various airline planners to discuss new service, the return of the Detroit flight, continuing reliability issues and plane types. The community outreach ice rink project has been well received despite the warmer temperatures. The education program with the local school systems is moving slower than he would like. The WSLS webcam from atop the airport terminal went live on Thursday, December 10. He advised that a roundtable group was being formed to include travel managers from major corporations to discuss Roanoke air service.

MONTHLY FINANCIAL REPORT

The monthly financial report for the month ended September 30, 2015, was before the body.

(Financial Reports on file in Airport Commission Office.)

Ms. Lawrence made a motion to receive and file the financial report. The motion was seconded by Mr. Gust and unanimously approved.

AUTHORIZING LEASE WITH THE UNITED STATES OF AMERICA GENERAL SERVICES ADMINISTRATION FOR THE BENEFIT OF THE TRANSPORTATION SECURITY ADMINISTRATION

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to execute a lease with the United States of America General Services Administration for the benefit of the Transportation Security Administration, for space in the Terminal Building, such Lease commencing on January 1, 2016, and terminating December 31, 2020, with provisions for two 5 year renewal options, at an initial annual rental amount of $120,670.92, was before the body.

(Report on file in Airport Commission Office.)

Dr. Dooley made a motion to adopt a Resolution authorizing a Lease Agreement between the Commission and the United States of America, acting by and through General Services Administration for the benefit of the Transportation Security Administration. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

(Resolution No. 39-1215 15 on file in Airport Commission Office.)

APPLICATION FOR A MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PERMIT

A report from the Executive Director recommending the Commission authorize the Executive Director to take any and all actions necessary on behalf of the Commission to execute and file an application and any related documentation with the Virginia Department of Environmental Quality for an MS4 Permit and for the implementation of an MS4 Program at the Roanoke-Blacksburg Regional Airport, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing the Executive Director to file an application on behalf of the Commission with the Virginia Department of Environmental Quality for a Municipal Separate Storm Sewer System Permit. The motion was seconded by Ms. Lawrence.

There was discussion among Commission members and Mr. Bradshaw regarding the possible political and financial implications of choosing to adopt or not adopt such a resolution. It was suggested that Mr. Bradshaw continue his talks with the City in attempting to come to a mutual agreement, fair to all parties.

Mr. Gust made a motion to table the original report and motion until more discussions are held with the City. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

(Report and Resolution tabled.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw introduced David Jeavons, Assistant Director of Finance, who briefed the Commission members on the current economic/financial position of the Airport.

Mr. Bradshaw reported that there are future plans to renovate the Airport Commission Conference Room. He reminded the members of the joint meeting with the City on January 4, 2016. He informed the members of a regional luncheon meeting planned on February 10th at the airport involving local community organizations. A consultant will be providing a presentation on "community building."

CLOSED MEETINGS

Mr. Minnix made a motion that the Commission go into a Closed Meeting to discuss the assignment, performance, and appointment, including contract terms of retention, of a specific Commission appointee, being General Counsel, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

Mr. Minnix made a motion that the Commission go into a Closed Meeting to discuss the performance and salary of a specific Commission employee, being Executive Director, pursuant to Section 2.2-3711 (A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

Mr. Minnix advised that action could result from the two Closed Meetings and the Commission convened in the Closed Meetings at 9:37 a.m.

The Commission reconvened at 10:34 a.m.

Mr. Gust made a motion that with respect to any Closed Meetings just concluded, that each member of the Airport Commission certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meetings were convened, were heard, discussed or considered by the Commission. The motion was seconded by Mr. Porterfield and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

Ms. Lawrence made a motion that the salary of Mark A. Williams, General Counsel, be increased to $100.00 per hour, effective January 1, 2016. The motion was seconded by Dr. Dooley and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

Dr. Dooley made a motion that the salary of Tim Bradshaw, Executive Director, be increased by 2.5%, effective January 1, 2016. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence, Porterfield and Minnix.....5.

NAYS: None.....0.

There being no further business to come before the Commission, the Chairman adjourned the meeting at 10:37 a.m.

Read and approved at the February 19, 2016, meeting of the Airport Commission.

Attest:

Cathy L. Bowman

Commission Secretary