ROANOKE REGIONAL AIRPORT COMMISSION
June 21, 2016
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, June 21, 2016, at 8:30 a.m. Mr. H. Odell Minnix, Chairman, presided.

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

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on May 17, 2016, were before the body.

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

ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – APRIL 2016

The Roanoke Regional Airport Commission Air Traffic Report for April 2016, was before the body.

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

RECOGNITION OF AIRPORT AMBASSADORS

On behalf of the Commission, Mr. Minnix, with the assistance of Mr. Bradshaw, recognized the following Airport Ambassadors present at the meeting for their service during 2015/2016:

Ann Andrews, Bob Ellis, Anne Frazier, Buck Goforth, Pat Ilgenfritz, Earl Morris, Ed Ridout, Lynne Ellis and Fred Anderson. Mr. Bradshaw stated that our 20 Airport Ambassadors provided almost 1800 hours of volunteer time during 2015/2016. Each Ambassador received or will receive a gift card to Olive Garden/Red Lobster/Longhorn Steakhouse Restaurant.

The members of the Commission and Mr. Bradshaw expressed their sincere thanks and gratitude to all the Airport Ambassadors for all the time they devote to the Airport and its patrons.

Ed Ridout spoke on behalf of the Ambassadors and expressed the appreciation to the Airport Commission for allowing them the opportunity to serve.

VIDEO MONTH IN REVIEW

This month's video was narrated by Amanda DeHaven and included clips of a sunrise; the newly constructed service animal relief area; ARFF training; Allegiant Air's 10th anniversary flight to Orlando; the Women Can Fly event; Carilion Clinic's 35th anniversary of Lifeguard 10; the retirement luncheon for Efren Gonzalez; a blood drive sponsored by the Airport Commission and Signature Aviation; the ramp rehabilitation project; and a recent water main break on Aviation Drive at the overflow parking lot.

CHANGE IN ROANOKE REGIONAL AIRPORT COMMISSION'S FINANCIAL ADVISOR

A report from the Commission Treasurer recommending the Commission approve a resolution of the VACO/VML Virginia Investment Pool Trust Fund and Joinder Agreement to be effective July 1, 2016, in order to implement a change in the Commission's investment advisor.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing participation in the VACO/VML Virginia Investment Pool Trust Fund for the purpose of investing funds belonging to the Roanoke Regional Airport Commission in certain authorized investments in accordance with Sections 2.2-4501 and 15.2-1300 of the Virginia Code. 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. 15-062116 on file in Airport Commission Office.)

MONTHLY FINANCIAL REPORT

The monthly financial report for the ten months ending April 30, 2016, was before the body.

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

(Financial Reports on file Airport Commission Office.)

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – JUNE 2016

The Roanoke Regional Airport Commission Air Service Update for June 2016, 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 acknowledged Amanda DeHaven and her dedicated work with the Airport Ambassadors. He expressed appreciation to all those involved with the recent event - Women In Aviation. He updated the Commission on Roanoke's air service issues and advised that he and Mr. Bradshaw had recently met with several different air carriers at a conference. We will continue to talk with air carriers for additional service, fares, reliability issues as well as aircraft upgrades.

AUTHORIZING A LEASE AGREEMENT WITH WILLIAM WEEKS FOR HANGAR #17

A report from the Executive Director recommending authorization of a lease agreement with William Weeks for Hangar #17, was before the body.

Mr. Bradshaw indicated that the lease agreement was not ready to be executed at this time and recommended the report and resolution be tabled.

Dr. Dooley made a motion to table the report and resolution. The motion was seconded by Mr. Gust and unanimously approved.

AUTHORIZING A PERMIT AGREEMENT WITH TRIANGLE GRADING AND PAVING, INC. FOR BUILDING #21

A report from the Executive Director recommending the Commission authorize the Executive Director to enter into and execute a permit agreement with Triangle Grading and Paving, Inc. for the rental of 5268 Aviation Drive, Roanoke, VA, Building 321, for use as a local office, was before the body.

(Report on file in Airport Commission Office.)

Dr. Dooley made a motion to adopt a Resolution authorizing a Permit Agreement between the Commission and Triangle Grading and Paving, Inc., for Building No. 21. 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. 17-062116 on file in Airport Commission Office.)

DESIGNATION OF FREEDOM OF INFORMATION ACT OFFICER

A report from the Executive Director recommending the Commission designate the Commission Secretary, currently Cathy Bowman, as the Commission's designated Virginia Freedom of Information Act Officer to serve as a point of contact for members of the public making records requests and to coordinate the Commission's compliance with the provisions of the VFOIA, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution designating the Commission's Virginia Freedom of Information Act Officer. 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. 18-062116 on file in Airport Commission Office.)

COMMENTS BY COMMISSION MEMBERS/EXECUTIVE DIRECTOR AND STAFF

Mr. Bradshaw reported that June has been a very busy month. He offered a big thanks to Alex Plaza, Jay Ball and their whole staff for all the hard work required for the Women In Aviation and Carilion Clinic Helicopter events which were both held on the same Saturday. Special thanks to Sue Palmeri, Marilyn Custer, Amanda DeHaven, Diana Lewis, Jacque Shuck and Trisha Newberry for their work with the Women in Aviation event. Also recognized for her work with the Commission's second blood drive, was BJ Nipper.

Mr. Bradshaw advised that the annual FAA Part 139 inspection was scheduled for the second week in July and that many staff members were preparing for that inspection. He reminded the Commission that the first of two Town Hall meetings is scheduled on June 27th at Preston Inn in Blacksburg. The second Town Hall meeting is July 28th at the Roanoke Higher Education Center.

Ms. Lawrence asked staff to investigate and determine where more signage could be installed either on the first floor at the foot of the stairs or at the top of the stairs directing customers to the ground transportation areas.

There being no further business to come before the Commission, the Chairman adjourned the meeting at 9:31 a.m.

Read and approved at the July 19, 2016 meeting of the Roanoke Regional Airport Commission.

ATTEST:

Cathy L. Bowman

Secretary