



ROANOKE REGIONAL AIRPORT COMMISSION

May 20, 2025, 8:30 a.m.

Commission Meeting Minutes

The Roanoke Regional Airport Commission convened in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, May 20, at 8:30 a.m. Chairman Fralin presided.

PRESENT: Fralin, Marko, Powers, Guidry, Gust, Clements. Dr. Bishop called in remotely.

ABSENT: None,

A quorum was present for the conduct of business.

Mr. Gust moved to allow Dr. Bishop, delayed in traffic, to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(1).

The motion was seconded by Mr. Powers.

There was no further discussion of the motion.

The motion was adopted by the following roll call vote:

AYES: Fralin, Marko, Gust, Powers, Guidry, Clements 6.

NAYS: None 0.

Dr. Bishop did not vote on the issue of his remote participation.

APPROVAL OF MINUTES

Mr. Powers moved that the minutes of the meetings conducted April 15, 2025 be approved without amendment.

Mr. Guidry seconded the motion.

The motion passed unanimously by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart presented a report on attendance at the Regional Chamber Legislative Breakfast, a VBR Networking meeting at Mill Mountain Zoo, hosting a WWII Honor Flight, ongoing discussion with Virginia Tech concerning an Advanced Air Mobility Smart Space vertiport project at ROA, and implementation of TSA Real-ID requirements.

The FAA continues to review the Master Plan, and it is hoped that the extension of the runway over I-581 will be accepted to be shown as a future project on the plan.

Kimberly Petersen was introduced as the new Executive Assistant and Chief of Staff. Jayme Verish was introduced as the new Director of Operation & Maintenance.

Concessions contract extensions are being negotiated with the existing concessionaires, to get ROA through the terminal improvement process.

General Aviation has been operating with limited supervision for too long, and recently there have been several near-misses by automobiles on the tarmac. A general tightening of GA operations will be forthcoming.

FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report for March.

Mr. Gust moved adoption of the report.

Mr. Guidry seconded the motion.

There was no further discussion of the motion.

The motion passed unanimously by voice vote.

STAFF REPORTS

The reports presented in the agenda packet were received without comment.

PR & Marketing Update, ROA Re-Branding

Ms. Briehl and AccessU staff presented a brief summary of the new logo and rebranding, a redesign of the ROA website. "Regional" is being eliminated in the rebranding.

ACTION ITEMS

Dr. Bishop moved Resolution 05-052025, awarding a contract for banking services to Pinnacle Financial Services.

The motion was seconded by Mr. Guidry.

It was noted that while a Commission vote was not strictly necessary given the cost of the contract, it was felt a vote was appropriate given the extent of banking services involvement with Airport operations.

The motion was adopted by the following roll call vote:

AYES: Fralin, Marko, Bishop. Powers, Guidry, Clements, Gust 7.

NAYS: None 0.

Ms. Marko moved Resolution 06-052025, awarding a contract for the rehabilitation of Taxiway B to Lagan Construction, LLC.

The motion was seconded by Mr. Gust.

This project is anticipated to be 95% federal and 5% state grant funded.

The motion was adopted by the following roll call vote:

AYES: Fralin, Marko, Bishop. Powers, Guidry, Clements, Gust 7.

NAYS: None 0.

PUBLIC COMMENT

No comments were submitted in advance or delivered at the meeting.

NEW BUSINESS

Chairman Fralin tabled consideration of a nominating committee report until the June meeting.

Mr. Gust moved to appoint Kimberly Petersen as Deputy Secretary of the Commission.

Mr. Guidry seconded the motion.

The motion was approved unanimously by voice vote.

COMMENTS BY COMMISSION MEMBERS

Ms. Marko recognized the community outreach of Austin Teter with Signature and Jon Beard with Star Flight during an open house at the flight school.

Mr. Stewart noted that Piedmont was transitioning from the E145 to the E175, the Virginia Aviation Conference would be held at the Hotel Roanoke in August, and that the Airport was hosting a table at the MS Dinner of Champions in June.

CLOSED SESSION

Dr. Bishop made a motion to go into closed session for the following purposes:

Consideration of the performance review of the Executive Director (Code of Virginia § 2.2-3711(A)(1)).

Mr. Gust seconded the motion.

There was no further discussion of the motion.

The motion was adopted by the following roll-call vote:

AYES: Bishop, Guidry, Powers, Marko, Gust, Fralin, Clements 7.

NAYS: None 0.

The Commission convened in closed session at 9:18 a.m.

The Commission reconvened in open session at 10:18 a.m.

Mr. Guidry made a motion certifying pursuant to Code of Virginia § 2.2-3712 that only the business identified in the motion to convene in closed session was heard, discussed or considered by the Commission.

The motion was seconded by Ms. Marko.

There was no further discussion of the motion.

The motion was adopted by the following roll-call vote:

AYES: Bishop, Clements, Guidry, Powers, Marko, Gust, Fralin 7.

NAYS: None 0.

No further action or discussion occurred after closed session.

A quorum was present at all times for the conduct of business.

The meeting was adjourned at 10:19 a.m.

The agenda packet for this meeting, containing staff reports as referenced above is attached to and incorporated as a part of these Minutes of the Commission meeting conducted May 20, 2025. The audio recording of the meeting is also incorporated as a part of these minutes.

ATTEST:

A handwritten signature in blue ink, appearing to read "Eric H. Monday", is written over a horizontal line.

Eric H. Monday
RRAC Secretary