ROANOKE REGIONAL AIRPORT COMMISSION
September 16, 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, September 16, at 8:30 a.m. Mr. Powers opened the meeting, given the remote participation of Chair Marko and Vice Chair Gust.

PRESENT: Fralin, Powers, Guidry, Gust, Clements, Bishop, Marko.
ABSENT: None. Ms. Marko and Mr. Gust attended remotely.

A quorum was present for the conduct of business.

Mr. Guidry moved to allow Ms. Marko and Mr. Gust, both with a conflicting appointment, to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(1).

The motion was seconded by Dr. Clements.
There was no further discussion of the motion.
The motion was adopted by the following roll call vote:

AYES: Fralin, Bishop, Powers, Guidry, Clements .... 5.
NAYS: None (Ms. Marko and Mr. Gust abstained) .... 0.

Ms. Marko assumed the chair of the meeting.

APPROVAL OF MINUTES

Dr. Bishop moved that the minutes of the meetings conducted July 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 air service: Allegiant is pleased with Sanford and St. Petersburg, but Sarasota is not meeting expectations. American is pleased with Charlotte and Philadelphia, but LaGuardia is falling short. United is pleased with Chicago, pulling back on Dulles flights through the winter, and is unlikely to add Denver in the next year. Breeze remains interested, but noncommittal. Fly for the Future video filming is underway. ROA hosted the Virginia Aviation conference in August, at Hotel Roanoke. The Sunflower program for assistance to travelers with dementia has begun, Donny Humbert and Jay Ball have retired. Kyle Kotchou returned to Phoenix and has been replaced by Sarah Glenn with Delta Group. The latest Master Plan revision has been submitted to FAA.

FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report for July and August, as well as a summary of the Airport's various insurance coverages.

Mr. Powers 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.

MARKETING & PUBLIC RELATIONS PRESENTATION

Ms. Briehl and AccessU updated the Commission on the new website and media coverage.

ACTION ITEMS

Mr. Powers moved Resolution 08-091625, ratifying prior approval of change orders for the parking lot project exceeding $200,000.00.
The motion was seconded by Dr. Clements.
Mr. Fralin suggested a policy change to tie Commission approval to the CPI to avoid the need for future such ratifications.
The motion was adopted by the following roll call vote:
AYES: Fralin, Marko, Bishop. Powers, Guidry, Clements, Gust .... 7.
NAYS: None .... 0.

Dr. Bishop moved Resolution 09-091625, directing the purchase of new de-icing truck.
The motion was seconded by Mr. Guidry.
The motion was adopted by the following roll call vote:
AYES: Fralin, Marko, Bishop. Powers, Guidry, Clements, Gust .... 7.
NAYS: None .... 0.

Mr. Guidry moved Resolution 10-091625, approving a task order for design work on Runway 6-24.
The motion was seconded by Mr. Powers.
The motion was adopted by the following roll call vote:
AYES: Fralin, Marko, Bishop. Powers, Guidry, Clements, Gust .... 7.
NAYS: None .... 0.

Mr. Guidry moved Resolution 11-091625, approving a task order for construction administration services on Taxiway B.
The motion was seconded by Dr. Bishop.
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

None.

COMMENTS BY COMMISSION MEMBERS

None.

CLOSED SESSION

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

> Consideration of the potential acquisition of real estate for an enabling project for Terminal improvements (Code of Virginia § 2.2-3711(A)(3)).

Mr. Guidry 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 9:30 a.m.
The Commission reconvened in open session at 10:22 a.m.

Dr. Bishop 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 Mr. Guidry.
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.

The agenda packet for this meeting is attached to and incorporated as a part of these Minutes of the Commission meeting conducted September 16, 2025. The audio recording of the meeting is also incorporated as a part of these minutes.

ATTEST:

Eric H. Monday
RRAC Secretary