



## **ROANOKE REGIONAL AIRPORT COMMISSION**

**July 1, 2026 1:30 p.m.**

### **Special Meeting (all-virtual) Agenda**

**This meeting is conducted as an all-virtual specially called one, pursuant to Code of Virginia § 2.2-3708.3(C) and RRAC Resolutions 15-092722 & 08-061625.**

**Members of the public may access the meeting and provide comments at:  
<https://teams.microsoft.com/meet/299158583586109?p=noU0PMGv3RjQRHKXPI>.**

**In the event audio or video transmission fails, anyone attending should call 540-362-1999.**

1. Call to Order & Roll Call.

#### **ACTION ITEMS**

2. Consideration of Resolution 11-070126 approving an Air Service Incentive Program ("ASIP").
3. Consideration of Resolution 12-070126 awarding a contract to G&H Contracting Inc., for renovation of the new RRAC headquarters at 5240 Valley Park Drive.

#### **PUBLIC COMMENT**

#### **COMMENTS BY COMMISSION MEMBERS**

#### **ADJOURN**



## ROANOKE REGIONAL AIRPORT COMMISSION

### July 1, 2026

**Agenda #** 2

**Department:** President/CEO

**Issue:** Air Service Incentive Program ("ASIP")

**Background:** The CEO has updated and will explain ROA's incentive program for air service recruitment and retention.

**Attachments:** ASIP summary  
Resolution 11-070126

**Action:** Motion and roll call vote.



## AIR SERVICE INCENTIVE PROGRAM

The Roanoke Regional Airport Commission (“RRAC”) has adopted an Air Service Incentive Program (ASIP). The goal of this program is to attract New Service at Roanoke-Blacksburg Airport (“ROA”).

### New Service - Fee Waiver & Marketing Support

<b>New Entrant or Incumbent Carrier to New Airport Destination</b>					
<i>(Waivers applicable only to new destination flights)</i>					
	Landing Fee	Fuel Flowage Fee	Gate Per Turn Fee	Baggage Claim and Makeup	Marketing Support
Year Round	Waived - 24 months	Waived - 24 months	Waived - 24 months	Waived - 24 months	\$50K Year 1* \$25K Year 2
Seasonal	Waived - 3 seasons	Waived - 3 seasons	Waived - 3 seasons	Waived - 3 seasons	\$25K Year 1* \$10K Year 2 \$5K Year 3
<b>**Year 1 Marketing Support may be doubled for New Service to Target Destinations, up to a maximum for multiple Target Destinations per carrier of \$200K annually</b> (Current Target Destinations – Boston (BOS/PVD/MHT), DEN, LA Basin (BUR/LAX/LGB/ONT/SNA), Houston (IAH/HOU), LAS, South Florida (FLL/MIA/PBI) and Southwest Florida (PGD/RSW).					
<i>Other support: Community engagement, local press releases, inaugural flight support/celebration, ROA website, and social media support, etc.</i>					
<b>New Entrant Carrier to Preexisting Airport Destination</b>					
	Landing Fee	Fuel Flowage Fee	Gate Per Turn Fee	Baggage Claim and Makeup	Marketing Support
Year Round	Waived - 12 months	Waived - 12 months	Waived - 12 months	Waived - 12 months	\$50K Year 1
Seasonal	1 <sup>st</sup> Season	1 <sup>st</sup> Season	1 <sup>st</sup> Season	1 <sup>st</sup> Season	\$25K Year 1
<i>Other support: Community engagement, local press releases, inaugural flight support/celebration, ROA website, and social media support, etc.</i>					

(Note – New Entrant Carriers fixed Terminal rent for ticket counters, offices, etc., if applicable, may also be waived for during first 12 months.)

## New Cargo Air Service

100% Landing and Fuel Flowage Fee Waiver for first 12 months

### Definitions

- **New Entrant Carrier** is defined as any Part 121 passenger air carrier that is not currently and has not provided any service at ROA in the last 24 months.
- **New Service** is defined as 1) Any nonstop service to an airport destination not currently served with nonstop service from ROA; or, 2) Any service from ROA by a new entrant carrier.
- **Preexisting service:** Service to any airport destination that is currently served nonstop from ROA.  
*Note – An airport destination served nonstop seasonally is considered not currently served during the offseason.*
- **Target Destinations** are nonstop New Airport Destinations strategically identified as priority destinations from ROA based on RRAC forecasting. RRAC reserves the sole right to amend these at any time.  
*Note – Each airport destination within a defined metropolitan area is defined as a separate airport destination and eligible for incentives under this ASIP.*
- **Seasonal Service** is defined as operating on at least two weekly flights for a minimum of two consecutive months and less than seven months of a calendar year.
- **Year-Round Service** must be operated with at least two weekly flights for more than 10 consecutive months per calendar year.

### Qualifications

- Fee Waivers and Marketing Support will only be offered to air carriers in good standing with the RRAC. Good standing includes but is not limited to the timely reporting and payment of all invoices.
- If more than one air carrier announces New Service to the same Airport Destination, only the first carrier to initiate the qualifying service will be eligible for “New Airport Destination” incentives. Other carriers would be eligible for “Preexisting Airport Destination” incentives.

### ASIP Term

The RRAC 2026 Air Service Incentive Program is in effect beginning \_\_\_\_\_, 2026, and shall remain in effect for three years (unless terminated earlier by RRAC).

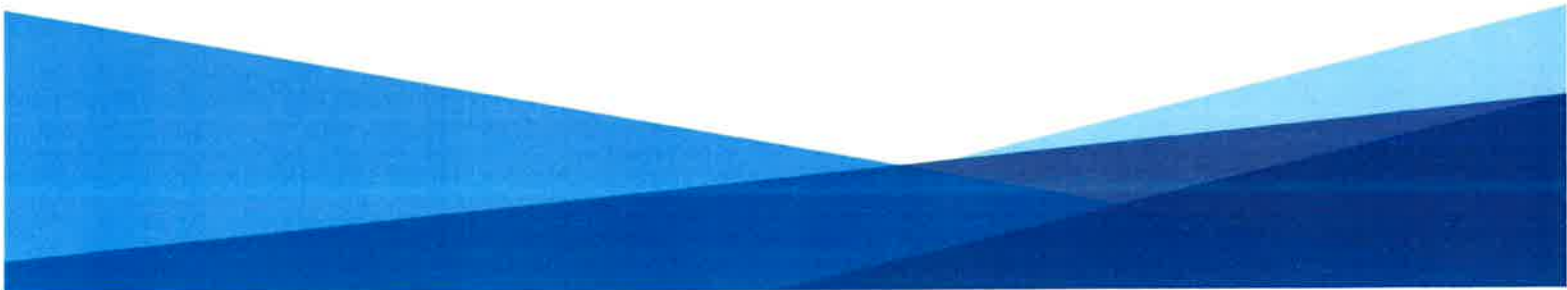
Carriers interested in the incentives offered under this program should contact RRAC's President & CEO at (540) 362-1999 ext. 231 or via e-mail [ASIP@flyroa.com](mailto:ASIP@flyroa.com), prior to announcing and at least 60 days before commencing new service.

## **Compliance with Federal Obligations**

This ASIP, or ACIP (Air Carrier Incentive Program), was adopted in compliance with Federal Register Docket Number FAA-2022-1204. Waivers of fees and terminal rents provided under this ASIP shall not result in increased fees or charges to other aeronautical users of the airport, in accordance with FAA Grant Assurance 22.

The terms and implementation of this Incentive Program shall be subordinate to applicable state and federal laws and regulations, and the provisions of any existing or future agreement between the RRAC and the United States Government or governmental authority, relating to the operation or maintenance of the Airport.

The Incentive Program may be terminated, in whole or in part, if it is determined to violate applicable laws, regulations, or any assurance by the RRAC to the United States Government in connection with the receipt of federal grants-in-aid or the approval of Passenger Facility Charges.





**ROANOKE REGIONAL AIRPORT COMMISSION**  
**July 1, 2026**

**Resolution No. 11-070126**

**A RESOLUTION amending and approving  
the Air Service Incentive Program (“ASIP”)  
for the Roanoke-Blacksburg Airport**

BE IT RESOLVED by the Roanoke Regional Airport Commission that:

Pursuant to Department of Transportation, Federal Aviation Administration Docket No. FAA-2022-1204, the Air Service Incentive Program attached to this Resolution and incorporated herein is approved in its entirety.

The Executive Director and General Counsel are authorized to undertake all such actions as are necessary to effect notice and final enactment of the Air Service Incentive Program.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**Attest:** \_\_\_\_\_

*Commission Secretary*



## ROANOKE REGIONAL AIRPORT COMMISSION

### July 1, 2026

<b>Agenda #</b>	3
<b>Department:</b>	Procurement / General Counsel
<b>Issue:</b>	Contract for new RRAC headquarters renovations
<b>Background:</b>	<p>The new Administration Office Building requires interior renovations to meet current operational and facility standards. A total of ten bids were received from qualified contractors. The lowest responsible bid was submitted by G&amp;H Contracting Inc. in the amount of \$399,671.00. Construction is anticipated to begin in mid-July, with an estimated project duration of twelve weeks, if approved.</p>
<b>Attachments:</b>	Resolution No. 12-070126
<b>Action:</b>	Motion and roll call vote.



**ROANOKE REGIONAL AIRPORT COMMISSION**  
**July 1, 2026**

**Resolution No. 12-070126**

**A RESOLUTION authorizing the Executive Director to execute a contract with G&H Contracting Inc., for renovations to 5240 ValleyPark Drive.**

BE IT RESOLVED by the Roanoke Regional Airport Commission that:

The Executive Director is authorized to execute, and the Secretary to attest, in a form approved by the General Counsel, a contract with G&H Contracting Inc., to renovate 5240 ValleyPark Drive to serve as the new Commission administrative offices and headquarters.

The approved contractor was duly selected from ten qualified bidders in response to a Commission RFP. The unsuccessful bidders shall be notified of this Resolution.

Motion: \_\_\_\_\_

Second: \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**Attest:** \_\_\_\_\_

*Commission Secretary*