



ROANOKE REGIONAL AIRPORT COMMISSION

April 16, 2024, 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, April 16, 2024, at 8:30 a.m. Chairman Dr. Bishop presided.

PRESENT: Bishop, Fralin, Guidry, Gust, Powers, Marko

ABSENT: Clements.

A quorum was present for the conduct of business.

APPROVAL OF MINUTES

Mr. Powers moved that the minutes of the meeting conducted March 26, 2024 be approved without amendment.

Mr. Gust seconded the motion.

The motion passed unanimously by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported on the following:

- ROA hosted ROA leadership and other key personnel to attend a “Change Leadership and Organizational Agility Workshop” taught by Regina Cook from Virginia Western Community College.
- Salem City Council approved the FY 25 budget on April 8, 2024. Roanoke County Board of Supervisors scheduled on April 23, 2024 and Roanoke City Council on May 6, 2024.
- Good media coverage on the new Emergency Phones and placards installed in all the airport restrooms.
- Mr. Stewart will be attending the AAAE annual conference in Nashville April 28 – May 2; he will miss the May meeting – attending the ACI-NA Jump Start conference in D.C.

MARKETING & PUBLIC RELATIONS REPORT

Ms. Briehl reported on media coverage on the phones in restrooms and the guns TSA garnered through checkpoint that drew attention both locally and nationally. She also reported on DMV at the airport promoting the Real Id that goes into effect next year.

FINANCIAL REPORT

Director of Finance presented the monthly financial report for March.

Mr. Gust moved adoption of the report.

Mr. Powers seconded the motion.

The motion passed unanimously by voice vote.

PROCUREMENT REPORT

Procurement Manager Philpott reported that the Marketing RFP is active and due April 25. The airport made a sole source purchase of a motor for the bag belt in bag makeup for \$4,500.

PARKING LOT, EMAS RENOVATION AND MASTER PLAN UPDATE

- Mr. Kotchou updated the board on the current construction of Phase I of the parking lot; slated to be complete June 1st; transition to construction of parking lot phase 2.
- Runway 16/34 EMAS – full closure of runway from April 22 – May 27; Phase 2 will be closed nightly from 11 p.m. – 7a.m. May 28 – June 21.
- Master Plan update – time frame.

PUBLIC SAFETY – RADIO REPLACEMENT

Chief Cook summarized the installation of the new ROA radio system.

CONSIDERATION OF A RESOLUTION RESCINDING RESOLUTION 19-091923.

Mr. Monday (via video call) and Mr. Philpott presented details on the need to rescind the award of the cybersecurity grant to Bridewell due to an inability to reach agreement on their guarantee of compliance with TSA guidelines, and to award the contract to Assura, Inc, which will provide a guarantee.

Mr. Gust moved to adopt a Resolution rescinding resolution 19-091923 and to authorizing the execution of the contract with Assura, Inc.

The motion was seconded by Ms. Marko.

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

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

NAYS: None 0.

PUBLIC COMMENT

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

NEW BUSINESS

The Commission discussed upcoming officer elections, scheduled for the July meeting, reviewing the past process and what the by-laws were. Further discussion will be held at the next meeting to allow for the inclusion of Dr. Clements.

COMMENTS BY COMMISSION MEMBERS

No Commission members made any additional comments.

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

The meeting was adjourned at 9:44 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 April 16, 2024.

ATTEST:



Eric H. Monday