

ROANOKE REGIONAL AIRPORT COMMISSION

December 20, 2022

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, December 20, 2022, at 8:30 a.m. Dr. Bishop, Chair, presided.

PRESENT: Commission members NL Bishop (Chair), Robert Fralin, Randy Clements, Dale Guidry, Cynthia Lawrence, Gary Powers.....6.

ABSENT: Bill Gust.....1.

Mr. Stewart addressed the Chairman about amending the agenda, adding one item and a Commission resolution at the back of the packet.

MINUTES

The minutes of the regular monthly meeting held on November 15, 2022, and the Joint Meeting with the City of Roanoke on December 5, 2022, were before the body.

Mr. Powers made a motion to approve the minutes and the agenda as amended. The motion was seconded by Ms. Lawrence and unanimously approved.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart briefed the board on the following:

Airport Updates

Mr. Stewart met with Landon Howard of Visit Virginia Blue Ridge (VVBR) to discuss the how we can co-brand and co-market, and best utilize our resources. We expanded the discussion with Roanoke Blacksburg Technology Council, John Hull, and a few others, looking at how we can synchronize our messages and our marketing to use each other’s materials to best support each other.

On November 17th, Mr. Stewart provided an airport update for the VVBR Board of Directors

Thanksgiving travel at Roanoke went smoothly; loads appear better than last year (2021), but fell short of 2019 loads. There were reports of crowds and delays at some of the airport hubs.

The Commission is temporarily using Access, Inc. for ROA marketing, PR, and social media. Ms. Lawrence made noted that Access is good at orchestrating Op-Ed; perhaps we utilize them to draft support to guide people to use the local airport first.

Mr. Stewart and Mr. Kotchou had a second virtual meeting with AECOM, noting their ability to locate financing, and plans to continue conversation with them on how we might utilize their services.

On December 13 and 14, Mr. Stewart met with Kevin Schorr from Campbell Hill to discuss air service and follow up on the leakage study. They also discussed the upcoming 2023 Air Service Development Conferences and strategies when meeting with the airlines. The Roanoke Airlines’ schedules continue to trend favorably. United will increase Dulles flights from two times daily to three times daily from February 11 - March 2; American will increase Charlotte frequency in March; Philadelphia service will increase to twice daily in March only. Top markets for ROA continue to be Boston, Orlando, and South Florida; DFW slid a little bit. Dr. Clements asked if Campbell Hill had addressed the cost of airfare out of Roanoke. Dr. Clements noted how high the fares are out of Roanoke currently, and hopes that does not cost us customers six months from now.

Community Updates

November 16, 2022 - Dr. Bishop and Mr. Stewart participated at the Junior Achievement Hall of Fame dinner, hosting Chief Watkins of Carillon and Ken Lyons, of the Boy Scouts of America at the ROA table.

December 18, 2022 - Santa made a stop at Roanoke Regional Airport.

Legislative Updates

November 17, 2022 - Mr. Stewart, provided a prospectus to Governor Youngkin at Signature Flight Support as he traveled through ROA.

December 5, 2022 - the airport hosted a joint meeting with Roanoke City Council

December 7, 2022, - Mr. Stewart, Dr. Bishop, Mr. Gust, and Mr. Powers attended the Roanoke County State of Address. Mr. Stewart also attended a joint marketing meeting with VA Tech Foundation, Roanoke Regional Partnership, RVARC, VVBR & Roanoke-Blacksburg Technology Council to discuss potential ways we can work together on marketing strategies.

December 15, 2022, Mr. Stewart met with RVTPO board. The board passed the 2045 plan as well as a resolution similar to Roanoke County's support of the airport funding for expansion and to foster regional economic development.

December 19, 2022, Mr. Powers and Mr. Stewart joined Roanoke County for a brief joint meeting with Congressman Griffith.

Personal Updates

Brad Boettcher and Dani Poe have transitioned to new jobs; we wish them well.

December 14, 2022, was the holiday luncheon for RRAC employees.

FINANCE REPORT

Mr. Jeavons advised the board that Ernie McLeod (previous Director of Finance) passed away in November.

The monthly financial report for the five months ended November 2022 was presented by the Director of Finance. The current enplanements show the airport at 15% less than 2019; consistent with the industry. Mr. Fralin made a motion to receive and file the financial report. The motion was seconded by Dr. Clements and unanimously approved.

AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the fiscal year ended June 30, 2022, including the Independent Auditor's Report, were before the body. Ms. Lawrence asked to reflect for the record the Boards congratulation and appreciation for a clean audit. "Thank you, David and staff." Ms. Lawrence made a motion to receive and file; Mr. Powers seconded the motion and it was unanimously approved.

(Audited Financial Statements on file in Airport Commission Office.)

NEW BUSINESS - CONTRACTS

Determination of Sole Source Procurement for a Security Access Services Agreement

A report from the Executive Director, Mr. Stewart, that Airport staff has determined the need to enter into a sole source procurement with Security Access Services Agreement (the "Agreement") to maintain its airport wide Gallagher Access Control System (the "System"). was before the body. The motion was made by Mr. Fralin to adopt a resolution authorizing the recommendation and written determination of the Executive Director that only one source for procurement for Security Access Services is practicably available and authorizing a public notice to that effect. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES:
Commission members Fralin, Clements, Guidry, Lawrence, Powers, Bishop.....6.

NAYS: None.....0.
(Resolution No. 19-122022 on file in Airport Commission Office.)

Authorizing Retiree Health Contribution for Calendar Year 2023.

A report from the Director of Finance recommending the Commission authorize the Executive Director to arrange for payments to the City of Roanoke for the Commission’s participating retirees, if any, to reduce the retiree’s health insurance premium, was before the body. Mr. Fralin stated that he was unfamiliar with the program and asked, why this wasn’t a policy? Mr. Jeavons reported that this was started in 2010. The Commission reserved the right to approve every year and to what level of contribution the Commission would make. Ms. Lawrence noted that the Commission reserved the right to approve this year by year because we don’t know how many retirees would be eligible for this contribution each year. She also asked if we could delay this vote. Mr. Jeavons responded “no”, because the agreements go into effect on January 1st. Mr. Stewart said we would bring more information to the board on the program at a future date. Mr. Powers made a motion to adopt the resolution authorizing a Retiree Health Insurance Contribution for qualifying and participating Commission retirees for calendar year 2023. The motion was seconded by Ms. Lawrence and adopted by the following vote:
(Report on file in the Airport Commission Office.)

AYES:
Commission members Clements, Guidry, Gust, Lawrence, Powers, Bishop.....5.

NAYS: None.....0.

ABSTAIN:
Fralin.....1.
(Resolution No. 20-122022 on file in Airport Commission Office.)

Authorize Task Order 3 for Airport Engineering Services with RS&H

A report and recommendation to approve Task 3, final design and bid for Runway 16-34 EMAS Replacement Project (Contract 6300) for Airport Engineering Services with RS&H to provide Engineering Design Services was before the body. Dr. Clements asked why this was not in the master plan and how this was different from the Master Plan agreement with RS&H. Mr. Stewart advised that this was part of the master plan in 2008. The current EMAS on Runway 16-34 is at the end of its life cycle. Mr. Kotchou advised that the new master plan is assuming this is already in place. A motion was made by Mr. Powers to adopt a Resolution authorizing Task 3 to Contract 6300 for Airport Engineering Services with RS&H to provide Engineering Design Services for final design and bid services for the Runway 16-34 EMAS Replacement Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES:
Commission members: Clements, Guidry, Gust, Lawrence, Powers, Bishop.....6.

NAYS: None.....0.
(Resolution No. 21-122022 on file in Airport Commission Office.)

Concurring with the Hiring of General Counsel

Mr. Stewart advised the board that the Commission’s contract with Glenn Feldmann Darby & Goodlatte for the General Counsel services, currently provided by Sam Darby, will expire in 2023. The Executive Director recommends, and requests Commission concurrence, that it is in the best interest of the Commission to hire a full-time in-house General Counsel, rather than continuing to outsource. Mr. Darby will remain available until the end of the current contract to ensure a seamless transition. The Commission is requested to authorize the Executive Director to proceed with negotiations, and to hire, the new General Counsel. A motion was made by Ms. Lawrence to adopt a Resolution authorizing the Executive Director to proceed with negotiations, and to hire, a new General Counsel for the Roanoke Regional Airport Commission. The motion was seconded by Mr. Powers and adopted by the following vote:

AYES:

Commission members Clements, Fralin, Guidry, Lawrence, Powers and Bishop.....6.

NAYS:

None.....0.

(Resolution No. 22-122022 on file in Airport Commission Office.)

Mr. Powers made a motion for a closed meeting for the to discuss personnel matters pursuant to Section 2.2-3711 A.1. of the Code of Virginia, 1950, as amended. Ms. Lawrence seconded the motion and the Commission convened in a Closed Meeting at 9:18 a.m.

The Commission reconvened at 9:40 a.m.

Mr. Powers made a motion that a roll call vote certifying that only legally exempted matters covers by the Closed meeting motion were taken up in the closed meeting. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES:

Commission members Clements, Fralin, Guidry, Lawrence, Powers and Bishop.....6.

NAYS:

None.....0.

There being no further business to come before the Commission, Dr. Bishop adjourned the meeting at 9:43 a.m.

ATTEST:



Secretary