

ROANOKE REGIONAL AIRPORT COMMISSION

January 27, 2022

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, January 27, 2022, at 8:30 a.m. Mr. Guidry, Chair, presided.

PRESENT: Commission members Dale Guidry "Chair", NL Bishop, Randy Clements, Robert Fralin, Bill Gust, Cynthia Lawrence, Gary Powers (via Zoom).....7.

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on December 21, 2021 were before the body.

Mr. Gust made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Dr. Bishop and unanimously approved.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart started his report noting changes in the formatting of the agenda and order of business. He intends to incorporate PowerPoint slides and dashboards to help track progress towards goals and deliverables. Additionally, noting that there is no air service report but questions or discussion would be welcome.

Mr. Stewart briefed the body on groups he has met with in the last month, including, Salem Rotary Club, Roanoke Business Council and a halftime interview during the VT vs. Miami basketball game. Mr. Stewart was also able to attend the Team Twenty24 announcement.

Throughout the last month Mr. Stewart was able to speak with a number of area leaders including Jeremy Holmes, Executive Director, Roanoke Valley-Alleghany Regional Commission, Bob Cowell, Roanoke City Manager, Erin Burcham, Executive Director RBTC and President of Verge, Richard Caywood, County Administrator. Mr. Stewart and Mr. Boettcher also met with the Roanoke Regional Partnership team to discuss the Thrive 2027 strategic plan.

Mr. Stewart touched on recent weather events and impacts to operations. And in addition to weather, the impact COVID and other health issues have had on the staff and others in the airport community.

Lastly, a brief on the FAA proposed reduction in hours for the ROA ATCT and Tracon. Mr. Stewart is drafting a letter to the FAA administrator.

Other items to note include, the Greenbrier Hotel has moved into Hangar 10, Roanoke City Fire Dept. will move into Bldg. 51 effective Feb. 1st. A Contracts Administrator has been hired and is scheduled to start on Feb. 8th. Designa, the new parking revenue control systems equipment is on-site and will begin to be installed once testing is complete. Daily parking rates for short term will return to \$14 effective Feb. 1st. Work continues on the RFP for the FBO lease and concession, currently a consultant is doing appraisals on the FBO terminal and other GA facilities. And as previously noted, Gov. Younkin has appointed SHD Executive Director Greg Campbell as the new Director of the Virginia Department of Aviation.

MONTHLY FINANCIAL REPORT

The monthly financial report for the six months ended December 2021 was presented by the Director of Finance.

REPORTS OF AIRPORT BUSINESSES

Mike Mancuso with Signature Flight was present, he thanked RRAC staff for assistance throughout the snow event and updated on the hangar waiting list.

FISCAL YEAR 2023 CAPITAL IMPROVEMENT PROGRAM

A report from the Director of Finance recommending the Commission approve the proposed capital improvement program for fiscal year 2023, was before the body.

Mr. Gust made a motion to adopt a Resolution authorizing the proposed capital improvement program for fiscal year 2023. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Gust, Lawrence, Powers and Guidry.....7.

NAYS:0.

(Report on file in Airport Commission Office.)

(Resolution No. 01-012722 on file in Airport Commission Office.)

DETERMINATION OF SOLE SOURCE PROCUREMENT AND APPROVAL OF CONTRACT WITH PASLAY MANAGEMENT GROUP ("PMG")

A report from the Executive Director recommending the Commission adopt a resolution approving a sole source procurement and authorizing the Chair and Executive Director to enter into and execute an Agreement with Paslay Management Group (PMG), was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution adopting the recommendation and written determination of the Executive Director that only one source for consulting services is practically available and authorizing a public notice to that effect. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Gust, Lawrence, Powers and Guidry...7.

NAYS: None.....0.

(Resolution No. 02-012722 on file in Airport Commission Office.)

CONSOLIDATE AND AMEND THE DELEGATION OF CERTAIN POWER TO THE EXECUTIVE DIRECTOR

A recommendation from the Chair that the Commission adopt a resolution amending, restating, and delegating certain powers to the Executive Director necessary for the management and operation of the Roanoke-Blacksburg Regional Airport.

Dr. Bishop made a motion to adopt a Resolution to amend, restate, and delegate certain power to the Executive Director necessary for the management and operation of the Roanoke-Blacksburg Regional Airport. The motion was seconded by Mr. Fralin and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Gust, Lawrence, Powers and Guidry...7.

NAYS: None.....0.

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Ms. Lawrence asked if there has been any discussion with the Secretary of Transportation on a regional transportation strategy.

Mr. Guidry, very appreciative of Mr. Stewart and his communication with members.

Dr. Clements made a motion that the Commission convene in a closed meeting session to discuss and consider the acquisition of real property for a public purpose under the Airport's Master Plan, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.2-3711.A.(3), Code of Virginia (1950), as amended. The motion was seconded by Ms. Lawrence.

The Commission convened in a Closed Meeting at 9:10 a.m.

The Commission reconvened at 10:29 a.m.

Dr. Bishop made a motion that with respect to the Closed Meetings just concluded, that each member of the Airport Commission certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in the motions by which the Closed Meetings were convened, were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Mr. Fralin and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Powers and Guidry5.

NAYS: None.....0.

**It is noted that Ms. Lawrence left the closed meeting at 9:30 a.m. Sam Darby, General Counsel, verified her "AYE" vote on the closed meeting certification motion. **

**It is noted that Mr. Gust left the closed meeting at 9:59 a.m. Sam Darby, General Counsel, verified his "AYE" vote on the closed meeting certification motion. **

There being no further business to come before the Commission, Mr. Guidry adjourned the meeting at 10:29 a.m.

ATTEST:


Secretary