



ROANOKE REGIONAL AIRPORT COMMISSION
January 21, 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, January 18, 2025, at 8:35 a.m. Chairman Fralin presided.

PRESENT: Fralin, Marko, Bishop. Powers, Guidry

ABSENT: Clements, but entered the meeting at 8:42 a.m..

A quorum was present for the conduct of business.

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

The motion was seconded by Dr. Bishop.

There was no further discussion of the motion.

The motion was adopted by the following roll call vote:

AYES: Fralin, Marko, Bishop. Powers, Guidry 5.

NAYS: None 0.

NOT VOTING: Gust 1.

(Mr. Gust could not vote upon the motion to allow his own participation.)

APPROVAL OF MINUTES

Mr. Powers moved that the minutes of the meeting conducted November 12, 2024 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 highlighting 2024 achievements: record enplanement numbers and believed to be the first time the parking lot was completely full (in November), flawless FAA 139 recertification, implementation of TSA mandated worker screening, 4th daily flight to Atlanta added, new service to Sarasota in February 2025, new FBO contract, EMAS replacement, perimeter fence improvement, master plan submitted to FAA, parking lot rehab begun, design for Taxiway B begun, concept for terminal improvements, SWV plane pull for Special Olympics, cybersecurity review, SCADP grant renewed.

FINANCIAL REPORT

Director of Finance presented the monthly financial report for December.

Ms. Marko 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.

PROCUREMENT REPORT

Mr. Philpott reported on the landside snow removal contract, and the issuance of an RFP for banking services.

MARKETING & PUBLIC RELATIONS REPORT

Access reported on website and ROA logo redesign.

HUMAN RELATIONS REPORT

Ms. Graybeal was absent; Mr. Monday reported on three new hires in Finance, IT, and Building Services.

GENERAL COUNSEL’S REPORT

Mr. Monday and Ms. Marko reported on a trip to RDU to hear about their regional success in North Carolina state lobbying efforts and air service recruitment. Mr. Monday reported on termination of archival storage at Iron Mountain, and an art exhibit of items from the Taubman museum collection in the Terminal.

ROA IMPROVEMENTS UPDATE

Mr. Kotchou reported on the final phase for the parking lot rehabilitation, beginning in February.

ACTION ITEMS

Jon Beard spoke on Star Flight’s transition to a nonprofit entity, continuing to provide flight instruction as before.

Dr. Clements moved Resolution 01-012125, allowing execution of any necessary documentation to recognize Star Flight’s continued operation under its new corporate status.

The motion was seconded by Mr. Guidry.
The motion was seconded by Dr. Bishop.
There was no further discussion of the motion.
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. Clements made a motion to go into closed session for the following purposes:

- A. Consideration of the acquisition of real estate related to enabling projects for Airport Terminal improvements (Code of Virginia 2.2-3711(A)(3)).
- B. Consideration of the investment of public funds in air service recruitment and infrastructure improvements where competition or bargaining is involved, and where, if made public initially, the financial interest of the governmental unit would be adversely affected (Code of Virginia 2.2-3711(A)(6)).
- C. Consideration of the performance review of the Executive Director (Code of Virginia § 2.2-3711(A)(1)).

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, Clements, Guidry, Powers, Marko, Gust, Fralin 7.
NAYS: None 0.

The Commission convened in closed session at 9:42 a.m.
The Commission reconvened in open session at 10.32 a.m.

Ms. Marko 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 Dr. Clements.
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.
A quorum was present at all times for the conduct of business.
The meeting was adjourned at 10:33 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 November 12, 2024.

ATTEST:



Eric H. Monday
RRAC Secretary