



ROANOKE REGIONAL AIRPORT COMMISSION

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

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

ABSENT: Mr. Fralin was absent on vacation. Mr. Gust was excused due to a conflicting medical appointment.

A quorum was present for the conduct of business.

APPROVAL OF MINUTES

Mr. Powers moved that the minutes of the meeting conducted June 18, 2024 be approved without amendment.

Mr. Guidry seconded the motion.

The motion passed unanimously by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported on a near perfect score earned by ROA on the annual FAA-139 certification inspection, air service by Delta, a recent meeting of Roanoke Valley Transportation Board, and attendance at a roundtable discussion with Congressman Cline.

Dr. Clements asked about selection criteria for the FBO and also suggested air service consultant Campbell-Hill might address the Commission at a future date.

FINANCIAL REPORT

Director of Finance presented the monthly financial report for June.

Mr. Powers moved adoption of the report.

Dr. Clements seconded the motion.

The motion passed unanimously by voice vote.

PROCUREMENT REPORT

Mr. Philpott reported on two change orders for the parking lot rehabilitation, the current progress of the RFP for marketing services, and preparation of an RFP for banking services.

MARKETING & PUBLIC RELATIONS REPORT

Ms. Briehl reported on increased enplanements and the plane pull benefiting Special Olympics scheduled for September 28.

HUMAN RELATIONS REPORT

Ms. Graybeal presented six service awards for the previous FY 2023-2024.

PUBLIC COMMENT

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

NEW BUSINESS

Election of Officers for FY 2024-2025

Dr. Bishop noted that Mr. Fralin had been nominated for Chair at the June meeting, and asked if there were any additional nominations; there were none. Mr. Fralin was elected Chair by acclamation.

Dr. Bishop noted that Ms. Marko had been nominated for Vice Chair at the June meeting, and asked if there were any additional nominations; there were none. Ms. Marko was elected Vice Chair by acclamation.

Dr. Bishop noted that general Counsel Monday had been nominated for Secretary at the June meeting, and asked if there were any additional nominations; there were none. Mr. Monday was elected Secretary by acclamation.

Dr. Bishop noted that Finance Director Jeavons had been nominated for Treasurer at the June meeting, and asked if there were any additional nominations; there were none. Mr. Jeavons was elected Treasurer by acclamation.

In the absence of Chairman Fralin, Ms. Marko assumed the chair of the meeting for its remainder.

COMMENTS BY COMMISSION MEMBERS

No Commission members made any additional comments.

CLOSED SESSION

Dr. Clements made a motion to go into closed session for the following purposes:

Consultation with staff and legal counsel concerning an employment law matter (Code of Virginia 2.2-3711(A)(8)).

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 5.

NAYS: None 0.

The Commission convened in closed session at 9:01 a.m.

The Commission reconvened in open session at 9:17 a.m.

Mr. Guidry 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. Bishop.

There was no further discussion of the motion.

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

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

NAYS: None0.

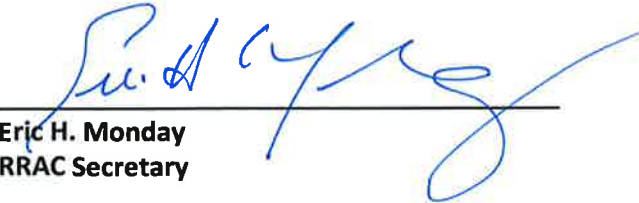
No comment was made, nor action taken, resulting from closed session.

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

The meeting was adjourned at 9:18 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 July 16, 2024.

ATTEST:



Eric H. Monday
RRAC Secretary