



ROANOKE REGIONAL AIRPORT COMMISSION

June 18, 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, June 18, 2024, at 8:30 a.m. Chairman Dr. Bishop presided.

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

ABSENT: None.

A quorum was present for the conduct of business.

APPROVAL OF MINUTES

Mr. Gust moved that the reading of the minutes of the Commission meeting conducted April 16, 2024 be dispensed with, and approved as presented in the agenda packet. There was no meeting in May.

The motion was seconded by Mr. Powers.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart's comments are attached.

FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report for April and May. Mr. Gust moved to adopt the report; Mr. Guidry seconded, and the motions passed unanimously by voice vote.

PROCUREMENT REPORT

Procurement Manager Philpott presented a report on:

- Extending the contracts with Passero and Delta Airport Consultants
- 2 task assignments with RS&H for assistance on grant sustainability plan and enhancement approach instrument study
- Cybersecurity agreement signed with Assura, report coming soon

MARKETING & PUBLIC RELATIONS REPORT

Public Relations Manager Briebl presented a report about the Marketing RFP – 16 submission; 4 finalists will present next week.

Around the community, the airport sponsored or is sponsoring the Roanoke Blacksburg Technology Tech Nite, the Local Colors Festival, the Lebanese Festival, and the Black Dog Salvage summer concert series.

The airport hosted a food truck on Friday, June 12 at the airport.

HUMAN RELATIONS REPORT

Human Relations Manager Graybeal reported on two new public safety officers: Andrew Orfield and

Brandon Settles.

She has concluded her stay interviews with all employees and gained much insight.

SPECIAL PROJECTS REPORT

The Director of Planning and Engineering Kotchou reported on the parking lot progress and completion of the EMAS replacement.

The Director of Facilities and Ground Ball updated the Commission about the upcoming FAA Part 139 inspection on June 26 and 27.

PUBLIC COMMENT

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

NEW BUSINESS

Discussion about officers for 2024 – 2025. Mr. Powers nominated Mr. Fralin for chair and Ms. Marko for Vice-Chair. Mr. Gust nominated Mr. Monday for Secretary and Mr. Jeavons for Treasurer. There were no other nominations.

COMMENTS BY COMMISSION MEMBERS

No Commission members made any additional comments.

CLOSED SESSION

Mr. Gust made a motion to go into closed session for the following purposes:

- A. Consideration of the investment of public funds for Airport terminal infrastructure improvements, where disclosure would negatively affect the Commission’s bargaining position (Code of Virginia 2.2-3711(A)(6)).
- B. Consideration of the investment of public funds concerning contracted General Aviation operations, where disclosure would negatively affect the Commission’s bargaining position (Code of Virginia 2.2-3711(A)(6)).
- C. Disposition of real estate in the vicinity of I-581 (Code of Virginia § 2.2-3711(A)(3)).
- D. Consultation with staff members and legal counsel concerning a potential MOU with a local government (Code of Virginia § 2.2-3711(A)(8)).

Ms. Marko seconded the motion.

There was no further discussion of the motion.

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

AYES: Clements, Fralin, Guidry, Gust, Marko, Powers and Bishop 7.

NAYS: None 0.

The Commission convened in closed session at 9:32 a.m..

The Commission reconvened in open session at 10:10 a.m.

Mr. Gust 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: Gust, Fralin, Marko, Powers, Guidry, Clements and Bishop 7.

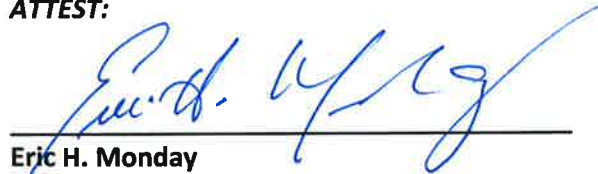
NAYS: None 0.

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

A quorum remained present for the conduct of business throughout the meeting.

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 June 18, 2024.

ATTEST:



Eric H. Monday
RRAC Secretary