



ROANOKE REGIONAL AIRPORT COMMISSION

March 28, 2023, 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, March 28, 2023, at 8:30 a.m. Dr. Bishop, Chairman, presided.

PRESENT: NL Bishop (Chairman), Randy Clements, Robert Fralin, Dale Guidry, Bill Gust, Gary Powers, Amanda Marko.

ABSENT: None.

A quorum was present for the conduct of business.

Chairman Bishop welcomed Mrs. Amanda Marko, newly appointed by Roanoke City to replace Cynthia Lawrence, whose terms had expired without the possibility of reappointment.

Mr. Gust moved to allow Mr. Guidry, attending remotely from Southern Shores NC due to a move into a second home, and Mrs. Marko, attending remotely from Washington DC due to a business trip, to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(4).

The motion was seconded by Mr. Powers.

There was no further discussion of the motion.

The motion was adopted by the following roll call vote:

AYES: Clements, Fralin, Gust, Powers and Bishop	5.
NAYS: None	0.
NOT VOTING: Guidry, Marko	2.

(Mr. Guidry and Mrs. Marko could not vote upon the motion to allow their own participation.)

APPROVAL OF MINUTES

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted February 21, 2023 be dispensed with, and approved as presented in the agenda packet.

The motion was seconded by Mr. Gust.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart delivered an update on airport activities. The Master Plan Advisory and Technical committees have both met. He has engaged in meetings with regional economic development stakeholders concerning vital role the airport plays in the regional economy. He, Mr. Monday and Mr. Kotchou attended a Regional Chamber seminar on the future of workforce talent and

recruitment. Ms. Alexa Briehl has been hired as the new Marketing and Media Relations Director. Mr. Stewart attended the Routes America conference in Chicago and had discussions with airlines about new and expanded service at the airport, and next month he will be attending a meeting with Allegiant Airlines.

MONTHLY FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report ended February 2023.

Mr. Powers moved to receive and file the financial report.

The motion was seconded by Mr. Fralin.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

ADOPTION OF FISCAL YEAR 2023-2024 BUDGET (Resolution No. 04-032823)

Director of Finance Jeavons presented the proposed Commission’s Operating Budget for Fiscal Year 2023-2024.

Mr. Powers moved adoption of a Resolution approving and adopting the Commission’s Operating Budget for Fiscal Year 2023-3024, as presented.

The motion was seconded by Mr. Gust.

In discussion, Mr. Fralin mentioned that parking fees should take inflation and the CPI into account. Mr. Jeavons noted that dynamic pricing was also being considered. Mr. Gust mentioned that General Aviation fees should not be such as to discourage continued usage of the FBO. Mr. Gust further mentioned that he felt marketing funds should not be reduced, and Mr. Jeavons replied that if additional marketing funds were needed they would be taken from contingency funds.

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

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

ADOPTION OF EMPLOYEE HEALTH INSURANCE (Resolution No. 05-032823)

Director of Finance Jeavons reported upon procurement of health insurance through The Local Choice (TLC) for fiscal year 2023-2024..

Mr. Gust moved to adopt a Resolution for authorization of procurement of employees’ health insurance through The Local Choice.

The motion was seconded by Mr. Powers.

In discussion Mr. Gust inquired about wellness programming for airport staff, and Mr. Stewart replied that while such programming did not occur during the pandemic, HR was now considering a resumption.

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

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

ON-CALL ARCHITECTURAL SERVICES (Resolution No. 06-032823)

Director of Planning and Engineering Kotchou reported upon proposed contracts with Passero Associates and Reynolds, Smith and Hills, Inc. for on-call, as needed professional aviation architectural services relating to multiple capital projects.

Mr. Gust moved to adopt a Resolution approving the contracts.

The motion was seconded by Mr. Powers.

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.

HVAC REPLACEMENT (Resolution No. 07-032823)

Procurement Contract Manager Philpott reported upon a contract with Carrier Commercial Service for HVAC Replacement in both the Nordt building and Building 51.

Mr. Powers moved to adopt a Resolution approving the contract.

The motion was seconded by Dr. Clements.

In discussion, Mr. Fralin mentioned that an amendment of the Commission procurement policy should be considered to consider inflation and general price increases, and allow for "routine, lesser" expenses such as this to be handled by staff, without Commission approval.

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

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

PURCHASE OF BOOM TRUCK (Resolution No. 08-032823)

Procurement Contract Manager Philpott reported upon a proposed contract with Power Line Rent E Quip, Inc. to purchase a boom truck for the Maintenance Department was before the body

Mr. Fralin moved to adopt a Resolution approving the purchase.

The motion was seconded by Mr. Gust.

In discussion, Mr. Gust inquired if there was a time constraint to disallow for a reopening of bids, since another bidder was unable to submit on time. Mr. Philpott responded that the potential bidder indicated he would have bid a higher amount than the sole bid received.

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

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

EXTERIOR LIGHTING FOR TERMINAL BUILDING (Resolution No. 09-032823)

Procurement Contract Manager Philpott reported upon a proposed contract with Musco Sports Lighting, LLC to enhance exterior lighting for the terminal building.

Mr. Gust moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Powers.

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.

PUBLIC COMMENT

There was no public comment submitted, nor were any members of the public in attendance.

NEW BUSINESS

No additional business was presented or considered.

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:

- A. Potential acquisition of real estate in the vicinity of Aviation Drive, and of additional real estate contiguous to Commission property (Code of Virginia § 2.2-3711(A)(3), acquisition/disposition of real estate).
- B. The current compliance status of several leases. (Code of Virginia § 2.2-3711(A)(7) & (8), consultation with legal counsel).
- C. Long-term financial and capital development of Airport assets. (Code of Virginia § 2-3711(A)(6), investment of public funds, where disclosure would be detrimental to the Commission’s financial interests).

Mr. Gust 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 9:30 a.m..

Mr. Fralin left the meeting at 10:18 a.m..

Mr. Gust left the meeting at 10:37 a.m..

Dr. Clements left the closed session to take a personal business call at 10:38 a.m..

The Commission reconvened in open session at 11:05 a.m..

Mr. Powers 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 Mr. Guidry.
There was no further discussion of the motion.

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

AYES: Guidry, Marko, Powers and Bishop 4.
NAYS: None 0.

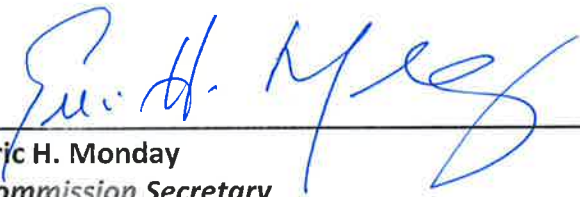
No comment was made, nor action taken, resulting from closed session.

A quorum remained present for the conduct of business throughout the meeting, both in open and closed sessions.

There being no further business to come before the Commission, Dr. Bishop adjourned the meeting at 11:08 a.m.

The agenda packet for this meeting, containing staff reports as referenced above and the resolutions adopted by the Commission, is attached to and incorporated as a part of these Minutes of the Commission meeting conducted March 28, 2023.

ATTEST:



Eric H. Monday
Commission Secretary