



ROANOKE REGIONAL AIRPORT COMMISSION

August 20, 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, August 20, 2024, at 8:30 a.m. Chairman Dr. Bishop presided.

PRESENT: Clements, Fralin, Guidry, Powers, Bishop (arrived 8:36).

ABSENT: None; Ms. Marko and Mr. Gust were present via video.

A quorum was present for the conduct of business.

Mr. Guidry moved to allow Ms. Marko, on a previously scheduled trip to Ohio, and Mr. Gust, with a conflicting appointment, 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:

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

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

APPROVAL OF MINUTES

Mr. Powers moved that the minutes of the meeting conducted July 16, 2024 be approved without amendment.

Dr. Clements seconded the motion.

The motion passed unanimously by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported on staff's outstanding response to recent weather events, Virginia Tech's contribution to the SCADSB grant, a new appointment to the VAB board, attendance at the Virginia Aviation Conference in Northern Virginia, additional flights to Atlanta being added by Delta, increased demand for Allegiant flights, and the need for a closed session at the September Commission meeting.

FINANCIAL REPORT

Director of Finance presented the monthly financial report for July.

Dr. Bishop 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 two task orders for existing contractors, with Passero for potential administrative offices relocation , and with RS&H for the five-year tunnel inspection. A vehicle lift has also been purchased.

MARKETING & PUBLIC RELATIONS REPORT

Ms. Briehl reported on social media successes and the plane pull benefiting Special Olympics scheduled for September 28.

HUMAN RELATIONS REPORT

Ms. Graybeal reported on new hires.

ROA IMPROVEMENTS UPDATE

Mr. Kotchou reported on parking lot progress, design work for terminal improvements, and runway 6-24 rehabilitation.

ACTION ITEMS

Chairman Fralin stated that Agenda Item 9 would be addressed in closed session.

PFC ALLOCATION

Mr. Jeavons reported on the need for Commission authorization to assign the individual \$4.50 Passenger Facility Charge to payment of the cost of the EMAS replacement, Resolution, 13-082024.

Dr. Clements moved adoption of the Resolution.
Mr. Gust 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.

PUBLIC COMMENT

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

COMMENTS BY COMMISSION MEMBERS

Mr. Powers asked staff for a history of the Aviation Drive tunnel. Mr. Powers presented an original artwork depicting the airport, which will hang in the Commission chambers.

CLOSED SESSION

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

 Consultation with staff and legal counsel concerning a contract matter (Code of Virginia 2.2-3711(A)(8)), and discussion of a marketing service contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such

contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body (Code of Virginia 2.2-3711(A)(29)).

Mr. Guidry seconded the motion.
There was no further discussion of the motion.
The motion was adopted by the following roll-call vote:

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 9:18 a.m.

The Commission reconvened in open session at 10.20 a.m.

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

NEW BUSINESS

Mr. Guidry Moved to table Resolution No. 12-082024 until further consideration by the Commission.

Dr. Clements seconded the motion.
There was no further discussion of the motion.

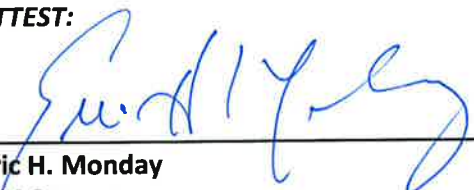
The motion passed unanimously by voice vote.

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

The meeting was adjourned at 10:23 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 August 20, 2024.

ATTEST:



Eric H. Monday
RRAC Secretary