



ROANOKE REGIONAL AIRPORT COMMISSION

October 17, 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, October 17, 2023, at 8:30 a.m. Chairman Dr. Bishop presided.

PRESENT: Chairman Bishop, Robert Fralin, Bill Gust, Gary Powers, Amanda Marko, Randy Clements.

ABSENT: Mr. Guidry was absent due to a business trip.

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 September 19, 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 reported on the September 21 emergency tabletop exercise, which the airport hosted, and on regional community engagement efforts. He offered updates on the parking lot reconfiguration project negotiations and an upcoming TSA security mandate. The City of Roanoke has proposed a joint meeting with RRAC on December 9, 2023.

FINANCIAL REPORT

Director of Finance presented the monthly financial report for September 2023. Dr. Clements moved to receive and file the financial report.

The motion was seconded by Mr. Gust

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

PROCUREMENT REPORT

Procurement Manager Philpott presented an update of the Concourse Roof Replacement awaiting final inspection and finishing three weeks ahead of schedule. He also informed the Commission of the portable radio replacement contract and parking lot contract negotiations.

MARKETING & PUBLIC RELATIONS REPORT

Public Relations Manager Briebl presented on the 5K on the ROA Runway, community engagement

initiatives, and media relations and social media highlights.

HUMAN RELATIONS REPORT

Human Relations Director Graybeal introduced new Public Safety Officer Jones and discussed the airport's upcoming health fair on November 1.

PUBLIC COMMENT

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

NEW BUSINESS

No new business was discussed.

COMMENTS BY COMMISSION MEMBERS

Dr. Clements asked if it would be possible for someone from Campbell Hill to present to the Commission.

CLOSED SESSION

Mr. Powers made a motion to go into closed session for the following purposes *Pursuant to Code of Virginia § 2.2-3711(A), the Commission will consider convening in Executive Session for the following purposes:*

- A. Disposition of real estate in the vicinity of I-581 (Code of Virginia § 2.2-3711(A)(3), acquisition/disposition of real estate).
- B. Consideration of the investment of public funds for Airport operations and technology infrastructure, where disclosure would negatively affect the Commission's bargaining position (Code of Virginia 2.2-3711(A)(6).

Dr. Clements seconded the motion.

There was no further discussion of the motion.

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

AYES: Fralin, Gust, Clements, Marko, Powers and Bishop	6.
NAYS: None	0.

The Commission convened in closed session at 9:00 a.m.

The Commission reconvened in open session at 9:30 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. Gust.

There was no further discussion of the motion.

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

AYES: Fralin, Gust, Clements, Marko, Powers and Bishop	6.
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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.

There being no further business to come before the Commission, Chairman Bishop adjourned the meeting at 9:31 a.m..

The agenda packet for this meeting, containing staff reports as referenced above, the resolutions adopted by the Commission, is attached to and incorporated as a part of these Minutes of the Commission meeting conducted October 17, 2023.

ATTEST:


Eric H. Monday
Commission Secretary