

**ROANOKE REGIONAL AIRPORT COMMISSION**

**October 18, 2022**

**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, September 27, 2022, at 8:30 a.m. Dr. Bishop, Chair, presided.

**PRESENT:** Commission members NL Bishop "Chair", Randy Clements, Bill Gust, Dale Guidry, Robert Fralin, Cynthia Lawrence, Gary Powers.....7.

**ABSENT:** .....0.

**MINUTES**

The minutes of the regular monthly meeting held on September 27, 2022 were before the body.

Ms. Lawrence made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Mr. Gust and unanimously approved.

**COMMENTS BY THE EXECUTIVE DIRECTOR**

Mr. Stewart provided a few brief comments to the Commission. We held the kick off meeting with Campbell- Hill and a report by them was shared with the group. They have been tasked with completing a leakage study for ROA. Ms. Lawrence referenced a recent Cardinal News article regarding the in migration and out migration of the region and how that flow could have an impact on leakage as well. Mr. Stewart will share Cardinal News and the Study with Campbell Hill.

Mr. Stewart advised the Commission that once a Engineering Consultant was selected we will be pushing to get projects into the pipeline to be able to take advantage of BIL money.

Lastly, the 2<sup>nd</sup> Annual Runway 5K @ ROA is scheduled for April 8, 2023. More details will be shared as the planning picks up.

**REPORT ON JOINT MEETINGS**

Ms. Poe updated the Commission on joint meetings with Roanoke City, Roanoke County and the City of Salem.

Roanoke City Council and the Commission will hold a joint meeting at the Airport on December 5, 2022.

Mr. Stewart is scheduled to speak at the County Board of Supervisors in January and joint meeting will be scheduled for February 2023.

The Commission and Salem City Council will hold a joint meeting in early 2023. Once a date is selected more information will be shared.

**FINANCE REPORT**

The monthly financial report for the three months ended September 2022 as presented by the Director of Finance.

**AIR SERVICE UPDATE**

Mr. Boettcher commented on the continued effects of the regional pilot shortage amid strong passenger demand.

Allegiant St. Pete- Clearwater service will resume on October 6. Seasonal Nashville service will return to the market on February 16<sup>th</sup>.

American Airlines Is scheduled to operate eight flights to CLT daily except for Saturday when six flights will operate. There is one daily flight to PHL except on Tuesdays when no flight is scheduled. The once daily flight to LGA continues to perform well.

Delta currently offers three daily flights to ATL, one of those is a main-line A320 which offers 157 seats. Additionally, the Delta offers one daily flight to LGA, which is also performing well.

United will operate three daily flight to ORD and two daily flights IAD.

### **PLANNING AND ENGINEERING UPDATE**

Mr. Kotchou provided an update on projects currently underway. The EMAS project has been submitted to the FAA for comments.

The Parking Lot Redesign has been submitted to Roanoke City for comments, additionally Mr. Kotchou has lunch scheduled with the City Engineer. Building this relationship will open lines of communication.

The RFP for a Civil Engineer and Architect is out, proposals are due back in a couple of weeks.

Lastly, the Master Plan has kicked off. There is an internal meeting scheduled to discuss the terminal but the airfield is pretty well set. RS&H has contracted with Access to handle communication and as Community meetings are scheduled we will make sure all Commissioners are aware.

### **REPORT ON EXISTING CONTRACTS**

Mr. Stewart spoke to the report on contracts in the packet. This is a new report that will be shared monthly regarding the status of contracts signed under the Executive Directors authority.

Mr. Jeavons reported on the insurance policies following up from last months report and recommendations. A Public Entity and Employment Practices Liability policy as been added to our schedule with a \$5M coverage limit.

### **INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS**

Mr. Powers thanked Jon Beard for attending the Commission meetings. Discussed a passed GA Advisory Group and how can the Commission better hear or know what is going on in the GA Community.

Mr. Gust brought to the attention of the group Roanoke County's support of the Airport, the importance of the Airport's success and projects. Mr. Gust commended Mr. Powers on his communication and education of airport initiatives to County Officials. Mr. Gust also inquired about the FBO RFP, Mr. Stewart anticipates the RFP being out by the next meeting and stressed the influence of the Master Plan on the drafting of the document.

### **CLOSES SESSIONS.**

Dr. Clements made a motion to go into Closed Sessions for the following purpose;

- I. Consultation with legal counsel retained by the Commission regarding a specific legal matter involving potential liability of the Commission to one or more citizens pursuant to Section 2.2-3711.A.8. of the Code of Virginia, 1950 as amended.

Ms. Lawrence seconded the motion and the Commission convened in a Closed Meeting at 9:15 a.m.

The Commission reconvened at 9:46 a.m.

Dr. Clements made a motion that with respect to the Closed Meetings just concluded, that each member of the Airport Commission certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in the motions by which the Closed Meetings were convened, were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Clements, Gust, Guidry, Fralin, Lawrence, Powers and Bishop .....7.

NAYS: .....0.

There being no further business to come before the Commission, Dr. Bishop adjourned the meeting at 9:47 a.m.

ATTEST:  
  
Secretary