



ROANOKE REGIONAL AIRPORT COMMISSION

September 17, 2024, 8:30 a.m.

Agenda

Individuals with disabilities who require special assistance or special arrangements in order to participate or attend Commission meetings are requested to provide adequate advance notice to the Commission Secretary at (540) 362-1999 so that reasonable efforts can be made to provide accommodations.

1. Call to Order & Roll Call.
Remote participation motion, per Code of Virginia § 2.2-3708.3(B).

CONSENT AGENDA

2. Minutes of the regular Commission meeting held on August 20, 2024.

INFORMATION ITEMS

3. Executive Director's report on Airport activities.
4. Finance Department report. – (*financials & insurance renewals*)
5. Procurement Division report.
6. Marketing & Public Relations report.

ACTION ITEMS

7. Consider approval of a marketing services contract with Access, Inc. (Resolution No. 12-082024).

PUBLIC COMMENT

8. Any comments to be read into the record or requests to speak must be emailed to: Karen.Faber@flyroa.com no later than 4:00 p.m. on Friday, September 13, 2024.

Each speaker will be allotted three minutes (submitted comments are limited to 3 minutes as read aloud). Groups of speakers on the same topic must designate a single representative. Speakers may not yield time.

The public comment period provides citizens the opportunity to discuss matters relevant to the operation of the Airport, which are not listed on the printed agenda. Any person submitting comments or requesting to speak must identify themselves by name and address, including zip code, limit their remarks to 3 minutes or less, address a topic of Airport business, and refrain from making any personal references or accusations of a factually false and/or malicious nature. Any speaker violating these rules may be removed from the meeting and their comments disallowed.

8. New Business

9. Comments by Commission members.

EXECUTIVE SESSION

11. *Pursuant to Code of Virginia § 2.2-3711(A), the Commission will consider convening in Executive 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. Consultation with staff members and legal counsel concerning performance of an existing service provider (Code of Virginia § 2.2-3711(A)(8)).

12. Reconvene in Public Session and certification of Executive Session.

13. Adjourn.