

ROANOKE REGIONAL AIRPORT COMMISSION

August 16, 2022

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, August 16, 2022, at 8:30 a.m. Dr. Bishop, Chair, presided.

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

ABSENT:0.

MINUTES

The minutes of the regular monthly meeting held on July 19, 2022 were before the body.

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

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart provided updates to the Commission, beginning with a Zoom meeting he had with the Federal Reserve Bank of Richmond. Tom Barkin, President and CEO and Renee Haltom, Vice President and Regional Executive were present on the call. Discussion surrounded the state of the economy from the aviation industry's perspective.

On August 9th, Mr. Stewart met with the Roanoke Valley Rotary Club for breakfast and a discussion about the RRAC organizational structure and current airport status.

Ms. Poe and Mr. Stewart met with Tina Workman, President and CEO of Downtown Roanoke Inc. on Aug. 9th to discuss how RRAC might use the DRI membership to mutually benefit both sides.

The Virginia Airport Operators Council Annual Conference was held in Roanoke on August 10-12. Mr. Stewart thanked all who attended the conference, felt Roanoke was represented well and the conference was a success in terms of acquainting the VAB, Dept. of Aviation and other VA Airports with the challenges we are facing and potential solutions without getting ahead of the FAA or DOAV.

On August 4th Mr. Kotchou, Mr. Jeavons and Mr. Stewart met virtually with the FAA Air Traffic Organization (ATO) to ensure alignment of planned FAA and Airport projects over the next several years.

On August 11th Mr. Stewart received notice from the manager of the FAA's Washington Airports Division Office (ADO) that effective this week our assigned Project Manager has accepted another position and Mr. Chad Carper will be ROA's Acting Project Manager until a replacement is hired.

Mr. Stewart took a few moments to introduce new Commission staff and recognize a retirement. Garrett Leffue has recently joined the Operations department as an Ops Officer. Wendy Jones has been named the new Assistant Director of Finance. Bill Howe is our newest employee on the building services team and Marty Wright is here today and in the facilities department. Also, Rebecca Wilkens-Huffman is utilizing the last of her paid leave prior to retirement but she will be officially retiring at the end of the month. A luncheon is planned for her and two other recent retirees for this upcoming Friday Aug. 19th.

Mr. Stewart reminded the Commission of several upcoming events and conferences; September 8th Dinner of Champions. ACI-NA Conference in Minneapolis Sept. 17-20 and Routes World Oct. 15-19 in Las Vegas that both impact scheduled Commission meetings.

AIR SERVICE UPDATE

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

passenger demand.

Allegiant seasonal Nashville service continues through August 14th but will return to the market on February 16th. St. Pete- Clearwater service will pause on August 14 and resume on October 2.

American Airlines November schedule is reduced by 34,000 flights. The impact at ROA will be 2 fewer daily flights to CLT and 1 less to PHL.

United will be adding one daily flight to ORD and IAD which will help offset American Airlines reductions.

PLANNING & ENGINEERING UPDATE

Mr. Kotchou provided an update on several projects currently underway. The EMAS project has been given the go-ahead by the FAA to move forward with replacement. It is anticipated the project will go out for bid in early 2023.

The Parking Lot Reconfiguration project design documents are about 60% complete. Final review and comments will be made prior to the development of the construction documents. This project will also go out for bid in early 2023.

Additionally, Mr. Kotchou has been focused on the restart of the Master Plan and procuring on-call consultants for architecture and engineering services.

PUBLIC COMMENTS

Mr. Hopkins spoke on behalf of Signature Flight Support and introduced Austin Teter as the Acting General Manager of the Roanoke Fixed Base Operator.

REPORT ON EXISTING CONTRACTS

Mr. Stewart updated the Commission regarding the extension of the RRAC Contract with Paslay Management Group for 1 year, with one-year options to renew. Mr. Stewart determined that Paslay Management Group continues to have the expertise, knowledge, network connections and personnel that make it singularly suited for the continuation of consultation services to assist with overall airport strategy for general airport operational and business decisions.

Mr. Stewart also provided an updated regarding Amendment #2 for Consulting Services with RS&H for the Master Plan. This amendment includes specific areas of the Master Plan to be updated; current information on new facilities and improvements, terminal areas capacities and requirements, development of various alternatives, environmental overview, implementation plan, financial plan and airport layout plan. Additionally, RS&H will determine the ultimate number of gates or peak hour passenger demand numbers that will be used to develop a long-range plan for the terminal.

COMMISSION'S MEMBER REPRESENTATIVE AND ALTERNATE TO THE TRANSPORTATION TECHNICAL COMMITTEE

A report and recommendation that the Commission approve a resolution to appoint the Director of Planning and Engineering, Kyle Kotchou to serve on the Transportation Technical Committee with Jay Ball, Director of Facilities as alternate.

Ms. Lawrence made a motion to adopt a Resolution authorizing the appointment of the Director of Planning and Engineering, Kyle Kotchou to serve on the Transportation Technical Committee with Jay Ball, Director of Facilities to serve as alternate. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS:0.

(Report on file in Airport Commission Office.)

(Resolution No. 13-081622 on file in Airport Commission Office.)

COMMISSION'S ALTERNATE MEMBER REPRESENTATIVE TO THE ROANOKE VALLEY TRANSPIRATION PLANNING ORGANIZATION

A report and recommendation that the Commission approve a resolution to appoint the Director of Planning and Engineering, Kyle Kotchou as the alternate member representative for the Roanoke Regional Airport Commission on the Roanoke Valley Transportation Planning Organization.

Ms. Lawrence made a motion to adopt a Resolution authorizing the appointment of the Director of Planning and Engineering, Kyle Kotchou as the alternate member representative of the Roanoke Regional Airport Commission on the Roanoke Valley Transpiration Planning Organization. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Clements, Gust, Guidry, Fralin Lawrence, Powers and Bishop7.

NAYS:0.

(Report on file in Airport Commission Office.)

(Resolution No. 14-081622 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Mr. Powers inquired about the FBO RFP, Mr. Stewart is finalizing and anticipates it will be complete and ready to go out in the next several weeks.

There being no further business to come before the Commission, Dr. Bishop adjourned the meeting at 9:06 a.m.

ATTEST:

Secretary