

ROANOKE REGIONAL AIRPORT COMMISSION

September 27, 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, Cynthia Lawrence, Gary Powers.....6.

ABSENT: Robert Fralin,.....1.

MINUTES

The minutes of the regular monthly meeting held on August 16, 2022 were before the body.

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

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart took a few moments to introduce new Commission staff. Garrett Leffue has joined the Operations department as an Ops Officer, he shared a brief bio of himself with the group. Jay Engstrom has joined the Public Safety department as a Law Enforcement Officer, he too, shared a brief bio. Mr. Stewart also thanked all of those that were able to attend the recent retirement luncheon for three retirees. A number of prior retirees, including Jacque Schuck, Ephrin Gonzales and Ed Leftwich were also in attendance. Regrettably, it was also shared that Ed Leftwich passed away just a week later when he lost a tough battle with cancer.

Mr. Stewart provided an update on Hurricane Ian. The current track indicates the remnants could be in our area over the weekend. In preparation the staff is checking, the generators and topped off with fuel, checking and clearing all storm water inlets (both airside and landside), as well as the roof drain inlets and roof seams. Staff will also check and make ready the chain saws and portable generators; the fuel farm will be topped off prior to close of business on Friday. The large airfield brooms will also be staged in the event there is ponding water on the runways due to heavy rains.

The State of the City was held on August 25 at Hotel Roanoke. Mr. Stewart attended along with a large crowd for Mayor Lea's State of The City Address. That afternoon, Mr Stewart attended the TPO meeting. The TPO Meeting, the board approved Amendment #6 to the Vision 2040: Roanoke Valley Transportation Plan. Amendment #6 reflects major increases in estimated costs to several planned projects, updated scopes and cost estimates to projects in the plan and new projects- consistent with the vision and goals of the RVTPO Policy Board for the Roanoke Valley's transportation future; additionally, new federal performance measure requirements have been integrated into the document.

Mr. Stewart, Mr. Boettcher and the Signature Flight Support Staff met with the new Virginia Tech football staff, led by Associated AD and Chief of Staff Michael Hazel, to discuss logistics for team charters when the Hokies travel. This year they only have 2 "flying" road trips, the first was a short trip over to Norfolk on September 1 for a tough loss to ODU.

On September 2nd, Mr. Stewart met with Ken Lyons of the Boy Scouts of America and learned about the Scouts upcoming event which has a travel theme. The Airport agreed to support their efforts with photos and airport images.

The Airport was proud to sponsor the Dinner of Champions, it was great advertisement at a very large event for a worth cause. Also, on that same evening the Airport sponsored the VBR Annual Meeting & Dinner just across the rail road tracks at the Market Building.

Mr. Stewart and Ms. Poe enjoyed lunch with Ginger Poole and Mrs. Lawrence at Mill mountain

Theater to discuss the importance of the theater in the community and explore ideas to make MMT even stronger.

One September 17-20, Mr. Stewart attended ACI-NA in Minneapolis. It was a great conference and well attended. Mr. Stewart was honored to accept an award on behalf of ROA.

RS&H, Access and staff met on September 16th to re-kickoff the Master Plan Update Project. Planning is underway and we plan to have the new Plan submitted to the FAA in Spring of 2023.

Mr. Stewart, Mr. Kotchou, Mr. Jeavons, and Sue Winslow briefed the new Project Manager at the FAA Washington ADO on the EMAS and Master Plan Project status.

Discussion have stated with Access on steps necessary to update and ensure the security of our website. This will likely lead to an RFP to develop an all new website before our current platform reaches end of life in November 2023.

The Airport is conducting audits on the security of our network and systems to ensure our cyber defenses remain strong.

And finally, the Commission and Roanoke City Council will hold a joint meeting on December 5th, 2022 at the Airport. Work is underway to schedule additional joint meetings with Roanoke County and the City of Salem.

POLICY ON COMMISSION PARTICIPATION IN MEETINGS WHEN ABSENT; ALL-VIRTUAL PUBLIC MEETINGS

A policy and recommendation were presented to the Commission with regards to adopting a Policy on Commission Participation in Meetings when Absent; All-Virtual Public Meetings. Mr. Gust made a motion to adopt the presented Policy on Commission Participation in Meetings when Absent; All-Virtual Public Meetings. Mrs. Lawrence seconded the motion. Following a brief discussion, the motion passed unanimously.

Report and Resolution No. 15-092722 are on file in the Commission Office.

FINANCE REPORT

The monthly financial report for the two months ended August 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 seasonal Nashville service will return to the market on February 16th. St. Pete- Clearwater service will resume on October 2.

American Airlines is scheduled to operate six flights to CLT daily except for Saturday when five 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 currently operate two daily flight to each ORD and IAD.

PUBLIC COMMENTS

Mr. Stewart introduced Austin Teter as the General Manager of the Roanoke Fixed Base Operator

on behalf of Signature Flight Support.

REPORT ON EXISTING CONTRACTS

Mr. Jeavons reported on the insurance policies following the recent renewal. All RRAC major insurance policies expired on August 31, 2022, except for public official's liability & law enforcement liability policies which expired on June 20, 2022. USI Insurance Services procured all but the official's liability and law enforcement liability for a period of one year. The remaining policy was procured by the Virginia Local Government Risk Management.

CONTRACT NO. 6314 FOR AIR SERVICE DEVELOPMENT SERVICES

A report and recommendation that the Commission Contract No. 6314 with Campbell- Hill Aviation Group, LLC for Air Service Development Services.

Dr. Clements made a motion to award Contract No. 6314 to Campbell-Hill Aviation Group, LLC for Air Service Development Services. Mr. Gust seconded the motion and it was adopted by the following vote:

AYES: Commission members Clements, Gust, Guidry, Lawrence, Powers and Bishop
.....6.

NAYS:0.

(Report on file in Airport Commission Office.)

(Resolution No. 16-092722 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Dr. Clements thanks the Airport for supporting the MS Dinner of Champions and expressed the importance of community involvement.

Ms. Lawrence echoed Dr. Clements thanks for support and the need to continue to support the community.

CLOSES SESSIONS.

Mr Powers made a motion to go into Closed Sessions for the following purposes;

- I. Discussion of a contract involving the expenditure of public funds, and the discussion of the terms or scope of a public contract where discussion would adversely affect the bargaining position or negotiating strategy of the Commission pursuant to Section 2.2-3711h,A,(29) of the Code of Virginia, (1950), as amended.
- II. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission pursuant to Section 2.2-3711.A.3 of the Code of Virginia, (1950), as amended.
- III. 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 9:25 a.m.

Dr. Clements, Dr. Bishop and Ms. Lawrence left the meeting during the closed meeting, each having represented to counsel and authorized counsel to submit in the minutes by proxy that only public business matters exempted by the motion for closed meeting were discussed while each was present in the closed meeting.

The Commission reconvened at 10:34 a.m.

Mr. Powers 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 Mr. Gust and adopted by the following vote:

AYES: Commission members Clements (by proxy of Attorney), Gust, Guidry, Lawrence (by proxy of Attorney), Powers and Bishop (by proxy of Attorney)6.

NAYS:0.

There being no further business to come before the Commission, Mr. Guidry as designated by Chairman Dr. Bishop adjourned the meeting at 10:35 a.m.

ATTEST: 
Secretary