



ROANOKE REGIONAL AIRPORT COMMISSION

February 20, 2024, 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, February 20, 2024, at 8:31 a.m. Chairman Dr. Bishop presided.

PRESENT: Chairman Bishop, Robert Fralin (arrived 8:37), Bill Gust, Dale Guidry, Gary Powers, Amanda Marko, Dr. Randy Clements.

ABSENT: None.

A quorum was present for the conduct of business.

APPROVAL OF MINUTES

Mr. Powers moved that the reading of the minutes of the specially called Commission meeting conducted jointly with Roanoke City Council on December 4, 2023, and the regular Commission meeting conducted January 30, 2024, which was a rescheduled from January 16 due to inclement weather. both be dispensed with and approved.

The motion was seconded by Dr. Clements.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

Mr. Fralin was absent for this motion, but joined the meeting at 8:37.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported on the progress of the parking lot reconstruction, an employee injury involving a manhole cover, the Valley Chamber of Commerce banquet, VADA legislative Day at the General Assembly, the Virginia Operators Council, and ACI North America. Dr. Clements asked about securing Breeze service, and American flights to DFW,

FINANCIAL REPORT

Director of Finance presented the monthly financial report for January. Mr. Gust moved adoption of the report; Mr. Guidry seconded, and the motions passed unanimously by voice vote.

PROCUREMENT REPORT

Procurement Manager Philpott presented a summary of the acquisition of two trucks for the maintenance department.

MARKETING & PUBLIC RELATIONS REPORT

Public Relations Manager Briehl presented a report on monitoring public feedback on the parking lot project, the Visit Blue Ridge summit, ROA Night at a Virginia Tech basketball game, and exemplary employee commendations for Dave Hagen, Josh Heron, Brian Webb and Matt Humphrey

HUMAN RELATIONS REPORT

Human Relations Director Graybeal gave a report on one new maintenance hire.

PUBLIC COMMENT

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

NEW BUSINESS

Mr. Guidry asked about progress on the EMAS replacement, and Mr. Stewart responded that there would be a closure of runway 16-34 in April. Mr. Powers requested a joint meeting with Roanoke County to update them on ROA activities.

COMMENTS BY COMMISSION MEMBERS

No Commission members made any additional comments.

CLOSED SESSION

Mr. Gust made a motion to go into closed session for the following purposes:

- A. Consideration of the investment of public funds concerning Airport operations and technology infrastructure, where disclosure would negatively affect the Commission’s bargaining position (Code of Virginia 2.2-3711(A)(6).
- B. A performance review of the Executive Director (Code of Virginia § 2.2-3711(A)(1), personnel matters).

Dr. Clements seconded the motion.

There was no further discussion of the motion.

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

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

NAYS: None 0.

The Commission convened in closed session at 9:17 a.m..

The Commission reconvened in open session at 10:52 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: Gust, Fralin, Marko, Powers, Guidry and Bishop 6.

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 10:53 a.m..

The agenda packet for this meeting, containing staff reports as referenced above is attached to and incorporated as a part of these Minutes of the Commission meeting conducted February 20, 2024.

ATTEST:


Eric H. Monday
Commission Secretary