

ROANOKE REGIONAL AIRPORT COMMISSION

February 21, 2023

8:30 a.m.

The Roanoke Regional Airport Commission reconvened in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, January 17, 2023, at 9:30 a.m. Dr. Bishop, Chair, presided.

PRESENT: Commission members NL Bishop “Chair”, Randy Clements, Robert Fralin, Dale Guidry, Bill Gust, Cynthia Lawrence, Gary Powers7.

ABSENT:0.

MINUTES

The minutes of the Joint meeting with the City of Salem and the regular monthly meeting held on January 17, 2023 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. Powers and unanimously approved.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart delivered an update on airport activities. The 5K has been cancelled for this Spring and will likely be rescheduled for the Fall. Ms. Waugh, formerly of the Chamber, has been recruited to help with marketing. Potential new airline service was addressed, with a review of passenger data both pre and post Pandemic. Potential new routes were discussed.

MONTHLY FINANCIAL REPORT

The monthly financial report for the seven months ended January 2023 was presented by the Director of Finance. Mr. Gust made a motion to receive and file the financial report. The motion was seconded by Dr. Clements and unanimously approved.

MASTER PLAN UPDATE

Mr. Kotchou presented an update on the Master Plan process, with a timeline for completion. Access Inc. and RS&H is actively assisting in the process, presentation of potential alternatives, and coordination of public input.

ELECTION OF OFFICER

A motion was made by Mr. Powers to nominate Eric Monday as Commission Secretary. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES:

Commission members Clements, Fralin, Guidry, Gust, Lawrence, Powers, Bishop7.

NAYS:

.....0.

A motion was made by Ms. Lawrence to nominate Karen Faber as Deputy Commission Secretary. The motion was seconded by Mr. Guidry and adopted by the following vote:

AYES:

Commission members Clements, Fralin, Guidry, Gust, Lawrence, Powers, Bishop7.

NAYS:
None0.

ENGINEERING/PROCUREMENT

A report from the Director of Planning and Engineering recommending the Commission adopt contracts with Delta Airport Consultants, Inc. and Reynolds, Smith and Hills, Inc. for on-call, as needed professional aviation engineering services relating to multiple capital projects was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution approving the proposed capital improvement program for fiscal year 2024. The motion was seconded by Mr. Guidry and adopted by the following vote:

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

NAYS:
None.....0.

(Resolution No. 02-022123 on file in Airport Commission Office.)

ENGINEERING/PROCUREMENT

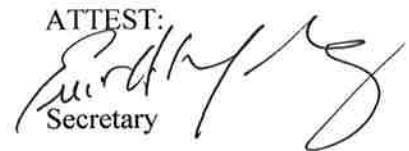
A report from the Director of Planning and Engineering recommending the Commission adopt contract with Advance Network System, Inc. to provided cybersecurity oversight and management was before the body. The motion was made by Ms. Lawrence, seconded by Mr. Gust, and adopted by the following vote:

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

NAYS:
None.....0.

(Resolution No. 03-022123 on file in Airport Commission Office.)

There being no further business to come before the Commission, Dr. Bishop adjourned the meeting at 9:35 a.m.

ATTEST:

Secretary