



ROANOKE REGIONAL AIRPORT COMMISSION
January 30, 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, January 30, 2024, at 8:35 a.m. Chairman Dr. Bishop presided. This meeting was rescheduled from January 16, 2024, canceled due to inclement weather.

PRESENT: Vice Chairman Fralin, Chairman Bishop, Bill Gust, Dale Guidry, Gary Powers, Amanda Marko.

ABSENT: Mr. Guidry was absent on vacation but participating remotely. Dr. Clements.

A quorum was present for the conduct of business.

Mr. Gust moved to allow Mr. Guidry, in South Carolina on vacation, and Dr. Clements, with a conflicting business appointment, to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(4).

The motion was seconded by Mr. Fralin.

There was no further discussion of the motion.

The motion was adopted by the following roll call vote:

AYES: Bishop, Fralin, Gust, Powers and Marko	5.
NAYS: None	0.
NOT VOTING: Guidry	1.

(Mr. Guidry and Dr. Clements could not vote upon the motion to allow his own participation.)

Mr. Guidry was present via remote video. Dr. Clements did not join or participate in the meeting.

APPROVAL OF MINUTES

Mr. Powers moved that the reading of the minutes of the specially called Commission meeting conducted October 26, 2023, and the regular Commission meeting conducted November 14, 2023, both as amended be dispensed with and approved. The December 4, 2023 minutes of the joint meeting with Roanoke City Council were not ready for review.

The motion was seconded by Mr. Fralin.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported on recent unacceptable delays in aircraft parking, gating and baggage handling by the ground crew contractors and noted he has contacted their corporate offices. FBO

proposals have been received and are under review. The FAA has renewed the SCADSB grant for another year. The EMAS project includes \$5.2 million from the state. There as general discussion concerning safety issues with the crosswalk over Aviation Drive, and the need for the City to address it, as it is under their jurisdiction. ROA staff did an outstanding job addressing the snow event on January 15-17.

FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report for January. Mr. Gust noted all COVID assistance funds have now been exhausted. Mr. Powers moved adoption of the report; Mr. Gust seconded, and the motions passed unanimously by voice vote.

Mr. Jeavons then presented a review of the Audit for Fiscal Year 2022-2023. Mr. Gust thanked Mr. Jeavons for his department’s excellence, in receiving an audit report without exceptions. Ms. Marko moved adoption of the report; Mr. Fralin seconded, and the motion passed unanimously by voice vote.

PROCUREMENT REPORT

Procurement Manager Philpott presented a summary of the progress of the fencing replacement, as well as several small-amount procurements relating to the parking lot project and other infrastructure improvements. The AI demonstration mentioned in the agenda was not presented, as the contract is still in negotiation.

MARKETING & PUBLIC RELATIONS REPORT

Public Relations Manager Briebl presented a PowerPoint summary ion 2023 public relations efforts. She also reported on the exemplary efforts of ROA employees Doug Hawks in assisting an aircraft emergency and Jason Halm in assisting motorists with a late-night flat tire.

HUMAN RELATIONS REPORT

Human Relations Director Graybeal gave a report on one new maintenance hire, two retirements, and a training seminar.

PARKING LOT PROJECT REVIEW

Director of Planning & Engineering Kotchou and Ms. Briebl presented an overview of the parking lot project, with particular focus on the phasing of the project and the information campaign to inform the ROA community and general public.

EMAS CONSTRUCTION ADMINISTRATION

Mr. Kotchou presented details of a contract with RS&H for EMAS construction administration services, in the amount of \$239,704.00 (Resolution No. 01-011624).

Mr. Gust moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Fralin.

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

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

NAYS: None 0.

EMAS INSTALLATION

Mr. Kotchou presented details of a contract with Branch Builds for EMAS Installation, in the amount of \$3,418,700.00 (Resolution No. 02-011624).

Mr. Fralin moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Powers.

Mr. Gust announced his intention to abstain due to a business conflict.

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

AYES: Fralin, Marko, Powers, Guidry and Bishop	5.
NAYS: None	0.
ABSTAIN: Gust	1.

TAXIWAY B REHAB PRELIMINARY DESIGN

Mr. Kotchou presented details of a contract with Delta Consultants for Taxiway B Rehabilitation Preliminary Design, in the amount of \$435,000.00 (Resolution No. 03-011624).

Mr. Gust moved to adopt a Resolution approving the contract.

The motion was seconded by Ms. Marko

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

AYES: Gust, Fralin, Marko, Powers, Guidry and Bishop	6.
NAYS: None	0.

RUNWAY 6-24 REHAB PRELIMINARY DESIGN

Mr. Kotchou presented details of a contract with Delta Consultants for Runway 6-24 Rehabilitation Preliminary Design, in the amount of \$525,000.00 (Resolution No. 04-011624).

Ms. Marko moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Fralin.

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

AYES: Gust, Fralin, Marko, Powers, Guidry and Bishop	6.
NAYS: None	0.

RETIREE HEALTH INSURANCE

Mr. Jeavons presented details of the 2024 authorization for retiree health insurance (Resolution No. 05-011624).

Mr. Fralin moved to adopt a Resolution approving the authorization and allowing the Executive Director to make the authorizations in future years.

The motion was seconded by Mr. Gust.

Mr. Gust noted any change in the authorization amount is built into the annual fiscal budget, and should not require separate Commission approval.

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

AYES: Gust, Fralin, Marko, Powers, Guidry and Bishop	6.
NAYS: None	0.

PUBLIC COMMENT

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

NEW BUSINESS

The Commission meeting calendar for 2024 was amended to change a meeting date from May 14 to May 21. Mr. Powers moved to approve the amendment; Ms. Marko seconded, and the motions passed unanimously by voice vote.

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. Disposition of real estate in the vicinity of I-581 (Code of Virginia § 2.2-3711(A)(3), acquisition/disposition of real estate).
- B. 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).
- C. A performance review of the Executive Director (Code of Virginia § 2.2-3711(A)(1), personnel matters).

Ms. Marko 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 9:51 a.m..

The Commission reconvened in open session at 10:55 a.m..

Ms. Marko 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 10:57 a.m..

The agenda packet for this meeting, being the same packet as for the canceled January 16, 2024 meeting, containing staff reports as referenced above, the resolutions adopted by the Commission, is attached to and incorporated as a part of these Minutes of the Commission meeting conducted January 30, 2024.

ATTEST:



Eric H. Monday
Commission Secretary