



## **ROANOKE REGIONAL AIRPORT COMMISSION**

### **May 16, 2023, 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, May 16, 2023, at 8:30 a.m. Chairman Dr. Bishop presided.

**PRESENT:** Chairman Bishop, Dale Guidry, Bill Gust, Gary Powers, Amanda Marko, Randy Clements.

**ABSENT:** Vice Chairman Fralin.

A quorum was present for the conduct of business.

#### **APPROVAL OF MINUTES**

Mr. Guidry moved that the reading of the minutes of the Commission meeting conducted April, 18 2023 be dispensed with and approved as presented in the agenda packet.

The motion was seconded by Mr. Gust.

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 his attendance at the Allegiant conference in Las Vegas; Allegiant is interested in potentially expanding service to South Florida. The Nashville service, however, did not meet expectations and has been suspended. Discussions continue with United and American about Dallas and Denver service respectively. Delta has been flying larger planes into ROA to accommodate a seasonal uptick in passenger numbers. There was discussion about low cost carriers being reluctant to compete with Allegiant at ROA.

#### **MONTHLY FINANCIAL REPORT**

Director of Finance Jeavons presented the monthly financial report for April, 2023

Mr. Powers moved to receive and file the financial report.

The motion was seconded by Mr. Guidry.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

#### **UPDATE ON PROCUREMENT ACTIONS**

Procurement Manager Philpott presented a summary of various small-purchase procurement actions which did not require Commission approval: two contracts, for storage tank removal at the Nordt Building, and for HVAC maintenance at the ARFF building.

#### **UPDATE ON RUNWAY 16-34 EMAS**

Director of Planning and Engineering Kotchou delivered an update on the EMAS at the north end

of runway 16-34. ROA is contracting with Runway Safe to manufacture the new EMAS blocks, with installation to begin in Spring of 2024. Application for funding has been made to the FAA.

**REPORT ON SOCIAL MEDIA POLICY**

Public Relations Director Briebl summarized the new social media policy which she has implemented.

Dr. Clements complimented Ms. Briebl on the quality of the recent ROA postings on Facebook.

**REPORT ON EMPLOYEE ACTIVITIES**

Public Safety Director Cook gave an update on the participation of public safety personnel in a recent live firefighting drill.

Facilities Director Ball gave a report of the participation of facilities personnel in several equipment handling competitions, and the receipt to a first-place prize in innovation for modifications of a de-icing spreader.

**CONCOURSE ROOF CONTRACT (Resolution No. 13-051623)**

Procurement Manager Philpott and Facilities Director Ball reported upon a contract with Service Roofing & Sheet Metal Co. to replace the concourse roof.

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

The motion was seconded by Dr. Clements.

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

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

NAYS: None ..... 0.

**REVISING PROCUREMENT POLICY (Resolution No. 14-051623)**

General Counsel Monday recommended a revision of the current Procurement Policy and Administrative Small purchase policy to conform to the spending limits in the Virginia Procurement Act. This revision is credited to Mr. Fralin, who recommended such a course of action at the March Commission meeting.

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

The motion was seconded by Mr. Powers.

There was no further discussion of the motion.

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

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

NAYS: None ..... 0.

**REAPPOINTMENTS TO THE ROANOKE VALLEY TRANSPORTATION PLANNING ORGANIZATION (Resolution No. 15-051623)**

General Counsel Monday recommended the reappointment of Mr. Stewart to a three-year term, and Mr. Kotchou to serve as his alternate: Term commencing July 1, 2023, and terminating June 30, 2026. Further, recommendation was made for the reappointment of Mr. Kotchou to a three-year term on the RVTPO Technical Committee, with Mr. Ball servicing as Mr. Kotchou's alternate: Term commencing July 1, 2023, and terminating June 30, 2026.

Mr. Gust moved to adopt a resolution approving the contracts.

The motion was seconded by Dr. Clements.

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

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

**PUBLIC COMMENT**

No comments were submitted, nor were any members of the public in attendance.

**NEW BUSINESS**

Chairman Bishop mentioned that the nominating committee would meet to make recommendations for next year’s Commission officers. Mr. Stewart mentioned that the Commission might consider reelecting officers to serve more than a single year term.

**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. A lease of real estate in the vicinity of Dent Road (Code of Virginia § 2.2-3711(A)(3), acquisition/disposition of real estate).
- B. Consultation with staff members and legal counsel concerning the status of a grant program (Code of Virginia § 2.2-3711(A)(8)).

Dr. Clements seconded the motion.

There was no further discussion of the motion.

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

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

The Commission convened in closed session at 9:44 a.m..

The Commission reconvened in open session at 10:01 a.m..

Mr. Powers 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. Guidry.

There was no further discussion of the motion.

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

AYES: Clements, Guidry, Gust, Marko, Powers 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, both in open and closed sessions. There being no further business to come before the Commission, Chairman adjourned the meeting at 10:10 a.m..

**The agenda packet for this 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 May 16, 2023.**

**ATTEST:**



Eric H. Monday  
*Commission Secretary*