



## **ROANOKE REGIONAL AIRPORT COMMISSION**

**August 15, 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, August 15, 2023, at 8:30 a.m. Chairman Dr. Bishop presided.

**PRESENT:** Chairman Bishop, Robert Fralin, Dale Guidry, Gary Powers, Amanda Marko, Randy Clements.

**ABSENT:** Mr. Gust was absent due to a family vacation.

A quorum was present for the conduct of business.

#### **APPROVAL OF MINUTES**

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted July 18 2023 as amended be dispensed with and approved.

The motion was seconded by Mr. Guidry.  
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 a minor aircraft accident on July 21, the Virginia Aviation Conference, TSA checkpoint wait-time backups and communications with TSA to improve the situation, and the end of Avelo air service from Charlottesville.

#### **FINANCIAL REPORT**

Director of Finance presented an update on the annually audit, now underway. There was no monthly financial report, since the new fiscal year began July 1.

#### **PROCUREMENT REPORT**

Procurement Manager Philpott presented a summary of the current cybersecurity RFP review, replacement of the terminal roof progress, and the RFP for reconfiguration of the parking lots.

#### **MARKETING & PUBLIC RELATIONS REPORT**

Public Relations Manager Briehl reviewed the Virginia Aviation Conference, and update on the Runway 5K race on October 14, and a summary of social and legacy media coverage of ROA.

#### **HUMAN RELATIONS REPORT**

Human Relations Director Graybeal gave a report on two new public safety officer hires and reported that building maintenance is now fully staffed.

**TERMINAL FLOORING RENOVATION**

Building Services Director Underwood presented a PowerPoint on the cleaning and refinishing of the terrazzo flooring in the Terminal, performed in-house, and at considerable savings over prior processes.

**PUBLIC COMMENT**

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

**NEW BUSINESS**

No new business was discussed.

**COMMENTS BY COMMISSION MEMBERS**

No Commission members made any additional comments.

**CLOSED SESSION**

Mr. Powers 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. Consultation with staff members and legal counsel concerning a potential MOU with a regional local government (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: Fralin, Guidry, Clements, Marko, Powers and Bishop ..... 6.  
 NAYS: None ..... 0.

The Commission convened in closed session at 9:05 a.m..

The Commission reconvened in open session at 10:03 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 Dr. Clements.

There was no further discussion of the motion.

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

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

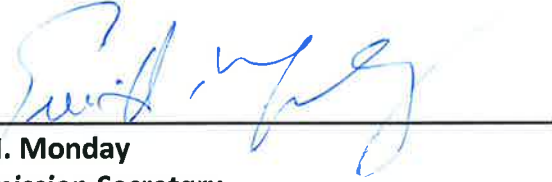
No comment was made, nor action taken, resulting from closed session.

A quorum remained present for the conduct of business throughout the meeting.

There being no further business to come before the Commission, Chairman Bishop adjourned the meeting at 10:05 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 August 15, 2023.**

**ATTEST:**



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**Eric H. Monday**  
**Commission Secretary**