



**ROANOKE REGIONAL AIRPORT COMMISSION**  
**July 18, 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, July 18, 2023, at 8:33 a.m. Chairman Dr. Bishop presided.

**PRESENT:** Chairman Bishop, Dale Guidry, Gary Powers, Amanda Marko.

**ABSENT:** Mr. Fralin was absent due to a family vacation. Dr. Clements was absent due to a medical procedure with a patient. Both attended electronically; Dr. Clements joined at 8:41 a.m..

A quorum was present for the conduct of business.

Mr. Gust moved to allow Mr. Fralin and Dr. Clements to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(4).

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: Bishop, Gust, Powers, Guidry and Marko .....	5.
NAYS: None .....	0.
NOT VOTING: Fralin, Clements .....	2.

**APPROVAL OF MINUTES**

The minutes of the June 20, 2023 meeting were amended to reflect that Mr. Stewart was not optimistic for Dallas service anytime in the next year, and the approval of the EMAS Block contract as presented by Mr. Kotchou.

Mr. Gust moved that the reading of the minutes of the Commission meeting conducted June 20, 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 attendance at the MS Dinner of Champions where Dr. Bishop was honored, concerns about lapses in TSA staffing, the effort to avert and expansion of the DCA perimeter rule, and other airport activities.

**FINANCIAL REPORT**

Director of Finance Jeavons presented the monthly financial report for June, 2023, and for the Fiscal Year 22-23.

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.

**PROCUREMENT REPORT**

Procurement Manager Philpott presented a summary of the current cybersecurity RFP review, replacement of the terminal roof, and removal of the underground fuel storage tank at the Nordt Building.

**MARKETING & PUBLIC RELATIONS REPORT**

Public Relations Director Briehl reviewed a recent visit of middle-schoolchildren in conjunction with the Botetourt Sheriff’s office summer program, and a summary of social and legacy media coverage of ROA.

**HUMAN RELATIONS REPORT**

Human Relations Director Graybeal reviewed the ROA affirmative action policy. Ms. Graybeal and Mr. Stewart presented service awards to long-serving ROA employees.

**RECOGNITION OF CYNTHIA LAWRENCE**

Mr. Stewart presented former Commission Member Cynthia Lawrence with a commemorative runway light from ROA staff. Dr. Bishop present Ms. Lawrence with a crystal jet plane from the Commission.

**TERMINAL IMPROVEMENTS (Resolution No. 17-071823)**

Planning & Engineering Director Kotchou reported upon a work order with contracted on-call architects Passero & Associates for preliminary design work to improve the in-line baggage handling system, the TSA checkpoint, and the main concourse flooring in the Terminal.

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

The motion was seconded by Mr. Guidry.

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

AYES: Clements, Fralin Guidry, Marko, Powers, Gust and Bishop ..... 7.

NAYS: None ..... 0.

**PERIMETER FENCE (Resolution No. 18-071823)**

Procurement Officer Philpott reported upon a contract with Fence and Field LLC to replace the airport perimeter fence.

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

The motion was seconded by Mr. Gust.

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

AYES: Clements, Fralin Guidry, Marko, Powers, Gust and Bishop ..... 7.

NAYS: None ..... 0.

**MASTER PLAN**

Mr. Gonzalez of Reynolds Smith & Hill coordinated the presentation of the completed conceptual Master Plan.

Dr. Clements left the meeting at 9:23 a.m.

Mr. Powers moved to adopt a Resolution approving the conceptual Master Plan.

The motion was seconded by Mr. Guidry.

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

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

NAYS: None ..... 0.

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

- A. Consultation with General Counsel concerning corporate governance directed by the Commission Bylaws. (Code of Virginia 2.2-3711(A)(7), consultation with legal counsel on a matter requiring legal advice.
- B. Long-term financial and capital development of Airport assets. (Code of Virginia § 2-3711(A)(6), investment of public funds, where disclosure would be detrimental to the Commission’s financial interests).

Ms. Marko seconded the motion.

There was no further discussion of the motion.

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

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

NAYS: None ..... 0.

The Commission convened in closed session at 9:46 a.m..

Mr. Fralin left the meeting at approximately 10:50 a.m..

The Commission reconvened in open session at 11:10 a.m..

Mr. Gust 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 Ms. Marko.

There was no further discussion of the motion.

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

AYES: Guidry, Gust, Marko, Powers and Bishop ..... 5.

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 11:14 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 July 18, 2023.**

**ATTEST:**

  
Eric M. Monday  
Commission Secretary