

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**November 15, 2022**  
**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, November 15, 2022, at 8:30 a.m. Mr. Fralin, Vice-Chair, presided.

**PRESENT:** Commission members Robert Fralin (Vice-chair), Randy Clements, Bill Gust, Dale Guidry, Cynthia Lawrence, Gary Powers.....6.

**ABSENT:** NL Bishop.....1.

**MINUTES**

The minutes of the regular monthly meeting held on October 18, 2022 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. Gust and unanimously approved.

**COMMENTS BY THE EXECUTIVE DIRECTOR**

Mr. Stewart briefed the board on the following:

Hurricanes:

Both Ian and Nicole created havoc for Florida and much of the East coast, disrupting flights. The airport staff ensured we were well prepared and we suffered no damage from the rains and winds.

Cyber Vulnerability Scan Report:

The Airport had Advanced Network Systems conduct a scan for vulnerabilities. No significant concerns were identified.

Events:

On October 26<sup>th</sup>, the airport held two events. The first was the annual snow planning meeting. The second was the Chili cookoff. Congratulations to Jason Halm in the Maintenance Department for taking home the blue ribbon this year.

On November 1<sup>st</sup>, Doctor Bishop and Mr. Stewart attended an event hosted by the newly formed Southwest Virginia Diverse Regional Chamber of Commerce in Natural Bridge.

Other Events:

The Jr. Achievement will host their Business of Hall of Fame on Wednesday, November 16<sup>th</sup>.

The RVTPO meeting was canceled for November.

Mr. Stewart reported to the board of the resignation of Mr. Corey Scott (Contracts Administrator), and of the upcoming resignations of Brad Boettcher (Director of Air Service and Marketing) and Dani Poe (Business Manager and Commission Secretary).

**FINANCE REPORT**

The monthly financial report for the four months ended October 2022 was presented by the Director of Finance.

**NEW BUSINESS - CONTRACTS**

**AWARDING CONTRACT TO BAAM INDUSTRIAL CLEANING SERVICES FOR THE PURCHASE OF BUILDING 51 CLEANING SERVICES.**

A report from the Executive Director, Mr. Stewart, regarding the award of a contract to BAAM Industrial Cleaning Services for the Cleaning Services of Building 51, was before the body.

(Report on file in the Airport Commission Office.)

Mr. Gust made a motion to adopt a resolution approving Contract No. 6316 with BAAM Industrial Cleaning Services Inc., for Building 51. The motion was seconded by Ms. Lawrence and adopted by the following vote.

AYES: Commission members Fralin, Clements, Guidry, Gust, Lawrence, and Powers.....6.

NAYS: None.....0.

(Resolution No. 17-111522 on file in Airport Commission Office.)

**EXTENSION OF ADVANCE PERIOD FOR PARKING LOT REHABILITATION DEBT**

A report from the Commission Treasurer regarding extension of advance period for parking lot rehabilitation debt, was before the body.

(Report on file in the Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution authorizing the third modification to the financing agreement with the Roanoke Regional Airport Commission and Carter Bank in connection with the financing of the Commission's public parking facilities. The motion was seconded by Mr. Gust and adopted by the following vote.

AYES: Commission members Fralin, Clements, Guidry, Gust, Lawrence, and Powers.....6.

NAYS: None.....0.

(Resolution No. 18-111522 on file in Airport Commission Office.)

**INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS**

Dr. Clements addressed Mr. Stewart about notifying Campbell Hill Air Service of Va Tech's announcement of building additional housing for students that will expand their student population from 30,000 to 50,000. Mr. Stewart acknowledged Dr. Clements and also shared that the Commission is working with Va. Tech Sports properties and discussing other ways to work with the University.

Mr. Gust asked about the results of the leakage study. Mr. Stewart advised that the study should be available in the next few weeks.

Mr. Guidry asked about an update on the joint meeting with Roanoke City Council, Salem City Council, and the Roanoke County Board of Supervisors. Ms. Poe advised that the joint meeting with Roanoke City Council is December 5, 2022. The joint meeting with Salem City Council will be in January 2023. The joint meeting with Roanoke County Board of Supervisors will be scheduled in February 2023.

Ms. Lawrence advised the need to brief the newly elected city council members on the master plan. Also, she additionally pointed out the need to keep Senator Kane and Senator Warner abreast of the Master Plan as well.

Mr. Powers talked about the support from the Roanoke County Board of Supervisors and their

commitment to the airport, and its expansion and growth. Mr. Gust and Mr. Powers have had discussions with various board members. The State of the County address will be held on December 7, 2022.

**CLOSES SESSIONS.**

Dr. Clements made a motion to go into Closed Sessions for the following purpose;

- I. Discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission pursuant to Section 2.2-3711.A.3 of the Code Virginia (1950), as amended.

Ms. Lawrence seconded the motion and the Commission convened in a Closed Meeting at 9:00 a.m.

The Commission reconvened at 9:25 a.m.

Dr. Clements made a motion that with respect to the Closed Meeting just concluded, that each member of the Airport Commission certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in the motions by which the Closed Meetings were convened, were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Clements, Gust, Guidry, Fralin, Lawrence, and Powers .....6.

NAYS: .....0.

**ELECTION OF OFFICER**

Due to the resignation of Danielle S. Poe as Commission Secretary, it is necessary to elect an acting Commission Secretary.

Mr. Gust made a motion to nominate Karen Faber as the Acting Commission Secretary. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Clements, Gust, Guidry, Fralin, Lawrence, and Powers .....6.

NAYS: .....0.

There being no further business to come before the Commission, Mr. Fralin adjourned the meeting at 9:45 a.m.

ATTEST:



Acting Commission Secretary