

**MEMO TO PROCUREMENT FILE**

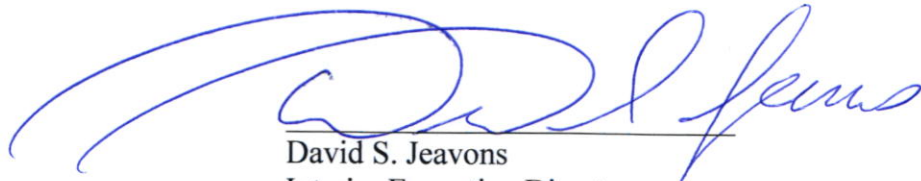
**FROM: DAVID S. JEAVONS, INTERIM EXECUTIVE DIRECTOR**

**RE: Written Determination Justifying Sole-Source Procurement  
(Pursuant to Va. Code 2.2-4303(E))**

I hereby find and determine that, because there is only one source practically available for this procurement, the Roanoke Regional Airport Commission (the "Commission") should negotiate and award the following purchase on a **sole-source** basis of procurement:

**Basis of Sole-Source Award:** This procurement is for consulting services from Paslay Management Group. After conducting a survey of available consultants, the Commission found that, given the unique experiences of Margaret McKeough as Chief Operating Officer of Metropolitan Washington Airports Authority ("MWAA") for fourteen years and James E. Bennett, A.A.E., with over forty years of airport leadership experience, as well as their familiarity with Virginia airports and airport personnel across the country, the Paslay Management Group is uniquely situated to provide services that are needed as the Commission makes important decisions as to its next executive director, the development of its master plan, and the selection of a consultant to assist with the procurement of FBO services. For these reasons I have determined that there is only one source practically available for this procurement.

Notice of this purchase award will be posted on the Roanoke-Blacksburg Regional Airport website, the "Legal Notices" page on 2-16, 2021, the date on which the contract will be awarded.



David S. Jeavons  
Interim Executive Director,  
Roanoke Regional Airport Commission