



**ROANOKE REGIONAL AIRPORT COMMISSION**  
**April 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, April 18, 2023, at 8:30 a.m. Vice Chairman Mr. Fralin presided.

**PRESENT:** Vice Chair Robert Fralin, Dale Guidry, Bill Gust, Gary Powers, Amanda Marko. Randy Clements attended electronically.

**ABSENT:** Chairman N.L. Bishop was detained in traffic and could not be included electronically.

A quorum was present for the conduct of business.

Mr. Gust moved to allow Chairman Bishop, who was detained in traffic, and Dr. Clements, attending remotely from Boston due to a business trip, 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: Fralin, Gust, Powers and Marko .....	4.
NAYS: None .....	0.
NOT VOTING: Bishop, Clements .....	2.

(Dr. Bishop and Dr. Clements could not vote upon the motion to allow their own participation. Dr. Bishop could not be reached electronically and did not participate in the meeting.)

**APPROVAL OF MINUTES**

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted March 28, 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 was attending the Allegiant airport conference in Las Vegas and Mr. Monday delivered an update on airport activities on his behalf.

**MONTHLY FINANCIAL REPORT**

Director of Finance Jeavons presented the monthly financial report for March, 2023. He also reported that the three ROA localities: Roanoke City, Roanoke County and Salem City, had all

approved the Commissions budget for Fiscal 2023-2024.

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

The motion was seconded by Mr. Gust.

In discussion Mr. Gust asked if there was any comment from the localities during the budget presentations. Mr. Monday replied that Roanoke City has a question on the interest income increase, which is due primarily to the increase in Federal Reserve rates, and that Roanoke County was generous in expressing support for ROA generally and the runway extension specifically.

The motion was unanimously approved by voice vote.

**UPDATE ON MASTER PLAN**

Director of Planning and Engineering Kotchou delivered an update on the Master Plan Process. Both the Technical Committee and the MPAC have met to review the various design alternatives for terminal, baggage, security, traffic access and airfield. The first public meeting will be held Thursday, April 27 at the Airport Holiday Inn. PR firm Access is handling the public and media notification for this meeting.

**FINANCIAL AUDIT SERVICES (Resolution No. 10-041823)**

Procurement Manager Philpott and Finance Director Jeavons reported upon proposed contracts with Blue & Co., Inc. for professional auditing services through 2027.

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

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, Fralin, Guidry, Gust, Marko, Powers .....	6.
NAYS: None .....	0.

**THERMOPLASTIC MARKING CONTRACT (Resolution No. 11-041823)**

Procurement Manager Philpott and Facilities Director Ball reported upon a contract with Sherwin Industries, Inc. to install thermoplastic markings on the airport runways, taxiways, and apron. These markings are more visible and durable than traditional paint.

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

The motion was seconded by Mr. Gust.

In discussion, Mr. Gust inquired about the life of the markings. Mr. Ball responded that it was from 12-20 years.

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

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

**RESCINDING CYBERSECURITY CONTRACT (Resolution No. 12-041823)**

General Counsel Monday recommended rescinding approval of Resolution 03-022123, and reopening the cybersecurity contract to competitive bids, noting that the contract was originally issued through a single source procurement via the Virginia VITA program, and that contract negotiations with Advanced Network Systems have not proceeded satisfactorily, particularly with

guaranteeing compliance with TSA/DHS security directives.

Mr. Gust moved to adopt a Resolution rescinding approval of Resolution 03-022123.

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: Clements, Fralin, Guidry, Gust, Marko, Powers ..... 6.

NAYS: None ..... 0.

**PUBLIC COMMENT**

A comment from Mr. Keith Martin objecting to the public comment policy was read. Mr. Monday stated the policy was modeled after those in use in many localities and other public entities statewide. Mr. Gust commented the policy was designed to maintain decorum at the meetings. No other comments were submitted, nor were any members of the public in attendance.

**NEW BUSINESS**

No additional business was presented or considered.

**COMMENTS BY COMMISSION MEMBERS**

No Commission members made any additional comments.

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

There being no further business to come before the Commission, Mr. Fralin adjourned the meeting at 9:24 a.m..

**The agenda packet for this meeting, containing staff reports as referenced above, the resolutions adopted by the Commission, and Mr. Martin's submitted comments, is attached to and incorporated as a part of these Minutes of the Commission meeting conducted April 18, 2023.**

**ATTEST:**

  
Eric H. Monday  
Commission Secretary