

ROANOKE REGIONAL AIRPORT COMMISSION

April 21, 2020

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, April 21, 2020, at 8:30 a.m. Dr. Clements, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop (arrived at 8:38 a.m.), William Gust, Cynthia Lawrence, Gary Powers and Randy Clements.....5.

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on February 18, 2020, were before the body.

Mr. Gust made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Ms. Lawrence and unanimously approved.

The minutes of the Joint Meeting with Roanoke City Council held on March 2, 2020, were before the body.

Mr. Gust made a motion that the reading of the minutes be dispensed with and approve as recorded. The motion was seconded by Ms. Lawrence and unanimously approved.

AIR TRAFFIC REPORTS

The Air Traffic Reports for January and February 2020, were before the body.

Mr. Gust made a motion to receive and file the Air Traffic Reports. The motion was seconded by Ms. Lawrence and unanimously approved.

Dr. Bishop arrived at this time (8:38 a.m.)

IMPLEMENTATION OF A POLICY PERMITTING MEETINGS OF THE COMMISSION TO BE HELD BY ELECTRONIC COMMUNICATION

Mr. Gust made a motion to adopt a Resolution implementing a policy pursuant to Section 2.2-3708.2 of the Code of Virginia, 1950, as amended, permitting meeting of the Commission to be held by electronic communication. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Bishop, Gust, Lawrence, Powers and Clements.....5.

NAYS: None.....0.

Once adopted, this Resolution will require no further action at any future meeting. This action does require that a physical quorum be present.

(Resolution No. 05-042120 on file in Airport Commission Office)

MONTHLY FINANCIAL REPORT

The monthly financial report for nine months ended March 31, 2020, was before the body.

(Financial Reports on file in Airport Commission Office.)

Mr. Powers made a motion to receive and file the financial report. The motion was seconded by Dr. Bishop and unanimously approved.

ADOPTION OF THE FISCAL YEAR 2021 BUDGET

A report from the Director of Finance and Administration recommending approval and adoption of the Commission’s Operating Budget for Fiscal Year 2020-2021, was before the body.

(Report on file in Airport Commission Office.)

Mr. Powers made a motion to adopt a Resolution approving and adopting the Commission’s Operating Budget for Fiscal Year 2020-2021. The motion was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Gust, Lawrence, Powers and Clements.....5.

NAYS: None.....0.

(Resolution No. 06-042120 on file in Airport Commission Office.)

AUTHORIZING PROCUREMENT OF HEALTH INSURANCE THROUGH THE LOCAL CHOICE (TLC) FOR FISCAL YEAR 2021 WITH ANTHEM BLUE CROSS BLUE SHIELD OF VIRGINIA

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to execute necessary documentation to procure employee health/dental insurance from TLC for the period July 2020 through June 2021, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the procurement of employee health insurance coverage for Commission employees through The Local Choice for a period from July 1, 2020 through June 30, 2021. The motion was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Gust, Lawrence, Powers and Clements.....5.

NAYS: None.....0.

(Resolution No. 07-042120 on file in Airport Commission Office.)

AUTHORIZING AN AMENDED AND RESTATED CONTRACT AMONG THE COMMISSION, THE CITY OF ROANOKE, ROANOKE COUNTY AND THE CITY OF SALEM

A report from the Executive Director recommending the Commission authorize the approval of an amended and restated contract by and among the Commission, the City of

Roanoke, Virginia, Roanoke County and the City of Salem, whereby the City of Salem becomes a participating political subdivision of the Commission, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing the approval of an amended and restated contract by and among the Commission, the City of Roanoke, Roanoke County and the City of Salem, whereby the City of Salem becomes a participating political subdivision of the Commission. The motion was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Gust, Lawrence, Powers and Clements.....5.

NAYS: None.....0.

(Resolution No. 08-042120 on file in Airport Commission Office.)

Mr. Darby, General Counsel, advised the members of the Commission that Salem has been very silent regarding joining the Commission. The Resolution just adopted will be available once Salem finalizes its decision.

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw provided an update on the airport’s pandemic response and advised that the airport has a very long road to recovery.

Brad Boettcher reviewed the air service status and discussed various levels of service that the airport can expect. Currently, ROA has only 5% of its regular traffic. The airlines are making day to day decisions. Service at the end of February was at 73 weekly flights for American, this week, 5 flights; Delta had 33, now 5; United had 28, now 5 and Allegiant had two to three, now one. Looking forward, 2021 may look a little better, 2022 may get back to some normalcy.

There was general discussion among the Commission members and staff on air service. It was noted that we are offering rent abatements to the airlines as well as other airport tenants.

Mr. Bradshaw and Mr. Jeavons discussed the CARES Act. Mr. Bradshaw advised that the reason ROA was getting such a large amount is that we have significant cash reserves and no debt. The amount to be received is \$20.7 million. Discussion ensued on the financial status of the Airport and various options.

Mr. Bradshaw and Mr. Osborne briefed the Commission on current and upcoming capital projects.

There being no further business to come before the Commission, Dr. Clements adjourned the meeting at 10:34 a.m.

ATTEST:

Cathy S. Bowman
Secretary