

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**August 16, 2016**  
**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, August 16, 2016, at 8:30 a.m. John E. Dooley, Chairman, presided.

**PRESENT:** Commission members William Gust, Cynthia Lawrence, H. Odell Minnix, Bittle Porterfield and John E. Dooley.....5.

**ABSENT:** None.....0.

**MINUTES**

The minutes of the regular monthly meeting held on July 19, 2016, were before the body.

Mr. Minnix 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.

**ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – JUNE 2016**

The Roanoke Regional Airport Commission Air Traffic Report for June 2016, was before the body.

Mr. Minnix made a motion to receive and file the Air Traffic Report. The motion was seconded by Mr. Gust and unanimously approved.

**VIDEO MONTH IN REVIEW**

This month's video was narrated by Amanda DeHaven and included clips of the ramp rehabilitation project; the future cell phone parking lot; Trump's visit; mowing operations; the employee picnic/ball game at the Salem Red Sox; new rocking chairs in the terminal; and new TV commercials.

**ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – AUGUST 2016**

The Roanoke Regional Airport Commission Air Service Update for August 2016, was before the body.

Mr. Minnix made a motion that the Air Service Update be received and filed. The motion was seconded by Mr. Gust and unanimously approved.

Mr. Boettcher provided an update on air service and advised that Delta is pleased with its Roanoke service. United will be adding an additional Dulles flight at the end of August. United will be publishing an article on the Commonwealth, including Roanoke, in the November issue of its onboard flight magazine. Allegiant's performance continues to perform well. We will keep up with our requests to Allegiant for possible Fort Lauderdale service. A package was sent to Southwest requesting service to Dallas Love Field. We have not received any response as of yet.

Ms. Lawrence asked about possible nonstop service to Newark. Mr. Boettcher stated that Roanoke does not have to numbers to support that service at this time.

Dr. Dooley asked Mr. Boettcher a hypothetical question – if Delta was to come to us and ask if we had a choice between nonstop service to Detroit or JFK, which would we choose. Mr. Boettcher advised that Detroit would open up options to the Asian market and that the United planners are very open to that possibility. JFK would be a toss-up for the time being

**AWARD OF CONTRACT TO THYSSENKRUPP AIRPORT SYSTEMS, INC. FOR THE FIVE PASSENGER BOARDING BRIDGES PROJECT**

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a contract with ThyssenKrupp Airport Systems, Inc., subject to FAA approval, in an amount not to exceed \$3,037,245.75 for the labor and materials necessary for the manufacture and installation of five passenger boarding bridges, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution awarding a contract to ThyssenKrupp Airport Systems, Inc. for the five passenger boarding bridges project. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.  
NAYS: None.....0.

(Resolution No. 24-081616 on file in Airport Commission Office.)

**AWARD OF CONTRACT TO BLAKE CONSTRUCTION OF VA, INC. FOR THE PASSENGER BOARDING BRIDGE SITE WORK PROJECT**

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a contract with Blake Construction of VA, Inc. subject to FAA approval, in amount not to exceed the negotiated price of \$1,000,210.00, for the labor and materials necessary for the passenger boarding bridge site work project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution awarding a contract to Blake Construction of VA, Inc. for the Passenger Boarding Bridge Site Work Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.  
NAYS: None.....0.

(Resolution No. 25-081616 on file in Airport Commission Office.)

**AUTHORIZE AMENDMENT NO. 10 TO CONTRACT 5986 AIRPORT ENGINEERING SERVICES WITH DELTA AIRPORT CONSULTANTS, INC. TO PROVIDE ENGINEERING CONSTRUCTION ADMINISTRATION SERVICES FOR THE PASSENGER BOARDING BRIDGES SITE WORK PROJECT**

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute Amendment No. 10 to Contract 5986 for professional airport engineering services related to construction projects for multiple projects with Delta Airport Consultants, Inc., subject to FAA approval, in an amount not to exceed \$127,160.00, to provide engineering construction administration services for the passenger boarding bridges site work, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution authorizing Amendment No. 10 to Contract 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services to provide Engineering Construction Administration Services for the Passenger Boarding Bridge Site Work Project. The motion was seconded by Mr. Porterfield and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.  
NAYS: None.....0.

(Resolution No. 26-081616 on file in Airport Commission Office.)

**AUTHORIZING THE APPLICATION, ACCEPTANCE AND ALLOCATION OF STATE AVIATION AIR SERVICE DEVELOPMENT, AIRPORT PROMOTION, MAINTENANCE AND ENTITLEMENT FUNDS FOR FISCAL YEAR 2017**

A report from the Executive Director recommending the Commission authorize the Executive Director to request and accept funds from, to commit matching funds, and to execute a grant agreement or agreements, including the State's master grant assurances, and/or other documents and/or any amendments thereto, with the Commonwealth of Virginia for the following: Fiscal Year 2017 Airport Promotion Funds in the approximate amount of \$25,000.00; Air Service Development Funds in the approximate amount of \$20,000.00; State Maintenance Funds in the approximate amount of \$100,000.00; and State Entitlement Funds in the approximate amount of \$2,000,000.00; was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing application, acceptance and allocation of State Aviation Air Service Development, Airport Promotion, Maintenance and Entitlement Funds for Fiscal Year 2017. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.

NAYS: None.....0.

(Resolution No. 27-081616 on file in Airport Commission Office.)

**EXECUTIVE DIRECTOR COMMENTS**

Mr. Bradshaw advised that a lot of preparation was going towards the 75<sup>th</sup> Anniversary of the commissioning of Woodrum Field scheduled for the weekend of October 14-16. The main event day will be Saturday, October 15<sup>th</sup> with a lot of aircraft scheduled to be here including a B17, B24 and a B51.

Mr. Gust advised that he had attended the Town Hall meeting held in Roanoke. We have to emphasize to people that the airport can only do so much. Mr. Gust is pleased with the new public service ads.

Ms. Lawrence asked about the campaign for the TSA Precheck at Roanoke. The company doing the precheck will be in Roanoke for one week in October. It was suggested that the airport promote the precheck event.

Dr. Dooley acknowledged and thanked the airport staff for the efficient and effective way the airport is run.

There being no further business to come before the Commission, the meeting was adjourned at 9:10 a.m.

Read and approved at the September 20, 2016 meeting of the Roanoke Regional Airport Commission.

ATTEST:

*Cathy S. Bowman*  
Secretary