

ROANOKE REGIONAL AIRPORT COMMISSION
December 17, 2019
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, December 17, 2019, at 8:30 a.m. Dr. Clements, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop, William Gust, Cynthia Lawrence, Gary Powers, and Randy Clements.....5.

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on November 19, 2019, 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.

AIR TRAFFIC REPORT

The Air Traffic Report for October 2019, was before the body.

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

MONTHLY FINANCIAL REPORT

The monthly financial report for five months ended November 2019, was before the body.

(Financial Reports on file in Airport Commission Office.)

Ms. Lawrence made a motion to receive and file the financial report. The motion was seconded by Mr. Gust and unanimously approved.

AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the fiscal year ended June 30, 2019, including the Independent Auditor's Report, were before the body.

(Audited Financial Statements on file in Airport Commission Office.)

Ms. Lawrence made a motion to receive and file the Audited Financial Statements. The motion was seconded by Mr. Gust and unanimously approved.

Mr. Gust complimented the staff for its continual hard work to ensure a clean audit.

AUTHORIZING A MASTER LEASE AGREEMENT WITH FRANKLIN ROAD JUNCTION LLC FOR PROPERTY LOCATED AT 4341 THIRLANE ROAD, ROANOKE, VIRGINIA

A report from the Executive Director recommending the Commission authorize the Executive Director to enter into a land lease with Franklin Road Junction LLC for the purpose of a Master Lease and subsequent sublease with the Commonwealth of Virginia, Department of General Services, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing a Master Lease Agreement with Franklin Road Junction LLC for property located at 4341 Thirlane Road, Roanoke, Virginia, for a public commercial vehicle driver training facility. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 32-121719 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw introduced Robert Moore with Mead & Hunt. Mr. Moore provided an update on the CONRAC project and explained an upcoming change order. Discussion ensued between the Commission members, Mr. Bradshaw and Mr. Moore about the various stages of the projects, including the bidding process and issues that have been encountered to date. Dr. Clements asked Mr. Moore if he agreed that the latest administration fee being charged would be the last and that "as-builts" would be provided to the Commission upon completion of the project. Mr. Moore advised that he was comfortable saying that there should be no more large change orders and that as-builts would be provided to the Commission at the end of the project.

COMMISSION MEMBER COMMENTS

Dr. Clements made a motion that the Commission convene in a Closed Meeting to discuss the performance of a specific Commission employee, being Executive Director, pursuant to Section 2.2-3711- (A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Powers and adopted by the following vote:

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

NAYS: None.....0.

Mr. Powers advised that two meetings have been held to discuss an upcoming General Aviation Expo scheduled for Saturday, May 2 in Roanoke. He stated that he has received commitments from several participants for the event.

Ms. Lawrence expressed appreciation to Signature flight support for their proposal submitted to the Commission for its fixed base operation at Roanoke. Dr. Clements suggested that the proposal be reviewed by the Commission at its January or February meeting.

At this time the Commission convened in a Closed Session - 8:59 a.m.

The Commission reconvened at 9:51 a.m.

Ms. Lawrence 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 motion by which the Closed Meetings were convened were heard, discussed or considered in the meetings by 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.

There being no further business to come before the Commission, Dr. Clements adjourned the meeting at 9:52 a.m.

ATTEST:


Secretary