

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**December 15, 2020**  
**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, December 15, 2020, at 8:30 a.m. Mr. Powers, Chair, presided.

**PRESENT:** Commission members Nathaniel L. Bishop (participated remotely via phone, Randy Clements, Robert Fralin, Dale Guidry, William Gust, Cynthia Lawrence, and Gary Powers.....7.

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

**MINUTES**

The minutes of the regular monthly meeting held on November 17, 2020, were before the body.

The minutes of the special meeting held on November 20, 2020, were before the body.

The minutes of the special meeting held on December 3, 2020, 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 2020, 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.

**AIRPORT BUSINESSES**

Jim Hopkins and Mike Mancuso were present representing Signature Flight Support.

**ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – DECEMBER 2020**

The Roanoke Regional Airport Commission Air Service Update for December 2020 was before the body.

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

**MONTHLY FINANCIAL REPORT**

The monthly financial report for the five months ending November 30, 2020, was before the body.

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

**INTERIM EXECUTIVE DIRECTOR COMMENTS**

Mr. Jeavons provided a status update on current projects: hangar drainage repairs; airfield lighting and signage; terminal parking lot; and hangar construction.

A request from the Interim Executive Director that the Commission convene in a closed meeting to discuss and consider the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, being property previously identified on the Commission's Airport Master Plan as property to be acquired for future aviation development, pursuant to Section 2.2-3711.A.(3), Code of Virginia (1950), as amended, was before the body.

Mr. Powers made a motion that the Commission convene in a closed meeting to discuss and consider the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, being property previously identified on the Commission's Airport Master Plan as property to be acquired for future aviation development, pursuant to Section 2.2-3711.A.(3), Code of Virginia (1950), as amended. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence and Powers...7.  
NAYS: None.....0.

**INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS**

Mr. Powers made a motion that the Commission convene in a closed meeting to discuss specific legal matters requiring legal advice by general counsel, pursuant to Section 2.2-3711.A.(8), Code of Virginia (1950), as amended. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence and Powers...7.  
NAYS: None.....0.

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

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence and Powers...7.  
NAYS: None.....0.

The Commission convened in Closed Meetings at 8:51 a.m.

The Commission reconvened at 10:30 a.m.

Ms. Lawrence made a motion that with respect to the Closed Meetings 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 motions by which the Closed Meetings were convened, were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Dr. Clements and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence and Powers...7.

NAYS: None.....0.

Mr. Powers reminded the Commission members that the next regularly scheduled meeting is January 19, 2021.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 10:31a.m.

ATTEST:

*Cathy S. Bowman*  
Secretary