

ROANOKE REGIONAL AIRPORT COMMISSION
February 16, 2021
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, February 16, 2021, at 8:30 a.m. Mr. Powers, Chair, presided.

This meeting was made available to the public via Facebook Live – <https://www.facebook.com/flyROA/live/>

PRESENT: Commission members Nathaniel L. Bishop, 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 January 19, 2021 and the special meeting held on January 27, 2021, 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 Mr. Guidry and unanimously approved.

AIR TRAFFIC REPORT

The Air Traffic Report for December 2020, was before the body.

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

REPORTS OF AIRPORT BUSINESSES

Mike Mancuso with Signature Flight reported via Zoom-Facebook live. He advised that a long time employee – Sam Arthur was retiring with 29 years of service.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – FEBRUARY 2021

The Roanoke Regional Airport Commission Air Service Update for February 2021 was before the body.

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

Mr. Boettcher introduced the Commission Air Service consultant, Nico Mirman with Ailevon Pacific, who was participating via Zoom. There was general discussion with Mr. Mirman regarding the state of the industry. Due to poor connectivity with Zoom, Mr. Mirman will attend the March meeting in person for a discussion on air service and the industry.

MONTHLY FINANCIAL REPORT

The monthly financial report for the seven months ending January 31, 2021, was before the body.

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

AMENDING GROUND TRANSPORTATION RULES AND REGULATIONS

A report from the Interim Executive Director recommending the Commission amend the Ground Transportation Rules and Regulations, deleting the entire Section 1.41 "Pre-Arranged"; deleting the entire Section 4.4 – Commercial Ground Transportation Pick-Up; and changing Exhibit 2 – Fees for Ground Transportation – Taxicabs to read: \$60.00 per month/per vehicle, effective March 1, 2021, at 12:01 a.m., was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution implementing certain amendments to the Commission's Ground Transportation Rules and Regulations, as amended on February 18, 2020. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

It was suggested that Airport Commission staff look into GEO fencing for taxicabs.

(Resolution No. 04-021621 on file in Airport Commission Office.)

AUTHORIZE AWARD OF CONTRACT TO W.C. ENGLISH, INCORPORATED FOR THE LONG AND SHORT TERM PARKING LOT REHABILITATION PROJECT

A report from the Interim Executive Director recommending the Commission authorize the Interim Executive Director to execute a contract with W. C. English, Incorporated for the labor and materials necessary for the Long Term and Short Term Parking Lot Rehabilitation in an amount not to exceed Five million eight hundred sixty-four thousand five hundred twenty-three dollars and sixty cents (\$5,864,523.60), was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion that the Commission adopt a Resolution authorizing a contract with W. C. English, Incorporated for the Long and Short Term Parking Lot Rehabilitation Project. The motion was seconded by Dr. Bishop.

After discussion among Commission members and Airport staff, it was determined that other options for the long and short term parking lot rehabilitation project need to be considered and studied. The consultant, Thompson & Litton, will be contacted with the Commission's concerns and will be asked to pursue other options for this project.

Mr. Gust amended his original motion that this report/resolution be suspended until a future Commission meeting. Dr. Clements seconded the motion and it was adopted by the following vote:

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

NAYS: None.....0.

(Resolution not adopted.)

AUTHORIZING THE PURCHASE OF REAL PROPERTY CURRENTLY OWNED BY NORDT PROPERTIES, LLC, BEARING CITY OF ROANOKE TAX PARCEL #6630107

A report from the Interim Executive Director recommending the Commission authorize the Interim Executive Director to execute all documents necessary to purchase City of Roanoke Tax Parcel #6630107 and provide for payment of \$3,050,000.00 to Nordt Properties, LLC, was before the body.

(Report on file in Airport Commission Office.)

Mr. Fralin made a motion to adopt a Resolution authorizing the acquisition by the Commission of real property currently owned by Nordt Properties, LLC, bearing Roanoke City Official Tax No. 6630107. The motion was seconded by Ms. Fralin and adopted by the following vote:

AYES: Commission members Bishop, Clements, Guidry, Lawrence and Powers.....6.
NAYS: None.....0.
ABSTAIN: Commission member Gust (conflict of interest).....1.

(Resolution No. 06-021621 on file in Airport Commission Office.)

DETERMINATION OF SOLE SOURCE PROCUREMENT AND APPROVAL OF CONTRACT WITH PASLAY MANAGEMENT GROUP ("PMG")

A report from the Interim Executive Director recommending the Commission adopt a resolution approving a sole source procurement and authorizing the Chair and Interim Executive Director to enter into and execute an Agreement with Paslay Management Group (PMG), was before the body.

(Report on file in Airport Commission Office.)

Mr. Fralin made a motion to adopt a Resolution adopting the recommendation and written determination of the Interim Executive Director that only one source for consulting services is practically available and authorizing a public notice to that effect. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

(Resolution No. 07-021621 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Dr. Clements made a motion that the Commission convene in a closed meeting to discuss interviews of offerors seeking the award of a public contract involving the expenditure of public funds, and discussion of the terms of a contract involving the expenditure of public funds, where discussion in an open session would adversely affect the bargaining or negotiating strategy of the Commission, pursuant to Section 2.2-3711.A.(29), Code of Virginia (1950), as amended. The motion was seconded by Mr. Gust 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 9:55 a.m.

The Commission reconvened at 10:37 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 Mr. Guidry and adopted by the following vote:

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

NAYS: None.....0.

It is noted that Dr. Clements left the closed meeting at 10:30 a.m. Sam Darby, General Counsel, verified his "AYE" vote on the closed meeting certification motion.

Ms. Lawrence made a motion that the Commission authorize a contract with Korn Ferry for consulting services for hiring of an executive Director. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

NAYS: None.....0.

Tony Pearman with Access, briefed the Commission on its role with the Airport Commission's public relations activities. There was general discussion among Commission members, Mr. Pearman and Mr. Boettcher. The Commission members requested a report be provided at the next meeting on suggestions for a future communications plan, topics for airport stories and a media plan.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 11:00 a.m.

ATTEST:

Secretary