

ROANOKE REGIONAL AIRPORT COMMISSION
February 18, 2020
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, February 18, 2020, at 8:30 a.m. Mr. Gary Powers, Vice Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop, William Gust, Cynthia Lawrence and Gary Powers.....4.

ABSENT: Randy Clements.....1.

MINUTES

The minutes of the regular monthly meeting held on January 21, 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.

AIR TRAFFIC REPORT

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

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

VIDEO MONTH IN REVIEW

This month's video was narrated by Amanda DeHaven and included video clips of the CONRAC construction project; the barrel roof project; and Marilyn Custer's retirement luncheon.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – FEBRUARY 2020

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

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

Mr. Boettcher explained Delta's reasoning on its decision to switch aircraft. Delta advised that the flight wasn't performing well; therefore, they changed the aircraft to a smaller one.

MONTHLY FINANCIAL REPORT

The monthly financial report for seven months ended January 2020, 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.

FINANCING FOR PURCHASE OF 1304 MUNICIPAL ROAD, PARCEL NO. 6640103, 5536 AIRPORT ROAD, PARCEL NO. 6640107, AND 5550 AIRPORT ROAD, PARCEL NO. 6640121

A report from the Commission Treasurer with regard to adopting a resolution authorizing the Chair, Chief Executive Officer and Treasurer to take any and all actions, and to execute any and all documentation, including the issuance of the Commission's Taxable Airport Revenue Bond in the amount of \$2,172,500, as necessary to complete the acceptance of such from Carter Bank & Trust, was before the body.

(Report on file in Airport Commission Office.)

Mr. Powers made a motion to adopt a Resolution authorizing and approving the issuance, award and sale of a taxable airport revenue bond Series 2020, in the principal amount up to \$2,200,000 and setting forth the form, details and provisions for the payment thereof. The motion was seconded and adopted by the following vote:

- AYES: Bishop, Lawrence and Powers.....3.
- NAYS: None.....0.
- ABSTAIN: Gust (COIA).....1.

(Resolution No. 02-021820 on file in Airport Commission Office.)

AUTHORIZING AWARD OF A CONTRACT TO CLARK NEXSEN CONSTRUCTION SERVICES, INC. FOR BUILDING 51 TENANT UPGRADES PROJECT

A report from the Project Inspector recommending the Commission award a contract to Clark Nexsen Construction Services, Inc. for the Building 51 Tenant Upgrades Project in amount of \$1,565,642.00, was before the body.

(Report on file in Airport Commission Office.)

Dr. Bishop made a motion to adopt a Resolution authorizing the Executive Director to execute a contract with Clark Nexsen Construction Services, Inc. for Building 51 Tenant Upgrades Project. The motion was seconded by Mr. Gust and adopted by the following vote:

- AYES: Commission members Bishop, Gust, Lawrence and Powers.....4.

NAYS: None.....0.

(Resolution No. 03-021820 on file in Airport Commission Office.)

**AMENDING THE GROUND TRANSPORTATION RULES AND REGULATIONS FOR ROANOKE-
BLACKSBURG REGIONAL AIRPORT**

A report from the Executive Director recommending the Commission adopt a Resolution amending the Ground Transportation Rules and Regulations to be effective March 1, 2020, at 12:01 a.m., was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution implementing Amended Ground Transportation Rules and Regulations, as amended on November 19, 2019, upon completion of a ninety day trial period ending on February 29, 2020. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Gust, Lawrence and Powers.....4.

NAYS: None.....0.

(Resolution No. 04-021820 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw reminded the Commission members that they will be meeting jointly with the City of Roanoke on March 2nd at 9:00 a.m. at City Hall; and that the regular March meeting is on the 24th. Location for the meeting will be the Board Room at Center in the Square.

Mr. Bradshaw advised that he and Mr. Boettcher had been diligently working to encourage the air carriers to upgrade service for the Ironman event. As of this date, no success has been had in that endeavor.

Mr. Bradshaw introduced new Commission employees: Richard Osborne – Director of Planning and Engineering. He also introduced Jennifer Underwood – recently promoted to Terminal Manager.

Mr. Bradshaw stated that the first public meeting for the Airport Master Plan Update is February 25, 2020, from 4 p.m. to 8 p.m. at the Courtyard Marriott. A date will be scheduled for the same type meeting to be held in the New River Valley.

Mr. Bradshaw recognized Signature Flight representatives present: Cathy Carroll, Robert Grant, Dan Lyon and Jim Hopkins. Mr. Hopkins briefed the Commission on Signature's history and mentioned its recently submitted proposal for continuing its FBO services in Roanoke.

The Commission expressed appreciation to Jim Hopkins and the group from Signature Flight for their attendance and the proposal they submitted.

COMMISSION MEMBER COMMENTS

Mr. Powers advised that the next meeting for the May 2nd GA Fly-In would follow this Commission meeting. Participants to date include the Department of Aviation, AOPA, FAA Safety, NWS, Blue Ridge Soaring Society, Signature Flight and Star Flight.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 9:17 a.m.

ATTEST:

Cathy S. Bowman
Secretary