

ROANOKE REGIONAL AIRPORT COMMISSION
February 21, 2017
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, February 21, 2017, at 8:30 a.m. John E. Dooley, Chairman, presided.

PRESENT: Commission members William Gust, H. Odell Minnix, Cynthia Lawrence and John E. Dooley....4.

ABSENT: Commission member Bittle Porterfield.....1.

Mr. Minnix made a motion to approve the prepared agenda. The motion was seconded by Mr. Gust and unanimously approved.

MINUTES

The minutes of the regular monthly meeting held on December 20, 2016, 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. Minnix and unanimously approved.

AIR TRAFFIC REPORT

The December 2016 Air Traffic Report was before the body.

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

VIDEO MONTH IN REVIEW

This month's video was narrated by Amanda DeHaven and included clips of the recent addition of a second daily (Monday-Friday) flight to LGA by American, preparation for the passenger loading bridge project, new advertising displays, small conference room renovations and snow ops training.

HEARINGS OF CITIZENS

Bob Caudle, a driver for City Cab, requested information on UBER's operation at the airport. He feels City Cab is getting shorted due to UBER's presence. Mr. Caudle asked when the implementation of the electronic monitoring system will begin. He asked about the possibility of City Cab having a sign placed in the bag claim area.

Mr. Bradshaw informed Mr. Caudle that UBER uses a tracking system with GEO fencing around the airport, paying \$1.00 per trip. The Commission received its first payment from UBER in January. The Executive Director advised that the Gatekeeper electronic system for other vendors should be ready for implementation within the next 30 days.

Mr. Bradshaw advised Mr. Caudle to contact ClearChannel for options available for advertising in the bag claim or other areas in the airport.

Ben Early addressed the Commission and advised that he had become an independent cab driver on January 1. He stated that City Cab does not keep cabs here; therefore, they are not getting the business. Mr. Early said that he does not feel the Ground Transportation Rules and Regulations are being followed.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – FEBRUARY 2017

The Roanoke Regional Airport Commission Air Service Update for February 2017, was before the body.

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

Mr. Boettcher reviewed recent and upcoming changes in air service. American has added the second LGA flight and is also making some equipment changes and timing changes. AA will also be adding back the late CLT to ROA flight. United will be adding a second flight to Dulles the first week of April. He continues to talk to United about possible Denver and/or Newark service.

Mr. Boettcher advised that he is putting together a package to present to JetBlue for Boston service.

Year over year, passenger numbers are up 5%.

MONTHLY FINANCIAL REPORT

The monthly financial report for January 2017, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

SOLE SOURCE CONTRACT WITH APPALACHIAN POWER COMPANY FOR ELECTRIC SERVICE

A report from the Commission Treasurer recommending the Commission make the determination that Appalachian Power Company is the only source practicably available to provide electric service to the Commission and authorize a four year contract for such service, was before the body.

(Report on file in Commission Office.)

Mr. Gust made a motion to adopt a Resolution determining that Appalachian Power Company is the only source practicably available to provide electric service to the Commission and authorizing a four year contract for such service. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 01-0221 17 on file in Airport Commission Office.)

FY 2018 CAPITAL IMPROVEMENT PROGRAM

A report from the Director of Planning and Engineering recommending the Commission adopt a Proposed Capital Improvement Program for 2018 and authorize the submittal of the projects to the City and County for their approval at the appropriate time, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution approving the Proposed Capital Improvement Program for fiscal year 2017-2018. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Dooley, Gust, Lawrence and Minnix.....4.

NAYS: None.....0.

(Resolution No. 02-0221 17 on file in Airport Commission Office.)

AUTHORIZE THE SECOND ONE-YEAR EXTENSION OF TERM CONTRACT NO. 5987 WITH SKANSKA USA BUILDING, INC.

A report from the Director of Planning and Engineering recommending the Commission authorize the second one-year extension of Term Contract No. 5987 with Skanska USA Building, Inc. for Professional Engineering Construction Project Management Services Relating to Multiple Projects, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing the second one year extension of Term Contract No. 5987 with Skanska USA Building, Inc. for Professional Engineering Construction/Project Management Projects relating to Multiple Projects. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 03-0221 17 on file in Airport Commission Office.)

APPROVING AN APPLICATION BY KANE AVIATION, LLC TO DO BUSINESS AT THE AIRPORT AS A SPECIALIZED FIXED BASE OPERATOR PROVIDING PART 61 FLIGHT INSTRUCTION

A report from the Executive Director recommending the Commission approve the application of Kane Aviation, LLC to do business as a specialized fixed base operator at the Airport providing Part 61 Flight Instruction and authorizing the Executive Director to execute an appropriate amendment to the current operation agreement and permit with Kane, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution approving the application of Kane Aviation, LLC to do business at the Airport as a specialized fixed base operator providing Part 61 Flight Instruction. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.
NAYS: None.....0.

(Resolution No. 04-0221 17 on file in Airport Commission Office.)

COMMENTS BY EXECUTIVE DIRECTOR

Mr. Bradshaw expressed his thanks to the maintenance staff and the contractor who did the work on the recent power shutdown with temporary backup power.

The Executive Director reminded the Commission that the March meeting will be held in Blacksburg and is on the 28th beginning at 12:30 p.m. There will be a work session immediately following the regular meeting.

Mr. Bradshaw introduced David Jeavons, Assistant Director of Finance, who briefed the Commission members on the current Key Performance indicators (KPI) of the Airport.

COMMISSION MEMBER COMMENTS

Mr. Minnix asked for a status on the Airport tunnel and VDOT. Diana Lewis replied that the Airport Commission will continue to do tunnel inspections every two years and monitor it on a regular basis. We do maintain the lighting in the tunnel.

The tunnel will be mentioned when Mr. Bradshaw meets with the City and County in April.

There being no further business, the Chairman adjourned the meeting at 9:32 a.m.

Read and approved at the March 28, 2017 meeting of the Roanoke Regional Airport Commission.

ATTEST:

Cathy A. Bowman
Secretary