

ROANOKE REGIONAL AIRPORT COMMISSION
January 21, 2020
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, January 21, 2020, 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 December 17, 2019, 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 November 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; an employee health fair; airfield painting; a Carillon Lifeguard Helicopter training exercise for the public safety department; CPR/AED training for public safety; live training with the Virginia Department of Fire Protection; retirement lunch for Fuz Craft; picture of Veterans taken in front of the Volvo truck; a tour for a third grade class from Highland Park; employee Christmas event; snow crew training; and emergency repair for runway 24.

AIRPORT BUSINESSES

Mike Shaver with Signature Flight, John Beard and Danny Kane with Star Flight were present.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – JANUARY 2020

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

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

MONTHLY FINANCIAL REPORT

The monthly financial report for six months ended December 2019, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

FY 2021 CAPITAL IMPROVEMENT PROGRAM

A report from the Director of Finance and Administration recommending the Commission adopt a Proposed Capital Improvement Program for 2021 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. Gust made a motion to adopt a Resolution approving the Proposed Capital Improvement Program for fiscal year 2021. The motion was seconded by Ms. Lawrence and adopted by the following vote:

- AYES: Commission members Bishop, Gust, Lawrence, Powers and Clements.....5.
- NAYS: None.....0.

(Resolution No. 01-012120 on file in Airport Commission Office.)

(Report 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 and will include a retreat. Location for the retreat has not yet been determined. Mr. Bradshaw will be attending a meeting in Richmond next week to meet with the Virginia Aviation Board, the Virginia Airport Operators Council and state legislators. Mr. Bradshaw advised that the first public meeting for the Master Plan update is being scheduled for February 25th. That meeting will be in Roanoke with another to be scheduled at a later date in the New River Valley.

Mr. Bradshaw introduced new Commission employees: Dani Poe – Business Manager in the Finance Department; William Hoyt – Public Safety Officer; and David Ingram and Zachary Madison both with the Maintenance Department. He also announced the retirement of Marilyn Custer, the Terminal Manager.

CLOSED SESSION

A request from the Executive Director that the Commission convene in a closed meeting to discuss a long-term contract, where, if made public initially in an open meeting, the bargaining position or strategy of the Commission would be adversely affected, pursuant to section 2.1-3711.A.(29), Code of Virginia (1950), as amended, was before the body.

Mr. Gust made a motion that the Commission convene in a closed meeting to discuss a long-term contract, where, if made public initially in an open meeting, the bargaining position or strategy of the Commission would be adversely affected, pursuant to Section 2.1-3711.A.(29), Code of Virginia (1950). The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

At this time the Commission convened in a Closed Session – 9:27 a.m.

The Commission reconvened at 10:00 a.m.

Dr. Clements 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 Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

Sam Darby, General Counsel, advised the Commission that the City of Salem was finally ready to join the Commission but that Roanoke County is wanting more time to think about that option.

There being no further business to come before the Commission, Dr. Clements adjourned the meeting at 10:13 a.m.

ATTEST:

Cathy S. Bowman
Secretary