

ROANOKE REGIONAL AIRPORT COMMISSION

July 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, July 21, 2020, at 8:30 a.m. Dr. Clements, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop, Robert Fralin (joined the meeting at 8:45 a.m.*), Dale Guidry, William Gust, Cynthia Lawrence, Gary Powers, and Randy Clements.....7.

ABSENT: None.....0.

*Robert Fralin joined the meeting at 8:45 a.m. remotely from Litchfield Beach, South Carolina, with prior notification to the Commission Secretary of his being out of town on the meeting date, as allowed, pursuant to Resolution No. 042120, adopted by the Airport Commission on April 21, 2020.

Dr. Clements welcomed the two new members to the Commission: Dale Guidry, appointed by the City of Salem and Robert Fralin, appointed by the City of Roanoke.

RECOGNITION OF AIRPORT COMMISSION EMPLOYEES

On behalf of the Commission, Dr. Clements, with the assistance of Mr. Bradshaw, recognized and expressed thanks to the following employees for their service to the Commission:

Brian Brown, Randy Dudley, Matthew Humphreys, David Jeavons, Alaina Ruble and Kenneth Tate were each recognized for five years of service with the Commission. Tim Bradshaw, Executive Director, was also recognized for his five years of service with the Commission.

Tim Wortman was recognized for ten years of service with the Commission.

These employees were also invited to lunch at Billy's Restaurant as part of their recognition.

MINUTES

The minutes of the regular monthly meeting held on May 19, 2020, were before the body.

Mr. Powers 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 REPORTS

The Air Traffic Reports for March, April and May 2020, were before the body.

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

AIRPORT BUSINESSES

Cathy Carroll and Jim Hopkins with Signature Flight were present. Ms. Carroll updated the Commission of the efforts of Signature's recovery process with the COVID pandemic. Mr. Hopkins advised the Commission that the proposal submitted to the Commission earlier regarding its future services at Roanoke was not changed since the pandemic.

*Mr. Fralin joined the meeting at this time – 8:45 a.m.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – JULY 2020

The Roanoke Regional Airport Commission Air Service Update for July 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 the eleven months ending May 31, 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.

PURCHASE OF ONE (1) ALL-WHEEL DRIVE SNOW PLOW TRUCK FROM QUALITY TRUCK CENTER

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to execute a purchase order with Quality Truck Care Center for the purchase of one (1) all-wheel drive snow plow truck in the amount of \$213,145.00, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution awarding a contract to Quality Truck Care Center for the purchase of one all-wheel drive snow plow truck. The motion was seconded by Mr. Gust and adopted by the following vote:

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

(Resolution No. 11-072120 on file in Airport Commission Office.)

AUTHORIZING FAA AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT 3-51-0045-PENDING TO REHABILITATE AIRFIELD SIGNAGE AND LIGHTING

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to complete, file and execute all grant and related documents necessary to apply for and accept AIP Grant No. 3-51-0045-Pending from the United States of America for the Rehabilitate Airfield Signage and Lighting Project in the amount of \$3,990,070.00, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing FAA Airport Improvement Program (AIP) Grant #3-51-0045-Pending for the Rehabilitate Airfield Signage and Lighting Project. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

(Resolution No. 12-072120 on file in Airport Commission Office.)

AWARD OF CONTRACT TO AUSTIN ELECTRICAL CONSTRUCTION, INC. FOR AIRFIELD SIGNAGE AND LIGHTING REHABILITATION – AIP NO. 3-51-0045-PENDING

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a contract with Austin Electrical Construction, Inc. in an amount not to exceed \$3,230,070.00 for the labor and materials necessary for Phase 2 of the Rehabilitate Airfield Signage and Lighting project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing a certain contract with Austin Electrical Construction, Inc. for Airfield Signage and Lighting Rehabilitation Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

(Resolution No. 13-072120 on file in Airport Commission Office.)

AUTHORIZING THE APPLICATION, ACCEPTANCE AND ALLOCATION OF STATE AVIATION AND AIRPORT PROMOTION AND STATE AVIATION ENTITLEMENT FUNDS FOR FISCAL YEAR 2021

A report from the Executive Director recommending the Commission authorize the Executive Director to request and accept funds from, to commit matching funds, and to execute a grant agreement or agreements, including the State's master grant assurances, and/or other documents and/or any amendments thereto with the Commonwealth of Virginia for: Fiscal Year 2021 Aviation and Airport Promotion Funds in the approximate amount of \$35,000.00; and State Aviation Entitlement Funds in an amount to be determined by the State, was before the body.

(Report on file in Airport Commission Office.)

Dr. Bishop made a motion to adopt a Resolution authorizing the application, acceptance and allocation of State Aviation and Airport Promotion and State Entitlement Funds for Fiscal Year 2021. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

(Resolution No. 14-072120 on file in Airport Commission Office.)

AUTHORIZING COMPETITIVE NEGOTIATION FOR DESIGN AND BUILD SERVICES FOR AN AIRCRAFT STORAGE HANGAR

A report from the Executive Director recommending the Commission adopt a Resolution making a written determination that competitive sealed bidding for the design and construction of a new aircraft hangar storage facility is not practicable and is not fiscally advantageous to the public or in the best interest of the Commission and to authorize the Executive Director to begin the process of procuring such services through the competitive negotiation procurement process, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution adopting design-build procedures and approving the use of a design-build contract and competitive negotiation in lieu of competitive sealed bidding for the construction of aircraft storage hangars. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

(Resolution No. 15-072120 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw introduced the Commission's newest employee: Lorrie Graybeal – Human Resources Manager.

Mr. Bradshaw advised the Commission that the Sky Warrior program is continuing in its present form and that it would be introduced to the public soon.

Mr. Bradshaw reminded the Commission that the FBO contract with Signature Flight will expire in November 2021. An informal request for information was initiated and three companies responded. A recommendation on the FBO contract will be presented to the Commission at its September meeting.

The Master Plan Update is ongoing and participants are being reminded that the update is not an air service plan. There should be two upcoming public workshops in mid to late August – one in the New River Valley and one in Roanoke. Mr. Bradshaw made a brief presentation on the Master Plan efforts to date.

Mr. Bradshaw stated that Building 51 should be ready within the next 30 to 60 days for the Veterans Administration to move in to operate a claims center.

COMMISSION MEMBER COMMENTS

Mr. Powers asked about the status of the Montgomery County Executive Airport. Mr. Bradshaw stated that discussions with representatives have ended for the time being.

Ms. Lawrence suggested that a second meeting be held to continue with the road/rail/air discussions and opportunities to incentivize traffic. She suggested that the same group that met last year be reconvened before end of September – possibly virtual - to continue discussions.

ANNUAL ELECTION OF OFFICERS

Dr. Clements opened the floor for nominations for the annual election of officers. Mr. Gust made a motion that the following slate of officers be nominated:

Chair	Mr. Powers
Vice Chair	Dr. Bishop
Treasurer	Mr. Jeavons
Secretary	Ms. Bowman
Acting Secretary	Ms. Wilkins-Huffman

There was a second to the motion for the nomination of the officers. There were no other nominations.

Mr. Gust made a motion that the nominations be closed. The motion was seconded by Ms. Lawrence and unanimously approved.

The roll call for the slate of officers was as follows:

Dr. Bishop	Slate
Dr. Clements	Slate
Ms. Lawrence	Slate
Mr. Powers	Slate
Mr. Gust	Slate

There being no further business to come before the Commission, Dr. Clements turned the gavel over to Mr. Powers who adjourned the meeting at 9:56 a.m.

ATTEST:

Acting Secretary