

ROANOKE REGIONAL AIRPORT COMMISSION
June 20, 2017
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, June 20, 2017, at 8:30 a.m. John E. Dooley, Chairman, presided.

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

ABSENT: Commission member William Gust.....1.

Dr. Dooley welcomed the Airport Ambassadors to the meeting.

RECOGNITION OF AIRPORT AMBASSADORS

On behalf of the Commission, Dr. Dooley, with the assistance of Mr. Bradshaw, recognized the following Airport Ambassadors present at the meeting for their service during 2016/2017:

Ann Andrews, Bob Ellis, Anne Frazier, Buck Goforth, Ray Lawson, Gloria Gillespie, Julie English, Shayne Dwyer and Fred Anderson. Mr. Bradshaw stated that our Airport Ambassadors provided almost 1900 hours of volunteer time during 2016/2017. Each Ambassador received or will receive a gift card to Carabba's/Outback Steakhouse Restaurant.

The members of the Commission and Mr. Bradshaw expressed their sincere thanks and gratitude to all the Airport Ambassadors for all the time they devote to the Airport and its patrons.

MINUTES

The minutes of the regular monthly meeting held on May 16, 2017, were before the body.

Mr. Minnix made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Dr. Clements and unanimously approved.

ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – APRIL 2017

The Roanoke Regional Airport Commission Air Traffic Report for April 2017, was before the body.

Mr. Minnix made a motion that the Air Traffic Report be received and filed. The motion was seconded by Dr. Clements and unanimously approved.

VIDEO MONTH IN REVIEW

This month's Video Month In Review was narrated by Amanda DeHaven and included clips of a visiting F18 Hornet; ramp rehabilitation work; taxiway line painting; and a new initiative of displays of artwork by local artists. The displays will change each quarter.

AIR SERVICE UPDATE

The June 2017 Air Traffic Report was before the body.

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

Brad Boettcher advised the Commission that he and the Executive Director recently attended the annual ACI Jumpstart Conference and met with United, Delta, Southwest, OneJet, Southern Airways Express, JetBlue and Allegiant. Delta is still considering Detroit service; United will change Chicago service from a 50 passenger RJ to a 76 passenger RJ in a couple months and indicated that Newark service was a probability in the next 12 to 18 months. We are still on the radar for Southwest – maybe two to three years out. We continue to ask Allegiant to offer Fort Lauderdale service.

MONTHLY FINANCIAL REPORT

The monthly financial report for May 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.

ADOPTING A COMPENDIUM OF FEES AND CHARGES FOR FY 18

A report from the Director of Finance and Administration recommending the Commission adopt a Compendium of Fees and Charges for Fiscal Year 2017-2018, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution establishing and adopting a Compendium of Fees and Charges for Fiscal Year 2017-2018. The motion was seconded by Dr. Clements and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 11-062017 on file in Airport Commission Office.)

AUTHORIZING A LEASE BETWEEN ROANOKE REGIONAL AIRPORT COMMISSION AND UNION BANK AND TRUST FOR A FIVE YEAR LEASE TERM FOR AUTOMATIC TELLER BANKING SERVICES

A report from the Director of Finance and Administration recommending the Commission authorize a lease with Union Bank & Trust for space in the terminal building for an automated teller machine, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution authorizing a lease with Union Bank & Trust for space in the terminal building for an automated teller machine. The motion was seconded by Mr. Minnix and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 12-062017 on file in Airport Commission Office.)

AUTHORIZING FAA AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT(S) 3-51-0045-05-PENDING FOR THE WALKWAY CANOPY, SEALCOAT FOR RUNWAYS 6-24 AND 16-34, DESIGN OF THE GENERAL AVIATION (GA) RAMP REHABILITATION PROJECTS AND THE REPLACEMENT OF SNOW PLOW VEHICLE 15

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(s) No. 3-51-0045-05-Pending from the United States of America, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a resolution authorizing FAA Airport Improvement Program (AIP) Grant(s) No. 3-51-0045-05 (Pending) for the Walkway Canopy, Sealcoat for Runways 6-24 and 16-34, Design of General Aviation (GA) Ramp Rehabilitation Projects, and the Replacement of Snow Plow Vehicle 15. The motion was seconded by Dr. Clements and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 13-062017 on file in Airport Commission Office.)

**AWARD OF CONTRACT FOR THE WALKWAY CANOPY PROJECT TO LIONBERGER CONSTRUCTION COMPANY, INC.,
FAA AIP NO. 03-51-0045-PENDING**

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a contract with Lionberger Construction Company, Inc. in an amount not to exceed \$1,982,000.00 for the labor and materials necessary for the Walkway Canopy Project, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution awarding a contract to Lionberger Construction Company, Inc. for construction of the Walkway Canopy Project (FAA AIP No. 03-51-0045-Pending). The motion was seconded by Mr. Minnix and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 14-062017 on file in Airport Commission Office.)

**AWARD OF CONTRACT TO WAUSAU EQUIPMENT COMPANY, INC. FOR PURCHASE OF ONE AIRFIELD SNOW REMOVAL
CARRIER VEHICLE WITH SPREADER AND 22 FOOT PLOW: FAA 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 Wausau Equipment Company for the purchase of one Western Star 4900SB 4X4 Chassis with a Bonnell BV-1150 Stainless Spreader and a Wausau BMP2250HV 22 foot plow in an amount of \$323,590.00, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a resolution awarding a contract to Wausau Equipment Company, Inc. for purchase of one airfield snow removal carrier vehicle with spreader and 22 foot plow (FAA AIP 3-51-0045-05-Pending). The motion was seconded by Dr. Clements and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 15-062017 on file in Airport Commission Office.)

**AUTHORIZE AMENDMENT NO. 17 TO CONTRACT NO. 5986 AIRPORT ENGINEERING SERVICES WITH DELTA AIRPORT
CONSULTANTS, INC. TO PROVIDE CONSTRUCTION ADMINISTRATION AND RESIDENT PROJECT REPRESENTATIVE
SERVICES FOR THE SEALCOAT RUNWAYS 6-24 AND 16-34 PROJECT. FAA AIP NO. 3-51-0045-51 PENDING**

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute Amendment No. 17 to Contract No. 5986 for Professional Airport Engineering Services related to construction projects with Delta Airport Consultants in an amount not to exceed \$126,468.00 to provide construction administration services and resident project representative services for the Sealcoat Runways 6-24 and 16-34 Project, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution authorizing Amendment No. 17 to Contract 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services to provide Construction Administration and Resident Project Representative Services for the Sealcoat Runways 6-24 and 16-34 Project. The motion was seconded by Mr. Minnix and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 16-062017 on file in Airport Commission Office.)

AUTHORIZING A LEASE OF BUILDING #5 TO SASSARD CONSTRUCTION COMPANY, INC. T/A AIR FREIGHT FORWARDERS

A report from the Executive Director recommending the Commission authorize the Executive Director to award and execute a lease with Sassard Construction Company, Inc., t/a Air Freight Forwarders, for a term of three years commencing July 1, 2017 and terminating June 30, 2020, with two additional one year options for renewal, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution authorizing a lease of Building No. 5 to Sassard Construction Company, trading as Air Freight Forwarders. The motion was seconded by Mr. Minnix and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 17-062017 on file in Airport Commission Office.)

COMMENTS BY EXECUTIVE DIRECTOR

Mr. Bradshaw advised that the annual Virginia Aviation Conference is being held at Hotel Roanoke August 16-18, 2017. The Airport will be hosting a reception the evening of Thursday, August 17, at Center in the Square. He invited the Commission members to attend all or part of the conference.

Mr. Bradshaw reminded the Commission members the next meeting would include election of officers and recognition of long term Commission employees.

Jay Ball, Director of Facilities and Grounds introduced two new employees – Jason Halm and Lynn Jefferies.

Ben Cook, Director of Public Safety, introduced a new Public Safety Department employee – Randy Brookshire.

There being no further business to come before the Commission, the meeting was adjourned at 9:42 a.m.

Read and approved at the August 15, 2017 meeting of the Roanoke Regional Airport Commission.

ATTEST:

Cathy A. Bowman
Secretary