

ROANOKE REGIONAL AIRPORT COMMISSION
March 23, 2021
8:30 a.m.

The Roanoke Regional Airport Commission met in the main dining room of the Shenandoah Club, Roanoke, Virginia on Tuesday, March 23, 2021, at 8:30 a.m. Mr. Powers, Chair, presided.

This meeting was made available to the public via Facebook Live – <https://www.facebook.com/flyROA/live/>

PRESENT: Commission members Nathaniel L. Bishop*, Randy Clements, Robert Fralin – arrived at 8:41 a.m., Dale Guidry, William Gust, Cynthia Lawrence, and Gary Powers.....7.

ABSENT: None.....0.

*Dr. Bishop conference in via phone until his arrival at 9:07 a.m.

MINUTES

The minutes of the regular monthly meeting held on February 16, 2021 and the special committee meeting held on February 12, 2021, 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 January 2021, 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.

HEARINGS OF CITIZENS UPON AIRPORT MATTERS

Troy Larimer and Bennett Early with the B Early Cab Company addressed the Commission via Zoom and expressed their disagreement with action taken by the Commission at its February meeting on new fee structures for taxi cabs.

Mr. Jeavons advised that staff was currently re-evaluating the ground transportation permit and fee structure. Staff will present an updated permit and fee structure at a future Commission meeting.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – MARCH 2021

The Roanoke Regional Airport Commission Air Service Update for March 2021 was before the body.

Mr. Boettcher advised that he would be attending an Airport Roundtable meeting at which he and the Commission's air service consultant will be meeting with several airlines. He stated that Nico Mirman with Ailevon Pacific would be at the April Commission meeting with an update.

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

MONTHLY FINANCIAL REPORT

The monthly financial report for the seven months ending February 28, 2021, was before the body.

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

AUTHORIZE AWARD OF CONTRACT TO W.C. ENGLISH, INCORPORATED FOR THE LONG AND SHORT TERM PARKING LOT REHABILITATION PROJECT

A report from the Interim Executive Director recommending the Commission authorize the Interim Executive Director to execute a contract with W. C. English, Incorporated for the labor and materials necessary for the Long Term and Short Term Parking Lot Rehabilitation in an amount not to exceed Five million eight hundred sixty-four thousand five hundred twenty-three dollars and sixty cents (\$5,864,523.60), was before the body.

(Report on file in Airport Commission Office.)

Mr. Fralin made a motion that the Commission adopt a Resolution authorizing a contract with W. C. English, Incorporated for the Long and Short Term Parking Lot Rehabilitation Project. The motion was seconded by Ms. Lawrence.

Barry Collier with Thompson & Litton presented the proposed plan for the Long and Short Term Parking Lot Rehabilitation Project. After discussion among Commission members and Airport staff, it was determined that other options for the long and short term parking lot rehabilitation project need to be considered and studied. The consultant, Thompson & Litton, will be pursue other options and designs for this project and report back to the Commission at a later date with those options. Sue Winslow, an airport engineering consultant, participating via Zoom, advised that she would be reviewing the Airport's 2016 Master Plan for any parking lot recommendations.

Mr. Gust made a motion to table any further discussion regarding the parking lot project and requested alternatives for the project be designed and presented to the Commission at a future meeting. Mr. Guidry seconded the motion and it was adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence and Powers...7.

NAYS: None.....0.

(Resolution not adopted.)

ADOPTION OF THE FISCAL YEAR 2021-2022 BUDGET AND AUTHORIZATION TO PICK UP THE EMPLOYEE'S MANDATORY CONTRIBUTIONS

A report from the Director of Finance and Administration recommending approval and adoption of the Commission's Operating Budget for Fiscal Year 2021-2022 and recommending the authorization to pick up the Employee's Mandatory Contributions Under § 414(h) of the Internal Revenue Code, was before the body.

(Report on file in Airport Commission Office.)

Dr. Clements made a motion to adopt a Resolution approving and adopting the Commission's Operating Budget for Fiscal Year 2021-2022. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

(Resolution No.10-032321 on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution for authorization to pick-up the employee's mandatory contributions under § 414(h) of the Internal Revenue Code. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

(Resolution No.11-032321 on file in Airport Commission Office.)

AUTHORIZING PROCUREMENT OF HEALTH INSURANCE THROUGH THE LOCAL CHOICE (TLC) FOR FISCAL YEAR 2022 WITH ANTHEM BLUE CROSS BLUE SHIELD OF VIRGINIA

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to execute necessary documentation to procure employee health/dental insurance from TLC for the period July 2021 through June 2022, was before the body.

(Report on file in Airport Commission Office.)

Dr. Bishop made a motion to adopt a Resolution authorizing the procurement of employee health insurance coverage for Commission employees through The Local Choice for a period from July 1, 2021 through June 30, 2022. The motion was seconded by Dr. Clements and adopted by the following vote:

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

(Resolution No. 12-032321 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Mr. Gust suggested that staff place high priority on the FBO RFP process.

Ms. Lawrence advised that the Commission's consultant, Korn Ferry, will be in town later this week to meet with various stakeholders.

ELECTION OF OFFICER

Due to the resignation of Cathy Bowman, Commission Secretary, it is necessary to elect a new Commission Secretary.

Ms. Lawrence made a motion to nominate Dani Poe as the Commission Secretary. The motion was seconded by Mr. Fralin and adopted by the following vote:

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

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

ATTEST:

Secretary