

ROANOKE REGIONAL AIRPORT COMMISSION

May 18, 2021

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, May 18, 2021, at 8:30 a.m. Mr. Powers, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop, Robert Fralin, Dale Guidry, William Gust, Cynthia Lawrence, and Gary Powers.....6.

ABSENT: Commission Member Randy Clements.....1.

MINUTES

The minutes of the regular monthly meeting held on April 20, 2021 and Search Committee Meeting minutes for April 20, 2021, May 4, 2021, May 5, 2021 and May 7, 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 March 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.

AIRPORT BUSINESSES

Mr. Mancuso from Signature Flight Support spoke regarding the recent shutdown of the Colonial Pipeline and efforts Signature Flight Support has taken to prevent any disruption in fuel availability.

MONTHLY FINANCIAL REPORT

The monthly financial report for the ten months ended April 2021, 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.

AUTHORIZING A CONTRACT WITH USI INSURANCE SERVICES, LLC FOR INSURANCE BROKER SERVICES

A report from the Interim Executive Director with regard to authorizing a contract with USI Insurance Services, LLC for insurance broker services, including procurement of insurance was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing a contract with USI Insurance Services, LLC for insurance brokerage service, including the procurement of insurance. The motion was seconded by Mr. Gust.

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence and Powers.....6.

NAYS: None.....0.

(Resolution No. 16-051821 on files in Airport Commission Office.)

AWARDING A CONTRACT TO MB COMPANIES INC. FOR THE PURCHASE OF ONE MB4 CHASSIS AND SNOW BLOWER

A report from the Director of Facilities and Grounds with regards to awarding a contract to MB Companies Inc. for the purchase of one MB4 Chassis and Snow Blower was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution approving contract to purchase one MB4 Snow Blower and Chassis from MB Companies Inc. The motion was seconded Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence and Powers.....6.

NAYS: None.....0.

(Resolution No. 17-051821 on file in Airport Commission Office.)

A PRESENTATION TO INCLUDE DESIGN OPTIONS FOR THE PARKING LOT REDESIGN

A presentation by Sue Winslow, Tela Vuota, PPLC, and Barry Collier, Thompson & Litton which included three redesign options for the long and short term parking lot redesign.

Three options were presented to the body, option number one was the recommended design. There was brief discussion regarding parking slot sizing, accommodations for electric vehicles, and extension of the canopy.

Next steps include defining the scope of the project and bringing back to share with the Commission.

COMMENTS BY INTERIM EXECUTIVE DIRECTOR

Mr. Jeavons provided an update on the Airfield Signage and Lighting Project.

Mr. Jeavons updated the Commission regarding the recent increase in enplanements.

Mr. Jeavons thanked Mike Mancuso for his assistance during the Colonial Pipeline closure.

Mr. Jeavons gave an update on the FBO RFP, it should be listed publicly next week.

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Mr. Gust asked for an update regarding ROA participation in welcoming Iron Man participants. Mr. Boettcher will provide an update to Mr. Powers upon his return from travel.

Mr Jeavons made a motion to convene in a closed meeting to discuss the purchase of real property where discussion in an open meeting would adversely affect the negotiating strategy of the Commission, pursuant to Section 2.1-3711 A.(3), Code of Virginia as amended. The motions was seconded by Mr. Guidry and adopted by the following vote:

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence and Powers.....6.

NAYS: None.....0.

Mr Fralin made a motion for a closed meeting for the discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected pursuant to Virginia Code Section 2.2-3711 A 6. The motion was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence and Powers.....6.

NAYS: None.....0.

Ms. Lawrence made a motion for a closed meeting for the purpose of interviews, discussion, and consideration of prospective candidates for employment, being candidates for the position of Executive Director, pursuant to section 2.2-3711 A(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Guidry and adopted by the following vote:

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence and Powers.....6.

NAYS: None.....0.

The Commission convened in Closed Meetings at 9:35 a.m.

The Commission reconvened at 10:34 a.m.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 10:37 a.m.

ATTEST:

Secretary

**ROANOKE REGIONAL AIRPORT COMMISSION
SPECIAL MEETING
May 24, 2021
1:00 p.m.**

The Roanoke Regional Airport Commission met virtually on Monday May 24, 2021, at 1:00 p.m. Mr. Gary Powers, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop (His Office, joined the meeting while in closed session), Randy Clements (His Office, joined the meeting while in closed session), Robert Fralin (His Office), Dale Guidry (His Office), William Gust (Home Office, joined the meeting while in closed session), Cynthia Lawrence (Home Office), and Gary Powers (Home)7.

ABSENT: None.....0.

Mr. Powers stated the purpose of the special meeting was to conduct a closed meeting for interviews, discussion, and consideration of prospective candidates for employment for the position of Executive Director. He advised that no official action was expected to be taken after the Commission reconvenes from its closed meeting.

Mr. Guidry made motion to convene in a closed meeting for the purposes of interview, discussion, and consideration of prospective candidates for employment, being candidates for the position of Executive Director, pursuant to section 2.2-3711.A.(1), Code of Virginia (1950), as amended. The motion was seconded by Ms. Lawrence and adopted by the following vote.

AYES: Commission members Fralin, Guidry, Lawrence, and Powers4.

NAYS: None.....0.

The Commission convened in the closed meeting at 1:04 p.m.


The Commission reconvened at 4:36 pm.

Ms. Lawrence made a motion that with respect to any 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 any motion by which any closed meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Guidry and adopted by the following vote:

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

NAYS: None.....0.

The meeting was adjourned by Mr. Powers at 4:39 pm.

ATTEST:

Secretary

**ROANOKE REGIONAL AIRPORT COMMISSION
SPECIAL MEETING
May 25, 2021
4:00 p.m.**

The Roanoke Regional Airport Commission met virtually on Tuesday May 25, 2021, at 4:00 p.m. Mr. Gary Powers, Chair, presided.

PRESENT: Commission members Nathaniel L. Bishop (His Office), Randy Clements (His Office), Robert Fralin (His Office), Dale Guidry (His Office), William Gust (Home), Cynthia Lawrence (Home Office), and Gary Powers (Home).....7.

ABSENT: None.....0.

Mr. Powers stated the purpose of the special meeting was to conduct a closed meeting for interviews, discussion, and consideration of prospective candidates for employment for the position of Executive Director. He advised that no official action was expected to be taken after the Commission reconvenes from its closed meeting.

Mr. Guidry made motion to convene in a closed meeting for the purposes of interview, discussion, and consideration of prospective candidates for employment, being candidates for the position of Executive Director, pursuant to section 2.2-3711.A.(1), Code of Virginia (1950), as amended.

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence, and Powers7.

NAYS: None.....0.

The Commission convened in the closed meeting at 4:05 p.m.

The Commission reconvened at 5:59 pm.

Ms. Lawrence made a motion that with respect to any 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 any motion by which any closed meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Guidry and adopted by the following vote:

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

NAYS: None.....0.

The meeting was adjourned by Mr. Powers at 6:01 pm.

ATTEST:



Acting Secretary