

ROANOKE REGIONAL AIRPORT COMMISSION
May 19, 2020
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, May 19, 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 April 21, 2020, 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 REPORTS

The Air Traffic Report for March 2020, 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. Bradshaw advised that the flight school has closed due to the pandemic. The airport will be losing a very long-term business at the end of May. Roanoke Airport Transportation is closing.

Dr. Clements suggested that our customers flying out be allowed to park in the short term parking lot at the long term parking rates until our passenger numbers begin moving in an upward direction.

AIR SERVICE UPDATE

The monthly air service update was before the body.

(Report on file in Airport Commission Office.)

Mr. Powers made a motion to receive and file the air service update. The motion was seconded by Dr. Bishop and unanimously approved.

MONTHLY FINANCIAL REPORT

The monthly financial report for ten months ended April 30, 2020, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

AUTHORIZING THE EXECUTIVE DIRECTOR TO COMPLETE, FILE AND EXECUTE THE CARES ACT GRANT 3-51-0045-PENDING FOR OPERATING EXPENSES

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to complete, file and execute all grant and related documents necessary to apply for and accept Grant No. 3-51-0045-Pending from the United States of America, including the commitment of matching funds, for the reimbursement of operating expenses related to the COVID-19 pandemic during the period from January 21, 2020 through June 30, 2021, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing CARES Act Grant No. 3-51-0045-Pending for Airport Operating Expenses related to the COVID-19 pandemic. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

(Resolution No. 09-051920 on file in Airport Commission Office.)

APPOINTMENT OF MEMBERS TO THE ROANOKE VALLEY TRANSPORTATION PLANNING ORGANIZATION POLICY BOARD (RVTPO) AND THE TRANSPORTATION TECHNICAL COMMITTEE (TTC)

A report from the Executive Director recommending the Commission appoint one member and one alternate to serve on the Roanoke Valley Transportation Planning Organization Policy Board (RVTPO) and the Transportation Technical Committee (TTC), being the Director of Planning and Engineering as member and the Executive Director as alternate, was before the body.

(Report on file in Airport Commission Office.)

Dr. Bishop made a motion to adopt a Resolution appointing the Commission's member representative and alternate to the Roanoke Valley Transportation Planning Organization Policy Board and the Transportation Technical Committee. 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. 10-051920 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw advised that the next public meeting for the Master Plan Advisory Committee is planned for June 18th at Hotel Roanoke. The third meeting will be held in the New

River Valley.

Mr. Osborne provided an update on the Master Plan. He advised that the Master Plan forecast had been approved before the COVID-19 pandemic and that no major projects being recommended will be undertaken until our passenger numbers rebound.

COMMISSION MEMBER COMMENTS

Dr. Clements asked for an update on Salem joining the Airport Commission.

Mr. Darby advised that the City of Roanoke is supposed to have the amended Contract on its June 1st Council Agenda and that it will be included on the City of Salem's May 26th Council Agenda.

There was discussion regarding allowing both Signature Flight and Atlantic Aviation to amend the proposals each submitted due to the COVID-19 pandemic. Both companies will be given the opportunity to revise their proposals.

There being no further business to come before the Commission, Dr. Clements adjourned the meeting at 9:25 a.m.

ATTEST:


Secretary