



ROANOKE REGIONAL AIRPORT COMMISSION

June 20, 2023, 8:30 a.m.

Commission Meeting Minutes

The Roanoke Regional Airport Commission convened in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, June 20, 2023, at 8:30 a.m. Chairman Dr. Bishop presided.

PRESENT: Chairman Bishop, Vice Chairman Fralin, Dale Guidry, Gary Powers, Amanda Marko, Randy Clements.

ABSENT: Mr. Bill Gust was absent due to illness.

A quorum was present for the conduct of business.

APPROVAL OF MINUTES

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted May 16, 2023 be dispensed with and approved as presented in the agenda packet.

The motion was seconded by Mr. Guidry.
There was no further discussion of the motion.
The motion was unanimously approved by voice vote.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart reported that American Airlines was not interested in service from ROA to DFW, and that he was not optimistic for such service for this year. Mr. Stewart reported on additional efforts to secure service to other destinations with other airlines, specifically Delta, United, Allegiant, Breeze, and Silver. He also reported on attendance at the Botetourt Chamber of Commerce Annual Meeting, ROA's participation in the coalition opposing proposed changes in the "perimeter rule" for DC-Reagan National Airport. The FAA Section 139 annual inspection and recertification successfully occurred in June; Ms. Nipper, Mr. Ball and Mr. Cook's departments were especially commended for their hard work in this process.

MONTHLY FINANCIAL REPORT

Director of Finance Jeavons presented the monthly financial report for May, 2023.
Mr. Powers moved to receive and file the financial report.
The motion was seconded by Dr. Clements.
There was no further discussion of the motion.
The motion was unanimously approved by voice vote.

REPORT ON VARIOUS FEDERAL PANDEMIC-RELATED GRANTS

Director of Finance Jeavons reviewed the status of the CARES CRSSA, and ARPA grants received by ROA, noting ROA was the largest CARES grant airport recipient in Virginia after Dulles, causing some consternation among our colleague airports.

UPDATE ON PROCUREMENT ACTIONS

Procurement Manager Philpott presented a summary of various small-purchase procurement actions which did not require Commission approval: two contracts, for one year of website maintenance and for two mobile HVAC units.

UPDATE ON MASTER PLAN PUBLIC COMMENT

Public Relations Director Briehl summarized the almost universally positive public feedback from the second public meeting on the ROA Master Plan.

EMAS REPLACEMENT BLOCK PRODUCTION CONTRACT (Resolution No. 16-062023)

Procurement Manager Philpott and Planning Engineer Mr. Kotchou reported upon a contract with Runway Safe, Inc. to produce replacement blocks for the Runway 16-24 EMAS.

Mr. Fralin moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Powers.

The motion was adopted by the following roll-call vote:

AYES: Clements, Fralin Guidry, Marko, Powers and Bishop 6.

NAYS: None 0.

ELECTION OF RRAC OFFICERS FOR FY 2023-2024

Dr. Bishop asked for nominations for the office of Chair.

Mr. Powers nominated Dr. Bishop to serve a successive term as Chairman.

There were no additional nominations.

Dr. Bishop was elected Chairman by unanimous voice vote.

Dr. Bishop asked for nominations for the office of Vice Chair.

Mr. Powers nominated Mr. Fralin to serve a successive term as Vice Chairman.

There were no additional nominations.

Mr. Fralin was elected Vice Chairman by a unanimous voice vote.

Dr. Bishop asked if there was any motion to elect a Secretary or Treasurer from among the membership of the Commission. No motion was made.

Mr. Powers moved that Mr. Monday and Mr. Jeavons continue in their respective positions of Secretary and Treasurer.

Mr. Guidry seconded the motion.

The motion was unanimously approved by voice vote.

PUBLIC COMMENT

No comments were submitted in advance or delivered at the meeting.

NEW BUSINESS

No new business was discussed.

COMMENTS BY COMMISSION MEMBERS

No Commission members made any additional comments.

A quorum remained present for the conduct of business throughout the meeting.

There being no further business to come before the Commission, Chairman adjourned the meeting at 9:26 a.m..

The agenda packet for this meeting, containing staff reports as referenced above, the resolutions adopted by the Commission, is attached to and incorporated as a part of these Minutes of the Commission meeting conducted June 20, 2023.

ATTEST:



Eric H. Monday
Commission Secretary