

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**November 19, 2019**  
**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, November 19, 2019, at 8:30 a.m. Dr. Clements, Chair, presided.

**PRESENT:** Commission members Nathaniel L. Bishop, Cynthia Lawrence, Gary Powers, and Randy Clements.....4.

**ABSENT:** William Gust.....1.

**MINUTES**

The minutes of the regular monthly meeting held on September 17, 2019, were before the body.

Ms. Lawrence made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Mr. Powers and unanimously approved.

**AIR TRAFFIC REPORT**

The Air Traffic Report for September 2019, was before the body.

Ms. Lawrence made a motion to receive and file the Air Traffic Report. The motion was seconded by Mr. Powers and unanimously approved.

**CITIZENS**

Kay Strickland and Linda Hodges with the Carilion Foundation presented a PowerPoint on an event scheduled for April 18, 2020 at the airport. The event is being entitled: "A Soaring Soiree – An Evening of Aeronautical Opulence". It will be held in two general aviation hangars and will be an exclusive and exciting night to remember. The purpose of the event is to benefit the Carilion Children's Clinic.

**ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – SEPTEMBER 2019**

The Roanoke Regional Airport Commission Air Service Update for November 2019 was before the body.

Dr. Clements made a motion to receive and file the report. The motion was seconded by Dr. Bishop and unanimously approved.

**MONTHLY FINANCIAL REPORT**

The monthly financial report for three months ended September 2019, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

**AUTHORIZING A RETIREE HEALTH INSURANCE CONTRIBUTION FOR 2020**

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to arrange for payments to the City of Roanoke for the Commission's participating retirees, if any, to reduce the retiree's health insurance premium, was before the body.

(Report on file in Airport Commission Office.)

Mr. Powers made a motion to adopt a Resolution authorizing a Retiree Health Insurance Contribution for qualifying and participating Commission retirees for calendar year 2020. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers and Clements.....4.  
NAYS: None.....0.

(Resolution No. 28-111919 on file in Airport Commission Office.)

**AUTHORIZING AWARD OF CONTRACT TO AUSTIN ELECTRICAL CONSTRUCTION, INC. FOR THE TUNNEL LIGHTING UPGRADES PROJECT**

A report from the Director of Facilities and Grounds recommending the Commission award and authorize the Executive Director to execute a contract with Austin Electrical Corporation, Inc. for the Tunnel Lighting Upgrades Project in an amount of \$808,400.00, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing award of a contract to Austin Electrical Construction, Inc. for the Tunnel Lighting Upgrades Project. The motion was seconded by Mr. Powers and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers and Clements.....4.  
NAYS: None.....0.

(Resolution No. 29-111919 on file in Airport Commission Office.)

**2020 SCHEDULE OF COMMISSION MEETINGS**

A report from the Executive Director recommending the Commission adopt a schedule of 2020 Airport Commission meetings, was before the body.

(Report on file in Airport Commission Office.)

Dr. Clements made a motion to adopt a schedule of Airport Commission meetings for

2020, noting that the March meeting will be held on the fourth Tuesday rather than the third Tuesday. The motion was seconded by Ms. Lawrence and unanimously approved.

**AUTHORIZING A LEASE AGREEMENT WITH SUMMIT HELICOPTERS FOR LAND AREA FOR CONSTRUCTION OF AN AIRCRAFT HANGAR**

A report from the Executive Director with regard to authorizing the Executive Director to enter into a land lease with Summit Helicopters for the purpose of constructing an aircraft hangar within the confines of the Roanoke-Blacksburg Regional Airport, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing a lease agreement with Summit Helicopters for land area for construction of an aircraft hangar. The motion was seconded by Mr. Powers and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers and Clements.....4.  
NAYS: None.....0.

(Resolution No. 30-111919 on file in Airport Commission Office.)

**AMENDING THE GROUND TRANSPORTATION RULES AND REGULATIONS FOR ROANOKE-BLACKSBURG REGIONAL AIRPORT**

A report from the Executive Director recommending the Commission authorize certain amendments to the Ground Transportation Rules and Regulations adopted in April 2015 and amended in August 2017, specifically deletion of the entire Section 1.41 "Pre-Arranged"; deletion of the entire section 4.4 – Commercial Ground Transportation Pick-Up; and changes to Exhibit 2 – Fees for Ground Transportation – Limousines, Pre-Arranged to read: \$50.00 per month/per company, and – Taxicabs to read: \$500.00 per month/per company, with no limit on the number of vehicles, was before the body.

Ms. Lawrence made a motion to adopt a Resolution amending Resolution No. 08-042115, as amended, on August 15, 2017 by Resolution No. 20-081517, establishing rules and regulations and fees for commercial ground transportation providers and certain businesses operating at the Roanoke-Blacksburg Regional Airport. The motion was seconded by Mr. Powers.

Mr. Campbell, Mr. Larimer and Mr. Early, all with the B Early Cab Company addressed the Commission with some of their concerns on ground transportation at the airport.

After discussion among the Commission members, Ms. Lawrence made a motion to amend the original resolution to read that it is approved for a pilot period of three months, beginning December 1, 2019. The motion to amend the Resolution was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers, and Clements.....4.  
NAYS: None.....0.

(Resolution No. 31-111919 on file in Airport Commission Office.)

**CLOSED SESSION**

A request from the Executive Director that the Commission convene in a closed meeting to discuss the Commission's negotiating strategy for the Commission's FBO services contract where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.1-3711.A.(29), Code of Virginia (1950), as amended, was before the body.

Ms. Lawrence made a motion that the Commission convene in a closed meeting to discuss the Commission's negotiating strategy for the Commission's FBO services contract where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.1-3711.A.(29), Code of Virginia (1950). The motion was seconded by Dr. Bishop and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers, and Clements.....4.  
NAYS: None.....0.

(The Commission goes into Closed Meeting after regular business.)

**EXECUTIVE DIRECTOR COMMENTS**

Mr. Bradshaw advised that the CONRAC project encountered some issues with water connection but that they were being addressed with the Water Authority for a positive outcome.

Mr. Bradshaw discussed a recent video he had shared with Commission members regarding a South Bend, Indiana airport initiative. He advised that he has been working with Access to have such a program developed for Roanoke. He spoke to the First Monday group on Monday and the program was well-received. He will be meeting with a Vice President of Virginia Tech in early December to introduce it to them.

**COMMISSION MEMBER COMMENTS**

Dr. Clements advised that he had attended the First Monday meeting and saw Mr. Bradshaw's presentation. He said the program was very compelling.

Ms. Lawrence then made a motion that the Commission convene in a Closed Meeting to discuss the performance and salary of a specific Commission employee, being Executive Director, pursuant to Section 2.2-3711- (A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Powers and adopted by the following vote:

AYES: Commission members Bishop, Lawrence, Powers, and Clements.....4.  
NAYS: None.....0.

At this time the Commission convened in a Closed Session - 9:50 a.m.

The Commission reconvened at 11:10 a.m.

Ms. Lawrence made a motion that with respect to the 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 the motion by which the Closed Meetings were convened were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Dr. Clements and adopted by the following vote:

AYES: Commission members Lawrence, Powers, and Clements.....3.

NAYS: None.....0.

(Commission member Bishop left the closed meetings early – at 10:45 a.m. Statement on file in Airport Commission Office.)

Ms. Lawrence made a motion that the Executive Director receive a cost of living adjustment of 3% to his salary, effective October 14, 2019. The motion was seconded by Mr. Powers and adopted by the following vote:

AYES: Commission members Lawrence, Powers, and Clements.....3.

NAYS: None.....0.

There being no further business to come before the Commission, Dr. Clements adjourned the meeting at 11:12 a.m.

ATTEST:

  
Secretary