



**ROANOKE REGIONAL AIRPORT COMMISSION**  
**November 14, 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, November 14, 2023, at 8:35 a.m. Vice Chair Fralin presided.

**PRESENT:** Vice Chairman Fralin, Chairman Bishop (remotely), Bill Gust, Dale Guidry, Gary Powers, Amanda Marko, Randy Clements (joined at 8:36).

**ABSENT:** Mr. Guidry was absent due to a business trip.

A quorum was present for the conduct of business.

Mr. Powers moved to allow Chairman Bishop, who was en route to a funeral, to participate remotely pursuant to Commission policy and Code of Virginia § 2.2-3708(B)(4).

The motion was seconded by Mr. Gust.

There was no further discussion of the motion.

The motion was adopted by the following roll call vote:

AYES: Fralin, Gust, Powers, Clements and Marko .....	4.
NAYS: None .....	0.
NOT VOTING: Bishop .....	1.

(Dr. Bishop could not vote upon the motion to allow his own participation.)

**APPROVAL OF MINUTES**

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted October 17, 2023 as amended be dispensed with and approved.

The motion was seconded by Mr. Gust.

There was no further discussion of the motion.

The motion was unanimously approved by voice vote.

**COMMENTS BY THE EXECUTIVE DIRECTOR**

Mr. Stewart reported on preparations for winter weather season, the ROA employee chili cook off, the donation of piano available to the public to play in the terminal, and indications of strong travel bookings for the two weeks bracketing Thanksgiving. Passero is actively engaged in planning for a reconfiguration of the security checkpoint on the second floor. The FAA is reviewing a request to extend the SCASDP grant for an additional year.

**FINANCIAL REPORT**

Director of Finance presented the monthly financial report for October. Mr. Powers moved adoption of the report; Mr. Gust seconded, and the motions passed unanimously by voice vote.

**PROCUREMENT REPORT**

Procurement Manager Philpott presented a summary of the progress of the RFP for the General Aviation Fixed Base Operator, the EMAS re-installation contract, which will require temporary closure of runway 16-34, a snow removal contract, starting of perimeter fence replacement, and the bids received for the parking lot replacement project.

**MARKETING & PUBLIC RELATIONS REPORT**

Mr. Monday reported for Public Relations Manager Briehl who was attending a conference. ROA has attended the Greater Williamson Road Association lunches, Roanoke Regional Chamber events, the Downtown Ambassadors meeting, and is planning a proactive media campaign for travel tips during the Holiday Season. A summary of social and legacy media coverage of ROA was also presented.

**HUMAN RELATIONS REPORT**

Human Relations Director Graybeal gave a report on one new maintenance hire, two retirements, and a training seminar.

**PUBLIC SAFETY REPORT**

Public Safety Chief Cook presented a security update, including a report on TSA interceptions of firearms in carry-on bags, two incidents of intoxication, new safety vehicles, and employee training.

**PARKING LOT RECONSTRUCTION**

Mr. Kotchou presented a review of a proposed contract with Branch Builds, Inc., to conduct the reconstruction of the ROA parking lots at a cost of \$8,025,950, as well as a comprehensive report on the scope and phasing of the project (Resolution No. 20-111423).

Ms. Marko moved to adopt a Resolution approving the contract.

The motion was seconded by Dr. Clements.

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

AYES: Clements, Gust, Fralin, Marko, Powers, Gust and Bishop ..... 6.  
NAYS: None ..... 0.

**PARKING LOT FINANCING**

Finance Director/Treasurer Jeavons reported on the financing structure form the parking lot project and requested the Commission's endorsement of the RRAC Treasurer's loan application to the Virginia Resource Authority for bond funding. (Resolution No. 21-111423).

Dr. Clements moved to adopt a Resolution approving the financial structure and endorsing the application to the Virginia Resource Authority.

The motion was seconded by Ms. Marko.

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

AYES: Clements, Gust, Fralin, Marko, Powers, Gust and Bishop ..... 6.  
NAYS: None ..... 0.

**ISSUANCE OF REVENUE BONDS**

Finance Director Jeavons reported on the recommended issuance of \$8.5 million in RRAC general revenue bonds for financing the reconstruction of the ROA parking lots, and refinancing of existing debt at a lower interest rate. (Resolution No. 22-111423). General Counsel Monday explained that bond counsel at Kaufman Canoles had not had time to finalize the bond document language with the Virginia resource Authority, and thus the issue was not ready for a vote and would be placed for a vote on the Commission’s December 4, 2023 agenda.

**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.

**CLOSED SESSION**

Mr. Gust made a motion to go into closed session for the following purposes:

- A. Disposition of real estate in the vicinity of I-581 (Code of Virginia § 2.2-3711(A)(3), acquisition/disposition of real estate).
  
- B. Consideration of the investment of public funds concerning Airport operations and technology infrastructure, where disclosure would negatively affect the Commission’s bargaining position (Code of Virginia 2.2-3711(A)(6)).

Ms. Marko seconded the motion.

There was no further discussion of the motion.

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

AYES: Gust, Fralin, Clements, Marko, Powers and Bishop ..... 6.  
NAYS: None ..... 0.

The Commission convened in closed session at 9:58 a.m..

Dr. Clements left the meeting due to an appointment at approximately 10:15 a.m..

The Commission reconvened in open session at 10:30 a.m..

Mr. Gust made a motion certifying pursuant to Code of Virginia § 2.2-3712 that only the business identified in the motion to convene in closed session was heard, discussed or considered by the Commission.

The motion was seconded by Ms. Marko.

There was no further discussion of the motion.

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

AYES: Gust, Fralin, Marko, Powers and Bishop ..... 5.

NAYS: None ..... 0.


No comment was made, nor action taken, resulting from closed session.

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

There being no further business to come before the Commission, Vice Chairman Fralin adjourned the meeting at 10:31 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 November 14, 2023.**

**ATTEST:**



**Eric H. Monday**  
**Commission Secretary**