

ROANOKE REGIONAL AIRPORT COMMISSION
November 17, 2020
8:30 a.m.

The Roanoke Regional Airport Commission met in the new Consolidated Rental Car Facility (CONRAC), on Tuesday, November 17, 2020, at 8:30 a.m. Mr. Powers, Chair, presided.

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

ABSENT: None.....0.

Mr. Powers noted that one item had been added to the agenda.

MINUTES

The minutes of the regular monthly meeting held on October 20, 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 Mr. Guidry and unanimously approved.

AIR TRAFFIC REPORT

The Air Traffic Report for September 2020, was before the body.

Mr. Gust made a motion to receive and file the Air Traffic Report. The motion was seconded by Mr. Guidry and unanimously approved.

AIRPORT BUSINESSES

Signature Flight Support had four representatives present.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – NOVEMBER 2020

The Roanoke Regional Airport Commission Air Service Update for November 2020 was before the body.

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

MONTHLY FINANCIAL REPORT

The monthly financial report for the four months ending October 31, 2020, was before the body.

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

AUDITED FINANCIAL STATEMENTS

The Audited Financial Statements for the fiscal year ended June 30, 2020, including the Independent Auditor's Report, were before the body.

(Audited Financial Statements on file in Airport Commission Office.)

Mr. Gust made a motion to receive and file the Audited Financial Statements. The motion was seconded by Ms. Lawrence and unanimously approved.

Mr. Gust complimented Mr. Jeavons and the staff for all the hard work which continues to ensure a good audit.

AUTHORIZING A RETIREE HEALTH INSURANCE CONTRIBUTION FOR 2021

A report from the Commission Treasurer 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.)

Ms. Lawrence made a motion to adopt a Resolution authorizing a Retiree Health Insurance Contribution for qualifying and participating Commission retirees for calendar year 2021. The motion was seconded by Dr. Clements and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 20-111720 on file in Airport Commission Office.)

AWARD OF CONTRACT TO JACK ST. CLAIR, INC. FOR HANGAR 4 PAVEMENT AND DRAINAGE REPAIRS PROJECT

A report from the Director of Planning and Engineering recommending the Commission award and authorize the Executive Director to execute a contract with Jack St. Clair, Inc. for Hangar 4 Pavement and Drainage Repairs in an amount of \$209,820.00 (\$167,856 VDOA / \$41,964 RRAC), was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a resolution authorizing a contract with Jack St. Clair, Inc., for Hangar 4 Pavement and Drainage Repairs. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 21-111720 on file in Airport Commission Office.)

2021 SCHEDULE OF COMMISSION MEETINGS

A report from the Executive Director recommending the Commission adopt a schedule of 2021 Airport Commission meetings, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a schedule of Airport Commission meetings for 2021, noting that the March meeting will be held on the fourth Tuesday rather than the third Tuesday. The motion was seconded by Mr. Gust and unanimously approved.

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw recognized the Access team and expressed his appreciation to them for their work on the November 12th virtual Regional Transportation Summit.

Mr., Bradshaw advised that there would be a ribbon cutting ceremony at 10:00 a.m. this date for the Consolidated Rental Car Facility. He stated that the \$6.1M contract ran just \$17,000.00 – less than two-tenths of a percent and that you would typically see a 5 to 10 percent overage.

COMMISSION MEMBER COMMENTS

Dr. Clements requested that staff advise the news media that the actual contract amount of the CONRAC was \$6.1M, not \$4.5M as had been published.

Mr. Powers briefed the members on the recent Regional Transportation Summit and advised that there were 68 participants with 10 presenters making for a productive meeting and that it would not be the last event of its type.

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

ATTEST:

Cathy S. Bowman
Secretary