

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**November 22, 2016**  
**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, November 22, 2016, at 8:30 a.m. Cynthia Lawrence, Vice Chair, presided.

**PRESENT:** Commission members William Gust, H. Odell Minnix and Cynthia Lawrence.....3.

**ABSENT:** Commission members John E. Dooley and Bittle Porterfield.....2.

**MINUTES**

The minutes of the regular monthly meeting held on September 20, 2016, were before the body.

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

**VIDEO MONTH IN REVIEW**

This month's video was narrated by Amanda DeHaven and included clips of the 75<sup>th</sup> Anniversary celebration, new advertising in the terminal, United Way Kickoff, the annual employee health fair, employee chili cook-off, jet bridge electrical work at Gate 3, ramp rehabilitation, Thanksgiving luncheon, holiday decorations, and Fashions for Evergreens at Hotel Roanoke.

The Commission expressed its sincere appreciation to our Veterans for serving our Country.

**AUTHORIZING TUNNEL INSPECTION AGREEMENT WITH VDOT**

A report from the Director of Planning and Engineering recommending the Commission authorize execution of a VDOT Tunnel Inspection Agreement that includes recent VDOT requirements for highway tunnels, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing a Tunnel Inspection Agreement with the Virginia Department of Transportation for the State Road 118 Tunnel under Runway 24. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix and Lawrence.....3.

NAYS: None.....0.

(Resolution No. 30-112216 on file in Airport Commission Office.)

(Commission members Dooley and Porterfield absent.)

**ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – NOVEMBER 2016**

The Roanoke Regional Airport Commission Air Service Update for November 2016, was before the body.

Mr. Minnix made a motion that the Air Service Update be received and filed. The motion was seconded by Mr. Gust and unanimously approved.

Mr. Boettcher reported that an estimated 6,000 people attended the 75<sup>th</sup> Anniversary weekend.

The October TSA Pre-Check event was a success with over 425 total processed. MORFO, the TSA pre-check vendor, has expressed an interest in possibly holding the signup again in the spring.

The airport has partnered with WSLs to work with their metrological staff to allow us access to them for our snow season.

Mr. Boettcher advised that October passenger numbers are up 2,200 year over year. Other good news is that some of our fares, especially going west, have dropped about \$200.00.

**MONTHLY FINANCIAL REPORT**

The monthly financial report for October 2016, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

**AUTHORIZING PROCUREMENT OF HEALTH INSURANCE FOR CALENDAR YEAR 2017 FROM ANTHEM BLUE CROSS BLUE SHIELD OF VIRGINIA**

A report from the Director of Finance and Administration recommending the Commission authorize the Executive Director to authorize documentation necessary to procure employee health insurance from Anthem Health Plans of Virginia, Inc. trading as Blue Cross Blue Shield of Virginia for calendar year 2017, was before the body.

(Report on file in Commission Office.)

Mr. Minnix made a motion to adopt a Resolution authorizing the procurement of employee health insurance coverage for Commission employees for calendar year 2017 from Anthem Health Plans of Virginia, Inc. trading as Anthem Blue Cross Blue Shield of Virginia. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Minnix and Lawrence.....3.  
NAYS: None.....0.

(Resolution No. 31-112216 on file in Airport Commission Office.)

**AUTHORIZING A RETIREE HEALTH INSURANCE CONTRIBUTION FOR 2017**

A report from the Executive Director 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 for 2017, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing a Retiree Health Insurance Contribution for qualifying and participating Commission retirees for calendar year 2017. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix and Lawrence.....3.  
NAYS: None.....0.

(Resolution No. 32-112216 on file in Airport Commission Office.)

**AWARDING CONCESSION AGREEMENTS AND LEASES TO FOUR AUTOMOBILE RENTAL CAR OPERATORS**

A report from the Executive Director recommending the Commission award and authorize the execution of Automobile Rental Car Concession Agreements and Leases with each of the following firms: Checker Leasing, Inc., Enterprise Leasing Co. of Norfolk/Richmond, LLC, The Hertz Corporation, and Midwest Car Corporation for terms of approximately five years, ending at midnight on December 31, 2021, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution awarding Concession Agreements and Leases to Four Automobile Rental Car Operators at the Airport. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Minnix and Lawrence.....3.  
NAYS: None.....0.

(Resolution No. 33-112216 on file in Airport Commission Office.)

**AMENDMENT NO. 1 TO THE COMMISSION'S BY-LAWS TO ALLOW ELECTRONIC PARTICIPATION IN BOARD MEETINGS**

A report from the Executive Director recommending the Commission approve a resolution authorizing Amendment No. 1 to the Commission's By-Laws adopting a written policy allowing for and governing remote participation by its members in board meetings as authorized by and in accordance with section 2.2-3708.1 of the Code of Virginia (1950), as amended, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing Amendment No. 1 to the Commission's By-Laws adopting a written policy allowing for a governing remote participation by its members in Commission board meetings, subject to and as authorized by section 2.2-3708.1 of the Code of Virginia (1950), as amended. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix and Lawrence.....3.  
NAYS: None.....0.

(Resolution No. 34-112216 on file in Airport Commission Office.)

**2017 SCHEDULE OF COMMISSION MEETINGS**

A report from the Executive Director recommending the Commission adopt a schedule of 2017 Airport Commission meetings, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a schedule of Airport Commission meetings for 2017, noting that the March meeting will be held on the fourth Tuesday rather than the third Tuesday. The motion was seconded by Mr. Minnix and unanimously approved.

**COMMISSION MEMBER COMMENTS**

Mr. Gust advised that he regularly receives great comments on how nice our airport is with regards to its appearance, the advertising and its convenience.

Ms. Lawrence was very complimentary to the most recent TV marketing efforts and encouraged the airport to continue to be creative in ways to partner with local media.

**EXECUTIVE DIRECTOR COMMENTS**

Mr. Bradshaw reported that the 75<sup>th</sup> Anniversary celebration was wonderful. He recognized Gary Powers who played a major role in working with various organizations and people to get the aircraft here for participation. Mr. Bradshaw also recognized Alex Plaza, who oversaw the entire 75<sup>th</sup> Anniversary weekend.

Jay Ball, Director of Facilities and Grounds, reported that the Airport had just recently hosted its first Snow Academy in partnership with the Southeast Chapter of the American Association of Airport Executives. It was a great success with attendees from all over the country.

There being no further business, the Chair adjourned the meeting at 9:30 a.m.

Read and approved at the December 20, 2016 meeting of the Roanoke Regional Airport Commission.

ATTEST:

*Cathy A. Bowman*  
Secretary