

ROANOKE REGIONAL AIRPORT COMMISSION
October 20, 2020
8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, October 20, 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 September 24, 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 Dr. Bishop and unanimously approved.

AIR TRAFFIC REPORT

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

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

VIDEO MONTH IN REVIEW

The Video Month in Review was narrated by Amanda DeHaven and included clips of the retirement lunch for Cathy Bowman; work on the CONRAC project; HR training; the removal of the WACO airplane that had been hanging in the terminal; and hydrant flow testing performed by the Public Safety Department.

AIRPORT BUSINESSES

Jim Hopkins, Senior Vice President Airport Relations and Mike Mancuso, General Manager CHO and ROA, with Signature Flight Support were present.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – OCTOBER 2020

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

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

MONTHLY FINANCIAL REPORT

The monthly financial report for the three months ending September 30, 2020, was before the body.

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

AWARD OF CONTRACT TO G&H CONTRACTING INCORPORATED FOR CONSTRUCTION OF TWO CORPORATE HANGARS

A report from the Executive Director recommending the Commission award and authorize the Executive Director to execute a contract with G&H Contracting, Incorporated, for the construction of two corporate hangars in an amount of \$1,054,000.00, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a resolution authorizing a contract with G&H Contracting, Incorporated for construction of two corporate hangars. The motion was seconded by Mr. Gust.

After discussion among Commission members and staff, the motion to adopt the resolution was amended by Ms. Lawrence to include the words "not to exceed \$1,054,000.00" in the contract and resolution. The amended motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 19-102020 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw advised that a Master Plan Advisory Committee meeting was recently held as well as a meeting of the Master Plan Leadership Committee. Dates for the public workshops in Roanoke and the New River Valley have not yet been finalized.

Mr. Bradshaw stated that the contractor for the CONRAC project is completing the last bit of punch list items.

Mr. Bradshaw indicated that Requests for Proposals for the FBO are due in December.

COMMISSION MEMBER COMMENTS

Ms. Lawrence advised that a date for the Transportation Summit meeting was being narrowed to November 9, 10, 11 or 12.

Dr. Clements asked if it would be possible for the Airport Commission to purchase the airfare for two, three or four of the Ironman participants – for those coming the furthest to participate. He encouraged the Commission staff to work with VBR on this event.

CLOSED SESSION

A request from the Commission Chair 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 2.1-3711. A. (1), Code of Virginia (1950), as amended, was before the body.

Mr. Powers made a motion that the Commission convene in a closed meeting to discuss the performance and salary of a specific Commission employee, being the Executive Director, pursuant to section 2.1-3711.A.(1), Code of Virginia (1950), as amended. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

At this time the Commission convened in a Closed Meeting – 9:50 a.m.

The Commission reconvened at 11:56 a.m.

Mr. Gust 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 motions by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the Commission. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 11:57 a.m.

ATTEST:

Cathy J. Bowman
Secretary