



## **ROANOKE REGIONAL AIRPORT COMMISSION**

**September 19, 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, September 19, 2023, at 8:30 a.m. Chairman Dr. Bishop presided.

**PRESENT:** Chairman Bishop, Bill Gust, Dale Guidry, Gary Powers, Amanda Marko, Randy Clements.

**ABSENT:** Mr. Fralin was absent due to a family vacation.

A quorum was present for the conduct of business.

#### **APPROVAL OF MINUTES**

Mr. Powers moved that the reading of the minutes of the Commission meeting conducted August 15, 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 discussions with TSA concerning keeping the checkpoint open until all flights have departed, on discussions with MWAA to provide tech consulting services, and executive management program for master plan implementation with Paslay Group, and Passero's conceptual plans for checkpoint and baggage intake reconfiguration. A Moment of Silence was observed on 9-11. August continued the strong passenger load trends. A petition for reconsideration was filed with TSA concerning the employee screening mandate. Parking lot bids came in above the budgeted amount and negotiations are underway with the low bidder to reduce their price.

#### **FINANCIAL REPORT**

Director of Finance presented the monthly financial report for August and reported on various insurance renewals for airport operations. Mr. Gust moved adoption of the report; Dr. Clements seconded, and the motions passed unanimously by voice vote.

#### **PROCUREMENT REPORT**

Procurement Manager Philpott presented a summary of the replacement of the terminal roof progress, and the EMAS re-installation contract, which will require temporary closure of runway 16-34.

**MARKETING & PUBLIC RELATIONS REPORT**

Public Relations Manager Briehl reviewed the Virginia Aviation Conference, and update on the Runway 5K race on October 14, attendance at a Botetourt Chamber of Commerce and Onward NRV events, promotion of New York flights, and a summary of social and legacy media coverage of ROA.

**HUMAN RELATIONS REPORT**

Human Relations Director Graybeal gave a report on one new maintenance hire and an employee wellness seminar.

**CONCOURSE EXTERIOR LIGHTING REPLACEMENT**

Facilities Director Ball presented a PowerPoint on the replacement of exterior lighting around the concourse and apron with new LED lighting by RRAC personnel, and at considerable savings over potentially contracted replacement.

**CYBERSECURITY CONTRACT (Resolution 19-091923)**

Procurement Manager Philpott and IT Director Kiser reported on the RFP process for cybersecurity services, following the Commission’s earlier rescission of an awarded contract due to a failure in contract negotiation. From 20 submissions Bridewell was selected out of five finalists.

Mr. Guidry moved to adopt a Resolution approving the contract.

The motion was seconded by Mr. Gust.

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

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

**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**

Ms. Marko 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. Consultation with staff members and legal counsel concerning a potential MOU with a regional local government (Code of Virginia § 2.2-3711(A)(8)).
- C. Consultation with legal counsel concerning testimony in third-party litigation (code of Virginia § 2.2-3711(A)(7)).

D. Consideration of the investment of public funds concerning contracted General Aviation operations, where disclosure would negatively affect the Commission's bargaining position (Code of Virginia 2.2-3711(A)(6)).

Dr. Clements seconded the motion.

There was no further discussion of the motion.

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

AYES: Gust, Guidry, Clements, Marko, Powers and Bishop ..... 6.

NAYS: None ..... 0.

The Commission convened in closed session at 9:12 a.m..

The Commission reconvened in open session at 9:58 a.m..

Ms. Marko 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 Mr. Guidry.

There was no further discussion of the motion.

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

AYES: Gust, Guidry, Clements, Marko, Powers and Bishop ..... 6.

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, Chairman Bishop adjourned the meeting at 10:03 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 September 19, 2023.**

**ATTEST:**

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