

ROANOKE REGIONAL AIRPORT COMMISSION
September 24, 2020
1:00 p.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Thursday, September 24, 2020, at 1:00 p.m. Mr. Powers, Chair, presided.

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

ABSENT: None.....0.

Dr. Bishop participated remotely from his home in Christiansburg, Virginia due to a personal health matter. Dr. Clements participated remotely from his Carilion office due to a work conflict. Ms. Lawrence participated remotely from her home in Roanoke, Virginia due to a personal health matter.

MINUTES

The minutes of the regular monthly meeting held on August 18, 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 July 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

Jim Hopkins, Senior Vice President Airport Relations; Bridget Cox, Director; and Mike Mancuso, General Manager CHO and ROA, all with Signature Flight Support were present and each spoke briefly about some of the services offered by Signature Flight.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – SEPTEMBER 2020

The Roanoke Regional Airport Commission Air Service Update for September 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.

MONTHLY FINANCIAL REPORT

The monthly financial report for the two months ending August 31, 2020, was before the body.

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

INSURANCE STATUS REPORT

A status report from the Director of Finance and Administration regarding procurement of insurance, insurance companies providing insurance, cost of insurance coverage and the broker's commission, was before the body.

(Report on file in Airport Commission Office.)

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

AUTHORIZE AMENDMENT NO. 24 TO CONTRACT NO. 5986 FOR AIRPORT ENGINEERING SERVICES WITH DELTA AIRPORT CONSULTANTS, INC. TO PROVIDE CONSTRUCTION ADMINISTRATION SERVICES FOR THE REHABILITATE AIRFIELD SIGNAGE AND LIGHTING PROJECT

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute Amendment No. 24 to Contract 5986 for professional airport engineering services with Delta Airport Consultants, Inc. in an amount not to exceed \$307,400.00 to provide Construction Administration Services for the Rehabilitate Airfield Signage and Lighting Project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Guidry made a motion to adopt a resolution authorizing Amendment No. 24 to Contract 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services to provide Construction Administration Services for the Rehabilitate Airfield Signage and Lighting Project. 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.

(Resolution No. 17-092420 on file in Airport Commission Office.)

AWARD OF CONTRACT TO SKANSKA USA BUILDING, INC. FOR RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES FOR THE REHABILITATE AIRFIELD SIGNAGE AND LIGHTING PROJECT

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute a contract for Project Management Services with Skanska USA Building, Inc. in an amount not to exceed \$275,350.00 to provide Resident Project Representative services for the Rehabilitate Airfield Signage and Lighting Project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing a contract with Skanska USA Building, Inc. to provide Resident Project Representative (RPR) Services for the Rehabilitate Airfield Signage and Lighting Project. The motion was seconded by Mr. Guidry and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 18-092420 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw informed the Commission members that Hertz vacated its leased property the week of September 14 as part of its bankruptcy proceedings.

Mr. Bradshaw advised the Commission that five proposals for construction of hangars have been received and are currently be reviewed by staff. He expects to have a recommendation at the October Commission meeting.

Mr. Bradshaw indicated that the CONRAC project is near the end and a temporary certification of occupancy should be issued in the next month. He hopes to have a soft opening/ribbon cutting event in October. Mr. Bradshaw reminded the members that the CONRAC project has been paid for 100% by CFC funds.

COMMISSION MEMBER COMMENTS

Ms. Lawrence asked for a status on the Summit meeting. Mr. Powers advised that he has been communicating with Delegate Austin and Mr. Smoots, a list of possible attendees has been developed as well as a straw agenda, possible venue for both in person and virtual. The invitation list is very large. It is hopeful that a November date will be set soon.

CLOSED SESSION

A request from the Executive Director that the Commission convene in a closed meeting to discuss a long-term contract, where, if made public initially in an open meeting, the bargaining position or strategy of the Commission would be adversely affected, pursuant to section 2.1-3711. A. (29), Code of Virginia (1950), as amended.

Mr. Gust made a motion that the Commission convene in a closed meeting to discuss a long-term contract, where, if made public initially in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.1-3711. A. (29), Code of Virginia (1950). The motion was seconded by Mr. Guidry and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Guidry, Gust, Lawrence, and Powers.....7.
NAYS: None.....0.

A request from the Executive Director that the Commission convene in a closed meeting to discuss and consider the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, being property previously identified on the Commission's Airport Master Plan Update as property to be acquired for future aviation development, pursuant to section 2.1-3711.A.(3), Code of Virginia (1950), as amended, was before the body.

Mr. Gust made a motion that the Commission convene in a closed meeting to discuss the acquisition of real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.1-3711. A. (3), Code of Virginia (1950). The motion was seconded by Mr. Guidry 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 Closed Meetings – 1:52 p.m.

The Commission reconvened at 3:34 p.m.

Mr. Fralin made a motion that with respect to the Closed Meetings 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 Meetings were convened were heard, discussed or considered in the meetings by the Commission. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Bishop, Fralin, Guidry, Gust, Lawrence, and Powers.....6.
NAYS: None.....0.

(Dr. Clements was not available for the vote.)

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 3:36 p.m.

ATTEST:

Cathy S. Bowman
Secretary