



ROANOKE REGIONAL AIRPORT COMMISSION

*****Meeting will be held at Signature Aviation***
22 Waypoint Drive
Roanoke, Virginia**

DECEMBER 20, 2016
8:30 a.m.

TENTATIVE AGENDA FOR THE COMMISSION

1. Call to Order -- Roll Call

1.A. Approval of Prepared Agenda

2. **CONSENT AGENDA**

C-1 Minutes of the regular monthly meeting held on November 22, 2016.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

C-2 Roanoke Regional Airport Commission Air Traffic Report – October 2016.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

3. Hearing of Citizens Upon Airport Matters

4. Reports of Airport Businesses

5. Reports through/from the Executive Director

A. The monthly Air Service Update from the Director of Marketing and Air Service.

B. The monthly financial report from the Commission Treasurer.

C. A report from the Commission Treasurer with regard to a new 457 Plan for Commission employees. **(Resolution No. 35-122016)**

D. A report from the Commission Treasurer with regard to Fund Balances. **(Resolution No. 36-122016)**

E. A report from the Director of Planning and Engineering with regard to authorizing the second one-year extension of Term Contract No. 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services Related to Construction for Multiple Projects. **(Resolution No. 37-122016)**

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- F. A report from the Director of Planning and Engineering with regard to authorizing Amendment No. 1 to Contract No. 5963 with Delta Airport Consultants, Inc. for an Environmental Assessment for the Modified Engineering Materials Arresting Systems (EMAS) for Runway 6-24 Project. **(Resolution No. 38-122016)**
 - G. A report from the Director of Planning and Engineering with regard to authorizing the second one-year extension of Contract No. 5984 with Thompson & Litton, Inc. for General Engineering Services relating to Construction for Multiple Projects. **(Resolution No. 39-122016)**
 - H. A report from the Director of Planning and Engineering with regard to authorizing the second one-year extension of Term Contract No. 5985 with Saturday Morning Associates, Inc. DBA Rife + Wood Architects for General Architectural Services Relating to Construction for Multiple Projects. **(Resolution No. 40-122016)**
6. Motions and Miscellaneous Business:
- A. Comments by Executive Director.
 - B. Inquiries and/or Comments by Commission Members.
7. A. A request from the Commission Chairman for a Closed Meeting to discuss the assignment, performance, and appointment, including contract terms of retention, of a specific Commission appointee, being General Counsel, pursuant to Section 2.2-3711 (A) (1), Code of Virginia (1950), as amended.
- RECOMMENDED ACTION: Concur in request for Closed Meeting.
8. Convene in Closed Meeting
9. Reconvene
10. Certification of Closed Meeting
11. Adjourn.

Individuals with disabilities who require special assistance or special arrangements in order to participate or attend Commission meetings are requested to provide adequate advance notice to the Commission Secretary at (540) 362-1999 so that reasonable efforts can be made to provide accommodations or adaptations.

In accordance with guidelines adopted by this Commission, please be advised that all speakers making presentations as part of the "Reports of Airport Businesses" and the "Hearings of Citizens Upon Public Matters" section of the agenda shall be confined to five minutes, unless additional time has been requested of and granted by the Commission, or unless such presentation is extended by reason of the Commission's request for additional information.