

ROANOKE REGIONAL AIRPORT COMMISSION
December 20, 2016
8:30 a.m.

The Roanoke Regional Airport Commission met in the Conference Room at Signature Flight Support, on Tuesday, December 20, 2016, at 8:30 a.m. John E. Dooley, Chairman, presided.

PRESENT: Commission members William Gust, H. Odell Minnix, Cynthia Lawrence and John E. Dooley....4.

ABSENT: Commission member Bittle Porterfield.....1.

Mr. Minnix made a motion to approve the prepared agenda. The motion was seconded by Mr. Gust and unanimously approved.

MINUTES

The minutes of the regular monthly meeting held on November 22, 2016, 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. Minnix and unanimously approved.

AIR TRAFFIC REPORT

The October 2016 Air Traffic Report was before the body.

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

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – DECEMBER 2016

The Roanoke Regional Airport Commission Air Service Update for December 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 informed the Commission that American Airlines will be adding a second daily flight to LGA which will be advantageous to the business traveler.

Mr. Boettcher advised that passenger numbers are up 9% year over year. Due to its new fare structure, Delta has picked up most of that traffic.

MONTHLY FINANCIAL REPORT

The monthly financial report for November 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 Ms. Lawrence and unanimously approved.

CHANGE RRAC'S 457 DEFERRED COMPENSATION RETIREMENT VENDOR

A report from the Commission Treasurer recommending the Commission authorize the Executive Director to take any and all actions necessary to terminate its agreement with ICMA-RC, the Commission's current 457 Plan provider, including issuing a Notice of Replacement, and enter into and implement a new agreement with Empower, was before the body.

(Report on file in Commission Office.)

Mr. Gust made a motion to adopt a Resolution authorizing replacement of the Commission's current 457 Deferred Compensation Plan Provider, ICMA-RC. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 35-122016 on file in Airport Commission Office.)

CREATE A FUND BALANCE RESERVE

A report from the Commission Treasurer recommending the Commission establish guidelines for Fund Balance Reserves, was before the body.

(Report on file in Commission Office.)

Mr. Minnix made a motion to adopt a Resolution establishing general guidelines for Fund Balance Reserves. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 36-122016 on file in Airport Commission Office.)

AUTHORIZE 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

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute the second one-year extension to Term Contract No. 5986 for Airport Engineering Services Related to Construction for Multiple Projects to Delta Airport Consultants, Inc., was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the second one year extension of Contract No. 5986 with Delta Airport Consultants, Inc. for Airport Engineering Services Relating to Construction for Multiple Projects. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 37-122016 on file in Airport Commission Office.)

AUTHORIZE 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

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute Amendment No. 1 to Contract 5963 with Delta Airport Consultants, Inc., to prepare an Environmental Assessment for the Modified Engineering Materials Arresting Systems (EMAS) for Runway 6-24 in an amount not to exceed \$152,072.00, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution authorizing Amendment No. 1 to Contract 5963 with Delta Airport Consultants, Inc. for an Environmental Assessment for the Modified Engineering Materials Arresting Systems (EMAS) for the Runway 6-24 Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence and Dooley.....4.

NAYS: None.....0.

(Resolution No. 38-122016 on file in Airport Commission Office.)

Mr. Gust read a statement disqualifying him from Commission transactions and contracts with Thompson & Litton, Inc., as his law firm, Gentry Locke, LLP, may, from time to time, provide legal services to Thompson & Litton. The complete statement is on file in the Airport Commission Office.

AUTHORIZE THE SECOND ONE-YEAR EXTENSION OF CONTRACT NO. 5984 WITH THOMPSON & LITTON, INC. FOR GENERAL ENGINEERING SERVICES RELATING TO CONSTRUCTION FOR MULTIPLE PROJECTS

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute the second one-year extension to Term Contract No. 5984 for General Engineering Services Related to Construction for Multiple Projects to Thompson & Litton, Inc., was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the second one year extension of Contract No. 5984 with Thompson & Litton, Inc. for General Engineering Services Relating to Construction for Multiple Projects. The motion was seconded by Mr. Minnix and adopted by the following vote:

- AYES: Commission members Minnix, Lawrence and Dooley.....3.
- NAYS: None.....0.
- ABSTAIN: Commission member Gust.....1.

(Resolution No. 39-122016 on file in Airport Commission Office.)

AUTHORIZE 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

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute the second one-year extension to Term Contract No. 5985 with Saturday Morning Associates, Inc. DBA Rife + Wood Architects for General Architectural Services Relating to Construction for Multiple Projects, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a Resolution authorizing the second one year extension of Contract No. 5985 with Saturday Morning Associates, Inc., DBA Rife and Wood Architects for General Architectural Services Relating to Construction for Multiple Projects. The motion was seconded by Ms. Lawrence and adopted by the following vote:

- AYES: Commission members Gust, Lawrence, Minnix, and Dooley.....4.
- NAYS: None.....0.

(Resolution No. 40-122016 on file in Airport Commission Office.)

COMMENTS BY EXECUTIVE DIRECTOR

Mr. Bradshaw expressed his thanks to Harold Fowler and Signature Flight Support for its hospitality at this Commission meeting and allowing the Airport Commission to conduct its meeting in their conference room.

Mr. Bradshaw advised the Commission that UBER is ready to complete a contract with the Commission.

Mr. Bradshaw reported that he and Diana Lewis had recently met with Ken King, District Manager of VDOT in Salem, to discuss the tunnel. They are very pleased with the consultant the Airport Commission has been working with this issue. The Executive Director expressed his appreciation to Diana Lewis for her work on this issue.

Mr. Bradshaw informed the members that capital projects will be discussed at the next meeting. He stated that the EMAS project – environmental assessment - has been approved by the FAA. As this multi-year project will take all our AIP entitlement funds once started, we will be ensuring any other smaller projects are completed prior to the EMAS installation.

Mr. Bradshaw expressed thanks to Congressman Goodlatte and Pete Larkin for meeting with American Airline's government liaison. American has indicated that the replacement of the Dash 8's has been moved up from 2020 to mid-2018. Also discussed were the issues with Charlotte flights and possible DFW service.

COMMISSION MEMBER COMMENTS

Mr. Gust offered his compliments on our air service and lower fares.

Mr. Minnix wished all a Merry Christmas and expressed appreciation to the entire Airport staff.

Dr. Dooley commended the Airport staff for its diligent work. He feels our airport is one of the cleanest and that we provide a high quality of care to our customers. He commended Mr. Bradshaw for his leadership and high community visibility.

CLOSED MEETING

Mr. Minnix made a motion that the Commission convene in 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. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, and Dooley.....4.

NAYS: None.....0.

The Commission convened in a Closed Meeting at 8:55 a.m.

The Commission reconvened at 9:40 a.m.

Mr. Gust made a motion that with respect to any 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 lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Minnix and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix and Dooley.....4.

NAYS: None.....0.

Mr. Minnix made a motion that the salary of Mark A. Williams, General Counsel, be increased to \$125.00 per hour, effective January 1, 2017. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Minnix, Lawrence, and Dooley.....4.

NAYS: None.....0.

There being no further business, the Chairman adjourned the meeting at 9:44 a.m.

Read and approved at the February 21, 2017 meeting of the Roanoke Regional Airport Commission.

ATTEST:

Cathy J. Bowman
Secretary