

ROANOKE REGIONAL AIRPORT COMMISSION
March 28, 2017
12:30 p.m.

The Roanoke Regional Airport Commission met at the offices of the Virginia Tech Foundation, in Blacksburg, Virginia, on Tuesday, March 28, 2016, at 12:30 p.m. Dr. John E. Dooley, Chairman, presided and called the meeting and work shop to order at 1:00 p.m.

PRESENT: Commission members William Gust, Cynthia Lawrence, Bittle Porterfield and John E. Dooley.....4.

ABSENT: Commission member H. Odell Minnix.....1.

MINUTES

The minutes of the regular monthly meeting held on February 21, 2017, 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 Ms. Lawrence and unanimously approved.

ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – FEBRUARY 2017

The Roanoke Regional Airport Commission Air Traffic Report for February 2017, was before the body.

Mr. Gust made a motion that the Air Service Updates be received and filed. The motion was seconded by Ms. Lawrence and unanimously approved.

AIRPORT BUSINESSES

Dr. Dooley welcomed Harold Fowler and Cathy Ware with Signature Flight to the meeting. Mr. Fowler reported that activity at Signature was good even though they are down 2% from the prior March.

AIR SERVICE UPDATE

The March 2017 Air Traffic Report was before the body.

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

Brad Boettcher advised the Commission that air traffic is up almost 8% year over year. We are now seeing more fare discrepancies. Mr. Boettcher talks with the airlines on a regular basis keeping them informed of our discontentment with fares and reliability issues. Airlines are very pleased with their performance at ROA and do not have plans to change the fare structures at this time. American will be adding a flight to Charlotte in April, making 9 daily trips to that destination. United will be adding the third Chicago flight back in May and an additional Dulles flight in April.

There was discussion among staff and the Commission members. It was requested that letters be prepared for signatures by the Roanoke Chamber, Regional Partnership, Blacksburg Chamber, Virginia's Blue Ridge and the New River Economic Council and send them to Bob Goodlatte, Tim Kaine, John Edwards and Morgan Griffith, asking them to contact the airlines and request that they invest in our community and partner with us to deliver reliable, affordable air service.

MONTHLY FINANCIAL REPORT

The monthly financial report for February 2017, was before the body.

(Financial Reports on file in Airport Commission Office.)

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

ADOPTING FISCAL YEAR 18 BUDGET

A report from the Director of Finance and Administration recommending approval and adoption of the

Commission's Operating Budget for Fiscal Year 2017-2018, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution approving and adopting the Commission's Operating Budget for Fiscal Year 2017-2018. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 05-032817 on file in Airport Commission Office.)

AUTHORIZE THE SECOND ONE-YEAR EXTENSION OF TERM CONTRACT NO. 5993 WITH MEAD & HUNT, INC. FOR PROFESSIONAL AIRPORT 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. 5993 for Professional Architectural Services related to multiple construction projects to Mead & Hunt, 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 Term Contract No. 5993 with Mead & Hunt, Inc. for professional architectural services relating to construction for multiple projects. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 06-032817 on file in Airport Commission Office.)

AUTHORIZE AMENDMENT NO. 16 TO CONTRACT 5986 AIRPORT ENGINEERING SERVICES WITH DELTA AIRPORT CONSULTANTS, INC. TO PROVIDE ENGINEERING DESIGN AND BID SERVICES FOR THE REHABILITATE GENERAL AVIATION RAMP EAST PROJECT

A report from the Director of Planning and Engineering recommending the Commission authorize the Executive Director to execute Amendment No. 16 to Contract 5986 for Professional Airport Engineering Services Related to Construction Projects with Delta Airport Consultants, Inc. effective March 13, 2017, in an amount not to exceed \$241,270.00 to provide Engineering Design and Bid Services for the Rehabilitate General Aviation Ramp East Project, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing Amendment No. 16 to Contract 5986 with Delta Airport Consultants, Inc. for Airport Engineering services to provide Design and Bid Services for the Rehabilitate General Aviation Ramp East Project. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 07-032817 on file in Airport Commission Office.)

AUTHORIZE CONTRACT WITH CARDINAL CRIMINAL JUSTICE ACADEMY FOR COMMISSION PUBLIC SAFETY OFFICER TRAINING

A report from the Director of Public Safety recommending the Commission authorize a contract with Cardinal Criminal Justice Academy to provide training for the Commission's Public Safety Officers, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the execution of a contract with Cardinal Criminal Justice Academy to provide training for the Commission's Public Safety Officers. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 08-032817 on file in Airport Commission Office.)

AUTHORIZING AN APPLICATION BY KANE'S COMMUNICATION SYSTEMS, INC. D/B/A STAR FLIGHT TRAINING TO DO BUSINESS AT THE AIRPORT AS A SPECIFIED FIXED BASE OPERATOR PROVIDING FLIGHT 61 FLIGHT INSTRUCTION

A report from the Executive Director recommending the Commission adopt a Resolution repealing Resolution No. 04-022117, and approving the application by Kane's Communication Systems, Inc. d/b/a Star Flight Training to do business as a specialized fixed base operator at the Airport providing Part 61 Flight Instruction and authorizing the Executive Director to execute an appropriate operating agreement and permit with Kane's Communication Systems, Inc. d/b/a Star Flight Training, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution repealing Resolution No. 04-022117 and approving the application of Kane's Communication Systems, Inc. d/b/a Star Flight Training to do business at the Airport as a specialized fixed base operator providing Flight 61 flight instruction. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 09-032817 on file in Airport Commission Office.)

The Commission recessed at 1:57 p.m. for a short break.

The Commission reconvened 2:05 p.m. and began the work shop session.

There was general discussion among Commission members and staff on the following topics:

- EMAS
- MS4 Stormwater Update
- Consolidated Rental Car Facility (CONRAC)
- Ground Transportation Update
- Jet Bridges
- Air Service
- Legislative Update
- Land Use – Master Plan Update
- Sign on 581
- Commission 30 years old in April
- Possibility to have a 1937 WACO hung in terminal

There being no further business to come before the Commission, the meeting/work shop was adjourned at 3:55 p.m.

Read and approved at the May 16, 2017 meeting of the Roanoke Regional Airport Commission.

ATTEST:


Secretary