

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

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building, on Tuesday, September 20, 2016, at 8:30 a.m. John E. Dooley, Chairman, presided.

PRESENT: Commission members William Gust, Cynthia Lawrence, H. Odell Minnix, Bittle Porterfield and John E. Dooley.....5.

ABSENT: None.....0.

Dr. Dooley welcomed two guests - John Garland, a new City Council member, and Keith Martin.

MINUTES

The minutes of the regular monthly meeting held on August 16, 2016, were before the body.

Mr. Minnix made a motion that the reading of the minutes be dispensed with and approved as recorded. The motion was seconded by Mr. Porterfield and unanimously approved.

ROANOKE REGIONAL AIRPORT COMMISSION AIR TRAFFIC REPORT – JULY 2016

The Roanoke Regional Airport Commission Air Traffic Report for July 2016, was before the body.

Mr. Minnix made a motion to receive and file the Air Traffic Report. The motion was seconded by Mr. Porterfield and unanimously approved.

VIDEO MONTH IN REVIEW

This month's video was narrated by Amanda DeHaven and included clips of the AEP transformer replacement project; runway painting at night; the new ambassador booth; Police Department swearing in ceremony with the Honorable Judge Dorsey; the new cell phone lot; and Chelsea Clinton's visit.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – SEPTEMBER 2016

The Roanoke Regional Airport Commission Air Service Update for September 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. Porterfield and unanimously approved.

Mr. Boettcher advised the Commission that he had recently facilitated a phone call with the procurement department of Virginia Tech to discuss air service and to encourage them to use other carriers to help with the reliability issues they have been encountering. He plans to have the same conversation with the twenty colleges in our air service area. American is still struggling with its reliability issues. We hope to have the late flight recently dropped by American back in spring of 2017. The TSA Pre-Check will be held the week of October 17-21.

REJECTING ALL BIDS FOR THE WALKWAY CANOPY PROJECT

A report from the Director of Planning and Engineering recommending the Commission reject all bids for the Walkway Canopy Project, was before the body.

(Report on file in Airport Commission Office.)

Mr. Gust made a motion to adopt a Resolution rejecting the sole bid received for the Walkway Canopy Project. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.

NAYS: None.....0.

(Resolution No. 28-092016 on file in Airport Commission Office.)

MONTHLY FINANCIAL REPORT

The monthly financial report for the year ended June 30, 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 Mr. Porterfield and unanimously approved.

AUDITED FINANCIAL STATEMENT

The Audited Financial Statement for the fiscal year ended June 30, 2016, including the Independent Auditor's Report, was before the body.

(Audited Financial Statements on file in Airport Commission Office.)

Ms. Lawrence made a motion to receive and file the Audited Financial Statement. The motion was seconded by Mr. Porterfield and unanimously approved.

INSURANCE STATUS REPORT

A status report from the Executive Director 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. Minnix made a motion to receive and file the Insurance Status Report. The motion was seconded by Mr. Gust and unanimously approved.

ADOPTING AN UPDATED AIRPORT CONCESSION DBE POLICY STATEMENT, PROGRAM AND GOALS (49 CFR PART 23)

A report from the Executive Director recommending the Commission adopt an updated Airport Concession DBE policy statement, program and goals, was before the body.

(Report on file in Airport Commission Office.)

Mr. Minnix made a motion to adopt a resolution adopting the updated Airport Concession DBE Program, Goals, and Policy Statement on behalf of the Commission. The motion was seconded by Ms. Lawrence and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.

NAYS: None.....0.

(Resolution No. 29-092016 on file in Airport Commission Office.)

EXECUTIVE DIRECTOR COMMENTS

Mr. Bradshaw invited the Commission members to participate in the annual employee health fair which will be on October 5th. Mr. Bradshaw reminded the board of the upcoming 75th Anniversary of the commissioning of Woodrum Field the weekend of October 14-16. The main event day will be Saturday, October 15th with a lot of aircraft scheduled to be here including a B17, B24 and a P51. Mr. Bradshaw thanked Jay Ball and his crew for their work in preparing the cell phone lot and the construction of the new information booth. All work for both projects was done in-house.

Mr. Gust commended Mr. Bradshaw and staff for all the improvements to the airport, adding that we may not be able to control the air service issues but that we can and are doing very well at what we can control with the customer service experience. He suggested that the upcoming TSA pre-check week be marketed to the community.

Dr. Dooley echoed the comments of Mr. Gust.

Ms. Lawrence made a motion that the Commission convene in a closed meeting to discuss the performance and salary of a specific Commission employee, being the Executive Director, pursuant to Section

2.2-3711 (A)(1), Code of Virginia (1950), as amended. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Gust, Lawrence, Minnix, Porterfield and Dooley.....5.

NAYS: None.....0.

The Commission convened in a Closed Meeting at 8:35 a.m.

Mr. Minnix left the meeting at 9:35 a.m.

The Commission reconvened at 9:36 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. Porterfield and adopted by the following vote:

AYES: Gust, Lawrence, Minnix (signed certification on file), Porterfield and Dooley.....5.

NAYS: None.....0.

Mr. Gust made a motion that the salary of Tim Bradshaw be increased by 3% effective October 14, 2016, and that Mr. Bradshaw be allowed a mileage reimbursement for the use of his personal automobile for Airport Commission business. The motion was seconded by Ms. Lawrence and adopted by the following vote:

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

NAYS: None.....0.

(Commission member Minnix left the meeting prior to this vote. (Signed certification on file.)

There being no further business, the Chairman adjourned the meeting at 9:40 a.m.

Read and approved at the November 22, 2016 meeting of the Roanoke Regional Airport Commission.

ATTEST:

Cathy L. Bowman
Secretary