

ROANOKE REGIONAL AIRPORT COMMISSION

**April 20, 2021
8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, April 20, 2021, at 8:30 a.m. Mr. Powers, Chair, presided.

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

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on March, 23 2021, 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 Dr. Bishop and unanimously approved.

AIR TRAFFIC REPORT

The Air Traffic Report for February 2021, was before the body.

Mr. Gust made a motion to receive and file the Air Traffic Report. The motion was seconded by Dr. Bishop and unanimously approved.

AIRPORT BUSINESSES

Mr. Mancuso from Signature Flight Support spoke regarding the demand for hangar space and increase in activity.

ROANOKE REGIONAL AIRPORT COMMISSION AIR SERVICE UPDATE – February 2021

The Roanoke Regional Airport Commission Air Service Update for February 2021 was before the body.

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

Nico Mirman, Ailevon Pacific, gave a presentation on the status of the aviation industry.

MONTHLY FINANCIAL REPORT

The monthly financial report for the nine months ending March 31, 2021, 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.

AUTHORIZING THE PURCHASE OF REAL PROPERTY CURRENTLY OWNED BY NORDT PROPERTIES, LLC, BEARING CITY OF ROANOKE TAX PARCEL #6630107

A report from the Interim Executive Director recommending the Commission authorize

the Interim Executive Director to execute all documents necessary to purchase City of Roanoke Tax Parcel #6630107 and provide for payment of \$3,400,000.00 to Nordt Properties, LLC, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion to adopt a Resolution authorizing the acquisition by the Commission of real property currently owned by Nordt Properties, LLC, bearing Roanoke City Official Tax No. 6630107. The motion was seconded by Dr. Bishop.

After general discussion about the property a new motion by Mr. Gust was made to defer the discussion to a future meeting. The motion was seconded by Dr. Bishop and adopted by the following vote:

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

(Resolution was not adopted.)

GROUND TRANSPORTATION

A report from the Interim Executive Director with regard to amending the Ground Transportation Rules and Regulations for Roanoke Blacksburg Regional Airport was before the body.

That amendment reflected a fee change in Exhibit 2- Fees For Ground Transportation – Taxicabs to read: \$60.00 per month/per vehicle. New proposed change includes the points below:

- Fee schedule as reflected in Exhibit 2- Fees for Ground Transportation reads: \$50.00/per month/per company & \$10.00/per month/per vehicle until trips can be electronically captured and then will be \$1.00/per trip fee. This fee change is for taxicabs and limousine service.
- Payment will be collected per calendar quarter and must be paid prior to the first day of the applicable quarter.
- Taxi service will use Door 4, the taxi lane will be utilized for drop-off and pick-up fares.

(Report on file in Airport Commission Office.)

Dr. Clements made a motion to adopt a Resolution approving the changes to the Ground Transportation Rules and Regulations. The motion was seconded 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. 14-042021 on file in Airport Commission Office.)

AWARDING CONTRACT FOR ROOF RESTORATION PROJECT

A report from the Director of Facilities and Grounds with a recommendation to award the contract for Roof Restoration Project for Hangars 17, 18, 19, and 20 to Service Roofing and Sheet Metal Company was before the body.

Ms. Lawrence made a motion to adopt a Resolution to award the contract to Service Roofing and Sheet Metal Company. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 15-042021 is on file in Airport Commission Office.)

COMMENTS BY INTERIM EXECUTIVE DIRECTOR

Mr. Jeavons provided an update on the Airfield Signage and Lighting Project.

Mr. Jeavons updated the Commission regarding the progress of the hangars under construction and discussed briefly the current demand of additional hangar space.

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Dr. Bishop requested to defer his position as Chair of the RRAC due to his appointment as Chair to another board that will impact his time availability. Mr. Powers accepted his deferment and requested the Commissioners to consider who they would like appointed to the Chair position for 2021-2022.

Ms. Lawrence gave a brief update regarding PMG, their current focus is on the FBO RFP and Air Service.

Ms. Lawrence advised Korn Ferry will provide an update to the Commission after a first pass of applications.

Mr. Powers requested an update on the FBO RFP. Mr. Jeavons provided a brief update.

Mr. Powers asked about the Parking Lot planning. Mr. Jeavons advised an update would be provided next month at the May Commission Meeting.

Mr. Powers and Dr. Clements expressed interest in the planning of a 5k Runway run/walk. This walk would be a fundraiser for the Carilion Clinic Cancer Center in honor of Julie Jeavons.

Mr. Powers reminded the Commission members that the next regularly scheduled meeting is May 18, 2021.

There being no further business to come before the Commission, Mr. Powers adjourned the meeting at 10:01 a.m.

ATTEST:

Secretary



ROANOKE REGIONAL AIRPORT COMMISSION

Search Committee Meeting

April 20, 2021

10:00 a.m.

The Search Committee of the Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday April 20, 2021, at 10:05 a.m. Ms. Lawrence, Search Committee Chair, presided.

PRESENT: Search Committee members Robert Fralin, Dale Guidry and Cynthia Lawrence.....3.

ABSENT: None.....0.

Ms. Lawrence made a motion that the Commission convene in a closed meeting to interview, discuss and consider prospective firms for hiring procedures for a certain job position, where discussion in an open session would adversely affect the bargaining or negotiating strategy of the Commission pursuant to section 2.2-3711.A.(29), Code of Virginia (1950), as amended. The motion was seconded by Mr. Guidry and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The Committee convened in Closed Meeting at 10:08 a.m.

The Committee reconvened at 10:44 a.m.

Ms. Lawrence made a motion with respect to the 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 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. Guidry and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

There being no further business to come before the Commission, Ms. Lawrence adjourned the meeting at 10:45 p.m.

ATTEST:

Secretary

**ROANOKE REGIONAL AIRPORT COMMISSION
SEARCH COMMITTEE MEETING
May 4, 2021
9:00 a.m.**

The Roanoke Regional Airport Commission met virtually on Tuesday May 4, 2021, at 9:00 a.m. Ms. Cynthia Lawrence, Search Committee Chair, presided.

PRESENT: Commission members Robert Fralin (His office) (Mr. Fralin joined the meeting at 9:05 am), Dale Guidry (His office), Cynthia Lawrence (Home Office)3.

ABSENT: None.....0.

Ms. Lawrence advised that this meeting was a special meeting and that no official action was expected to occur.

Mr. Guidry made a motion that the Commission conduct a closed meeting to discuss and consider matters related to the resignation 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 Ms. Lawrence and adopted by the following vote:

AYES: Commission members Guidry and Lawrence.....2.

NAYS: None.....0.

The Commission convened in the closed meeting at 9:03 a.m.

The Commission reconvened at 12:01 pm.

Mr. Guidry 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 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 any motion by which any closed meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Fralin and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The meeting was adjourned by Ms. Lawrence at 12:03 pm.

ATTEST:



Secretary

**ROANOKE REGIONAL AIRPORT COMMISSION
SEARCH COMMITTEE MEETING
May 5, 2021
9:00 a.m.**

The Roanoke Regional Airport Commission met virtually on Tuesday May 4, 2021, at 9:00 a.m. Ms. Cynthia Lawrence, Search Committee Chair, presided.

PRESENT: Commission members Robert Fralin (His office), Dale Guidry (His office), Cynthia Lawrence (Home Office)3.

ABSENT: None.....0.

Ms. Lawrence advised that this meeting was a special meeting and that no official action was expected to occur.

Mr. Guidry made a motion that the Commission conduct a closed meeting to discuss and consider matters related to the resignation 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. Fralin and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The Commission convened in the closed meeting at 9:03 a.m.

The Commission reconvened at 12:12 pm.

Mr. Guidry 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 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 any motion by which any closed meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Fralin and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The meeting was adjourned by Ms. Lawrence at 12:16 pm.

ATTEST: 
Secretary

**ROANOKE REGIONAL AIRPORT COMMISSION
SEARCH COMMITTEE MEETING
May 7, 2021
11:00 a.m.**

The Roanoke Regional Airport Commission met virtually on Tuesday May 7, 2021, at 11:00 a.m. Ms. Cynthia Lawrence, Search Committee Chair, presided.

PRESENT: Commission members Robert Fralin (His office), Dale Guidry (His office), Cynthia Lawrence (Home Office)3.

ABSENT: None.....0.

Ms. Lawrence advised that this meeting was a special meeting and that no official action was expected to occur.

Mr. Fralin made a motion that the Commission conduct a closed meeting to discuss and consider matters related to the resignation 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. Guidry and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The Commission convened in the closed meeting at 11:03 a.m.

The Commission reconvened at 4:42 pm.

Mr. Fralin 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 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 any motion by which any closed meeting was convened were heard, discussed or considered by the Commission. The motion was seconded by Mr. Guidry and adopted by the following vote:

AYES: Commission members Fralin, Guidry and Lawrence.....3.

NAYS: None.....0.

The meeting was adjourned by Ms. Lawrence at 4:43 pm.

ATTEST:



Acting Secretary