

ROANOKE REGIONAL AIRPORT COMMISSION

February 15, 2022

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, February 15, 2022, at 8:30 a.m. Mr. Guidry, Chair, presided.

PRESENT: Commission members Dale Guidry "Chair", NL Bishop, Randy Clements, Robert Fralin, Bill Gust, Cynthia Lawrence, Gary Powers.....7.

ABSENT: None.....0.

MINUTES

The minutes of the regular monthly meeting held on January 27th, 2022 were before the body.

Ms. Lawrence 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.

COMMENTS BY THE EXECUTIVE DIRECTOR

Mr. Stewart provided an update on meetings and items of note since the last meeting. He Attended Aviation Day with the General Assembly and had the opportunity to join other VA Airports in promoting the importance of aviation to our legislators. He had good meetings with Del. Terry Austin, Del. Sam Rasoul and others.

Mr. Stewart also attended the 2022 Aviation, Aerospace & UAS Legislative Reception on the evening of the 2nd. This reception was hosted by Virginia Aviation Business Association and was attended by many government officials, including Gov. Younkin, Lt. Gov. Earle-Sears, and DOT Secretary Shep Miller.

ROA staff met virtually with the FAA on Feb. 8th to discuss and ensure the FAA ATO's Corporate Work Plan and the Airport's Capital Improvement Program have no conflicting projects.

ROA staff also met with Roanoke City staff to discuss potential airport participation and store water fee credits on the West Fork of Carvins Creek stream restoration project, Mr. Stewart inquired why the airport is not its own MS4.

Mr. Stewart advised the Commission he is leaving for Routes Americas in San Antonio, Brad is already there with a solid schedule of meetings with 9 airlines.

And lastly, Mr. Stewart highlighted the announcement of Allegiant's new nonstop service to Nashville twice a week beginning April 21, 2022.

MONTHLY FINANCIAL REPORT

The monthly financial report for the seven months ended January 2022 was presented by the Director of Finance.

FIVE-YEAR LEASE EXTENSION WITH FEDERAL EXPRESS CORPORATION

A report and recommendation that the Commission approve a five-year lease extension with Federal Express Corporation, was before the body.

Dr. Bishop made a motion to adopt a Resolution authorizing a five-year lease extension with Federal Express Corporation. The motion was seconded by Mr. Powers and adopted by the following vote:

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

NAYS:0.

(Report on file in Airport Commission Office.)

(Resolution No. 04-021522 on file in Airport Commission Office.)

FILE ONE OR MORE APPLICATIONS TO IMPOSE AND USE A PASSENGER FACILITY CHARGE AT THE ROANOKE-BLACKSBURG REGIONAL AIRPORT

A report from the Director of Finance to approve authorization of the filing of one or more applications to impose and use a Passenger Facility Charge (PFC) at the Roanoke-Blacksburg Regional Airport for projects included in the Airport's seventh PFC Program, and the authorization of a PFC of \$4.50 per enplaned passenger, was before the body.

(Report on file in Airport Commission Office.)

Ms. Lawrence made a motion approve the filing of one or more applications to impose and use and PFC at Roanoke-Blacksburg Regional Airport for projects included in the Airport's seventh PRC Program and to impose a PFC of \$4.50 per enplaned passenger. The motion was seconded by Mr. Gust and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 05-021522 on file in Airport Commission Office.)

CONTRACT 6300 FOR AIRPORT ENGINEERING SERVICES WITH RS&H

A report and recommendation to approve Contract 6300 for Airport Engineering Services with RS&H to provide Engineering Design Services for the Runway 16-34 EMAS Replacement Project, was before the body.

Ms. Lawrence made a motion to approve Contract 6300 for Airport Engineering Services with RS&H for Engineering Design Services for the Runway 16-34 EMAS Replacement Project. The motion was seconded by Mr. Powers and adopted by the following vote:

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

NAYS: None.....0.

(Resolution No. 06-021522 on file in Airport Commission Office.)

AMENDMENT NO. 25 TO CONTRACT 5984 WITH THOMPSON & LITTON INC.

A report and recommendation to approve Amendment No. 25 to Contract 5984 for General Engineering Services with Thompson & Litton, Inc. to provide Engineering Design and Bid Services for the Parking Lot Rehabilitation Project, was before the body.

Ms. Lawrence made a motion to approve Amendment No. 25 to Contract 5984 for General Engineering Services with Thompson & Litton, Inc. to provide Engineering Design and Bid Services for the Parking Lot Rehabilitation Project. The motion was seconded by Mr. Gust and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Lawrence, Powers and Guidry.....6.

NAYS: None.....0.

ABSTAIN: Gust.....1.

(Resolution No. 07-021522 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Dr. Clements brought up the Roanoke Times article regarding fuel pricing at Signature. Directed a question to Mike Mancuso regarding discounts or savings in relation to volume of fuel purchased. Mr. Mancuso will reach out to the commenter directly and discuss options.

Mr. Gust requested a status update on the FBO RFP. Mr. Stewart is working towards completion of the document and wants to align the due dates to avoid competition with other RFP's out on the street right now. He anticipates sharing information in March.

Mr. Powers thanked Star Flight for all they do to for the aviation field.

Dr. Bishop made a motion that the Commission convene in a closed meeting session to discuss and consider the acquisition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Commission, pursuant to section 2.2-3711.A.(3), Code of Virginia (1950), as amended, related to the Roanoke-Blacksburg Regional Airport Master Plan. The motion was seconded by Ms. Lawrence.

The Commission convened in a Closed Meeting at 9:33 a.m.

The Commission reconvened at 10:10 a.m.

Dr. Bishop made a motion that with respect to the Closed Meetings 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 Ms. Lawrence and adopted by the following vote:

AYES: Commission members Bishop, Clements, Fralin, Powers and Guidry7.

NAYS: None.....0.

There being no further business to come before the Commission, Mr. Guidry adjourned the meeting at 10:11 a.m.

ATTEST: 
Secretary