

**ROANOKE REGIONAL AIRPORT COMMISSION**

**June 21, 2022**

**8:30 a.m.**

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, May 17, 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:** .....0.

**MINUTES**

The minutes of the regular monthly meeting held on May 17, 2022 were before the body.

Dr. Bishop 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.

**COMMENTS BY THE EXECUTIVE DIRECTOR**

Mr. Stewart recognized staffing changes; Ernie DiDonato, Amanda DeHaven and Gary Ruby have all recently retired from RRAC. Rebecca Wilkins-Huffman will be retiring at the end of July. Sandra Newman has been promoted to Access and ID Manager and Justin Snead has been promoted to an Airport Operations Officer. Additionally, there are currently several positions open, Operations Officer, Maintenance Technician, Police Officer and Assistant Director of Finance.

Mr. Stewart and Mr. Kotchou attended the Virginia Airport Operators Conference Spring Workshop in May. Topics of discussion included briefings by VA Airports on unique projects and challenges, Cyber Security at Airports, VAOC Legislative issues, an update from FAA Washington ADO, and the VAB Meeting.

At the Roanoke Valley Transportation Planning Organization Policy Board meeting on May 26<sup>th</sup> a resolution approving Amendment to the FY 2021-2024 Transportation Improvement Program. This includes Roanoke County CORTRAN Services for seniors and people with disabilities.

Mr. Stewart congratulated the entire ROA team, in particular Airport Operations, Public Safety and Maintenance for successfully passing our annual certification inspection with no significant findings and only a couple of minor ones which were resolved on the spot.

Mr. Stewart reminded the Commissioners of the Air Service Development RFP that is currently active and the Fixed Base Operator Lease and Operating Agreement that will be issued in the coming days.

Load factors have been heavy with local graduations, Ironman and summer travel. Mr. Boettcher met with several airlines in Reno last week at the ACI Jumpstart Conference, he will provide an update following the Financial Report.

Tailwind Concessions purchased Air Host/ Varona and we continue to work with them to amend our contract to reflect the assignment and to properly include ACDBE participation, but in the interim they have begun to make improvements.

Mr. Stewart spoke to the benefits of joint meetings with each municipality; Roanoke City, Roanoke County, Salem and Botetourt. These meetings will be planned in the upcoming months.

And lastly, Mr. Stewart presented the Commissioners with the idea of formalizing Juneteenth as a holiday on the Commission calendar. A formal resolution will be brought before the group in July.

**MONTHLY FINANCIAL REPORT**

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

**AIR SERVICE UPDATE**

Mr. Boettcher provided an update on operations, the Nashville, LaGuardia and Jumpstart 2022.

At Jumpstart Mr. Boettcher met with American, Delta, Southwest, and Southern Airways Express.

**PUBLIC COMMENT**

Mr. Alee with Carilion Clinic Foundation came to give his thanks on behalf of the Foundation in regards to the Runway 5K @ ROA.

**INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS**

Mr. Gust inquired about the status of future hangar expansion.

**CLOSED SESSION**

Dr. Bishop made a motion that the Commission convene in a closed meeting session Discussion and consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to section 2.2-3711.A.(3), Code of Virginia (1950), as amended, related to the Roanoke-Blacksburg Regional Airport Master Plan, and the discussion and consideration or interviews of prospective candidates for employment as tis General Counsel, as an appointee of the Commission, pursuant to section 2.2-3711.A.1. of the Code of Virginia, 1950, as amended, and lastly a discussion and consideration of personnel matters, and specifically the election of officers of the Commission, pursuant to section 2.2-3711 A(1), Code of Virginia (1950), as amended.

The motions were seconded by Mrs. Lawrence.

The Commission convened in a Closed Meeting at 9:11 a.m.

The Commission reconvened at 9:57 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 Mr. Powers and adopted by the following vote:

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

NAYS: .....0.

**ANNUAL ELECTION OF OFFICERS**

Ms. Lawrence made a motion that the following slate of officers be nominated:

Chair Dr. Bishop  
Vice Chair Mr. Fralin

Treasurer  
Secretary

Mr. Jeavons  
Ms. Poe

Mr. Powers seconded the motion for the nomination of the officers. There were no other nominations.

Ms. Lawrence made a motion that the nominations be closed. The motion was seconded by Mr. Powers and unanimously approved.

The roll call for the slate of officers was as follows:

|              |       |
|--------------|-------|
| Dr. Bishop   | Slate |
| Dr. Clements | Slate |
| Mr. Fralin   | Slate |
| Mr. Gust     | Slate |
| Ms. Lawrence | Slate |
| Mr. Powers   | Slate |
| Mr. Guidry   | Slate |

There being no further business to come before the Commission, Mr. Guidry adjourned the meeting at 9:59 a.m.

ATTEST:

  
Secretary