



ROANOKE REGIONAL AIRPORT COMMISSION

May 18, 2021
8:30 a.m.

TENTATIVE AGENDA FOR THE COMMISSION

Because of present state of emergency due to the COVID-19 pandemic, and until further notice, the public cannot be accommodated physically in proximity to the Commissioners and Staff Participants. Meeting will be set up through Zoom at <https://www.facebook.com/flyROA/live/>

Any requests to speak must be emailed to: Danielle.poe@flyroa.com no later than 5:00 p.m. on Friday, May 14, 2021. After request is received, zoom meeting information will be provided to the requester by 8:15 a.m. on the day of the meeting. Each speaker will be allotted three minutes.

1. Call to Order -- Roll Call

2. **CONSENT AGENDA**

C-1 Minutes of the regular monthly meeting held on April 20, 2021, and Search Committee minutes for meetings held on April 20, 2021, May 4, 2021, May 5, 2021 and May 7, 2021.

RECOMMENDED ACTION: Receive and file.

C-2 Roanoke Regional Airport Commission Air Traffic Report – March 2021.

RECOMMENDED ACTION: Receive and file.

REGULAR AGENDA

3. Hearing of Citizens Upon Airport Matters

4. Reports of Airport Businesses

5. Reports through/from the Interim Executive Director

A. The monthly financial report from the Commission Treasurer.

Recommended Action: Receive and file.

- B. A report from the Interim Executive Director with regard to authorizing a contract with USI Insurance Services, LLC for insurance brokerage services, including the procurement of insurance. **(Resolution No. 16-051821)**
- C. A report from the Director of Facilities and Ground with regards to awarding a contract to M-B Companies, Inc. for the purchase of one MB4 Chassis and Snow Blower. **(Resolution No. 17-051821)**
- D. A presentation from Sue Winslow, Tela Vuota, PLLC, and Barry Collier, Thompson & Litton, to include design options for the parking lot redesign.
- E. A request from the Interim Executive Director to go into a Closed Meeting to discuss the purchase of real property where discussion in an open meeting would adversely affect the negotiating strategy of the Commission, pursuant to Section 2.1-3711 A. (3), Code of Virginia (1950), as amended.

Recommended Action: Concur in request for Closed Meeting
- F. Certification of Closed Meeting

6. Motions and Miscellaneous Business:

- A. Comments by the Interim Executive Director.
- B. Inquiries and/or Comments by Commission Members.
 - 1. A request from Robert Fralin for a Closed meeting for the discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected pursuant to Va. Code §2.2-3711 A 6.
 - 2. A request from Cynthia Lawrence, Search Committee Chair, for a Closed Meeting for the purposes of interviews, discussion, and consideration of prospective candidates for employment, being candidates for the position of Executive Director, pursuant to section 2.2-3711 A (1), Code of Virginia (1950), as amended.

7. Certification of Closed Meetings

8. Adjourn.

Individuals with disabilities who require special assistance or special arrangements in order to participate or attend Commission meetings are requested to provide adequate advance notice to the Commission Secretary at (540) 362-1999 so that reasonable efforts can be made to provide accommodations or adaptations.

In accordance with guidelines adopted by this Commission, please be advised that all speakers making presentations as part of the "Reports of Airport Businesses" and the "Hearings of Citizens Upon Public Matters" section of the agenda shall be confined to three minutes, unless additional time has been requested of and granted by the Commission, or unless such presentation is extended by reason of the Commission's request for additional information.