

ROANOKE REGIONAL AIRPORT COMMISSION

April 19, 2022

8:30 a.m.

The Roanoke Regional Airport Commission met in the Airport Conference Room, Second Floor of the Terminal Building on Tuesday, April 19, 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 March 15, 2022 and the special meeting held on March 24, 2022 were before the body.

Mr. Powers 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 reported that since the March 24th meeting to approve the Airport Commission's FY 2023 operating budget, he presented it to Roanoke County Board of Supervisors on April 12th and to Roanoke City Council on April 18th. Both bodies approved the presented budget and the last stop to present to Salem City Council for their approval will be on the evening of April 25th.

Mr. Stewart announced the selection of Mr. Kyle Kotchou as the Director of Planning and Engineering. He is anticipated to start the week of May 9th. Additionally, there are a couple positions currently advertised, Assistant Finance Director and an Access & ID Manager (internal only initially).

On April 6th Greg Campbell, the new Director of the Virginia Department of Aviation, visited ROA. Staff met with him to bring him up to speed on current project and things happening here. ROA was the first airport road trip Mr. Campbell had made since assuming his new role.

Mr. Stewart had the pleasure of joining Delegate Terry Austin and Dr. Ray Smoot on April 12th for a panel discussion on the "State of Transportation" facilitated by Roanoke Regional Chamber at the Vinton War Memorial. The event was well attended.

April 12th, Mr. Stewart also had the opportunity to chat with Senator Mark Warner at an event.

Lastly, Mr. Stewart spoke about air service and the impacts we are seeing as a result of the pilot shortages. Overall total seat capacity is down 31% vs. pre-pandemic levels and this is primarily driven by the regional pilot shortage. But, as we move through the summer capacity is restored to almost pre-pandemic levels, there is focus on leisure markets with less capacity to the network carrier hubs. In May we will be 21% lower compared to 2019, but by June total capacity is only off by 2%. This is due to Delta entering the New York LaGuardia market in addition to Clearwater St. Pete with additional frequency, Delta up-gauging aircraft to Atlanta and United increasing Washington-Dulles service. By July capacity is off 3% compared to 2019 but August brings us just 1% short of 2019 capacity. However, the lack of pilots will make air service at regional airports even more competitive than it already was with airlines parking their 50 seater jets. We will watch the fall schedule closely and strategically focus on promoting and supporting our service to network carrier hubs.

Also of note, Delta's entry into New York-LaGuardia marks the first time ROA will have direct competition on a route since Mr. Stewart has been in ROA. American pricing and flight times have been adjusted to compete with Delta. Additionally, JetBlue has added their code on American's LaGuardia flight as part of their North East Alliance. This codeshare opens the American operated flight to JetBlue customers and corporate clients.

Mr. Boettcher gave a brief update on the activities planned for the inaugural Nashville flight.

MONTHLY FINANCIAL REPORT

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

RUNWAY 5K UPDATE

Ms. Poe and Mr. Boettcher updated the group on the 5K sponsors, registration, day of logistics as well as the day of media plan.

LETTER OF CREDIT AGREEMENT WITH ATLANTIC UNION BANK

A report and recommendation that the Commission approve a resolution authorizing a Letter of Credit agreement with Atlantic Union Bank as proof of financial responsibility concerning and Underground Storage Tank located on the Nordt property.

Mr. Gust made a motion to adopt a Resolution authorizing a Letter of Credit agreement with Atlantic Union Bank as proof of financial responsibility concerning and Underground Storage Tank located on the Nordt property. The motion was seconded by Ms. Lawrence 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. 10-041922 on file in Airport Commission Office.)

PLEDGE OF PFC REVENUES TO SERIES 2021A BOND

A report and recommendation that the Commission approve a resolution authorizing a pledge of PFC Revenues to Series 2021A Bond.

Ms. Lawrence made a motion to adopt a Resolution authorizing a pledge of PFC Revenues to Series 2021A Bond. Mr. Gust seconded the motion and it was 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. 11-041922 on file in Airport Commission Office.)

INQUIRIES AND/OR COMMENTS BY COMMISSION MEMBERS

Dr. Bishop made a motion that the Commission convene in a closed meeting session to discuss and consider 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. The motion was seconded by Ms. Lawrence.

Dr. Bishop made a motion that the Commission convene in a closed meeting session to discuss and consider of the award of a public contract involving the expenditure of public funds and a discussion of the terms of such contract, including substantive provisions of a request for proposal, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Commission pursuant to Section 2.2-3711.A.29. of the Code of Virginia, 1950, as amended. The motion was seconded by Ms. Lawrence.

The Commission convened in a Closed Meeting at 9:07 a.m.

The Commission reconvened at 10:10 a.m.

Mr. Powers 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 10:10 a.m.

ATTEST:

Secretary