

MEMO TO PROCUREMENT FILE

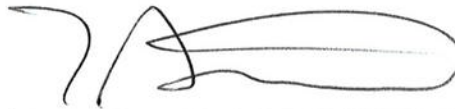
FROM: MIKE STEWART, EXECUTIVE DIRECTOR

**RE: Written Determination Justifying Sole-Source Procurement
(Pursuant to Va. Code 2.2-4303(E))**

I hereby find and determine that, because there is only one source practically available for this procurement, the Roanoke Regional Airport Commission (the "Commission") should negotiate and award the following purchase on a **sole-source** basis of procurement:

Basis of Sole-Source Award: This procurement is for consulting services from Paslay Management Group. On February 16, 2021, pursuant to Resolution No. 07-021621 and after conducting a survey of available consultants, the Roanoke Regional Airport Commission (the "Commission") determined that the unique experiences of Margaret McKeough as Chief Operating Officer of Metropolitan Washington Airports Authority ("MWAA") for fifteen years and James E. Bennett, A.A.E., with over forty years of airport leadership experience, as well as their familiarity with Virginia airports and airport personnel across the country, made Paslay Management Group uniquely situated to provide consulting services that were and are still needed as the Commission makes important decisions as to the development of its master plan, and the future of its FBO services. Since that time, the Commission has updated its survey of available consultants and has determined that no other consultant is qualified to provide the level of services needed by the Commission. For these reasons I have determined that there is only one source practically available for this procurement.

Notice of this purchase award will be posted on the Roanoke-Blacksburg Regional Airport website, the "Legal Notices" page on Feb 4th, 2022, the date on which the contract will be awarded.



Mike Stewart
Executive Director,
Roanoke Regional Airport Commission