



**Roanoke Regional Airport Commission
RFP # 25-002
Banking Services**

**Addendum #1
January 24, 2025**

The contents of this addendum represent solicitation questions and answers, notes, changes, additions or clarifications to the specifications. A conformed copy of the RFP reflecting all changes from Addendum #1 is also included as a separate attachment if needed.

I. Questions and Answers:

Q1. Would it be possible to get redacted account analysis statements from your current provider? We are interested in the service descriptions and activity volumes for each account.

A1. Please see Exhibit C attached below.

Q2. Could you provide information on the average available balances you have historically held in your account?

A2. The average account balance held over the past six months between our sweep and general operating account is \$567,300.41. This is consistent with any previous months as well.

Q3. Can you provide more information on your Corporate Card Program? What type of payments are you using it for? How many cards are currently deployed and what is your average monthly spend?

A3. Corporate cards are used for general operating expenses, travel, etc. We have 17 cards currently deployed with an average total monthly spend of \$20,000.

Q4. You provided some merchant spend information. Was this just for that month? Are you looking for a new merchant provider? Can you tell us how you are accepting card payments today? What type of hardware and software are you using?

A4. We are using state contracts currently for our merchant provider which has proven to be the most fiscally advantageous for the Commission. We would be open to hear other options.

For accepting payments, it is currently only on-site using our parking equipment machines. The software is provided by Elavon and Windcave. Hardware is Designa equipment.

Q5. To get an idea of potential ATM usage and visibility, can you provide the airports annual passenger count for the past three years?

A5. Our annual passenger count is roughly 650,000 people.

Q6. Can you provide average monthly transaction volumes for the current ATM over the past three years?

A6. The Commission does not have visibility into the transaction volumes of the current ATM. We are paid a monthly rent for the unit.

Q7. On page 6 of your RFP, there was reference made to a Banking Service RFP Response Proposal Form. Is there a specific document that you need us to complete or were you referencing sections A through N that followed the statement? Do you want us to respond directly to each of these sections?

A7. The referenced Response Proposal Form is the individual Offeror's forms that highlight the institutions ability to perform each A through N section. It is not a specific form provided by the Commission.

Q8. You are requesting a hard copy of our response as well as an electronic copy on a flash drive. It also sounded as if an e-mailed copy of our response would be acceptable. Can you confirm this? Which would you prefer? Will an e-mailed copy meet your delivery time requirement with a hard copy and flash drive to follow?

A8. An e-mailed copy of the response would be sufficient and eliminate the need of the electronic copy on a flash drive. If a submission is submitted in-person, then an electronic copy on a flash drive is required. The Commission has no preference over either submission.

Q9. The deadline for questions is January 24. Will you be responding to questions as they are received or sending out a comprehensive addendum sometime after the 24th? If you plan to wait until after the 24th to provide your response, when should we anticipate receiving this information? Would you consider extending the proposal deadline to allow more time to adjust our proposal after receiving your response to our questions?

- A9. Addenda will be sent out in response to questions. The plan is to not alter the deadline as of yet, but can be reviewed later on in the process.

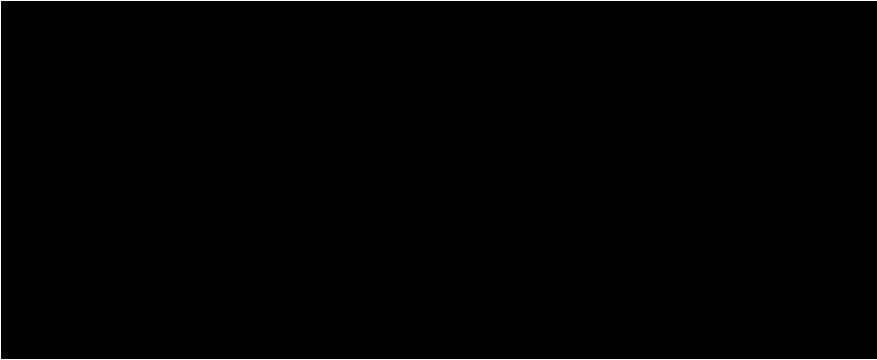
End of Addendum #1

EXHIBIT C

Account Analysis
October 2024

ROANOKE REGIONAL AIRPORT COMMISSION
GENERAL OPERATING ACCOUNT
5202 AVIATION DR NW
ROANOKE VA 24012-1143

Account Number	[REDACTED]
Settlement Period Ends	October 2024
Statement Date	November 18, 2024
	Page 1 of 3



Balance Summary

Average Ledger Balance	\$874.41
Less Average Float	\$874.41
Average Collected Balance	\$0.00
Average Negative Collected Balance	\$0.00
Average Positive Collected Balance	\$0.00
Investable Balance	\$0.00
Investable Balance	\$0.00
Less Balance Required for Services	\$3,273,518.13
Excess/(Deficit) Balance	(\$3,273,518.13)

Account Analysis
October 2024

Account Number [REDACTED]
Settlement Period Ends October 2024
Statement Date November 18, 2024
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ROANOKE REGIONAL AIRPORT COMMISSION

Results Summary

Analyzed Results

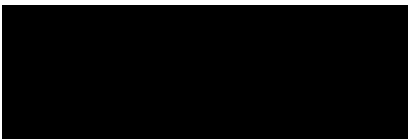
Earnings Credit at 0.200000% of Investable Balance \$0.00
Less Total Analyzed Fees [REDACTED]
Total Analyzed Results [REDACTED]
Total Analyzed Service Charges This Statement [REDACTED]

The Total Deficit Analyzed Result of [REDACTED] will be Charged to Account [REDACTED] on 11/26/24.

Service Detail

Service Description	Volume	[REDACTED]	Balance Required
General Account Services			
Analyzed Account Monthly Maint	1	[REDACTED]	\$135,774.29
Max Invest Sweep Acct Monthly Maint	1	[REDACTED]	\$796,936.05
Deposit Balance Assessment	1	[REDACTED]	\$767.42
Depository Services			
Deposit	24	[REDACTED]	\$113,342.02
Remote Deposit Monthly Maint	1	[REDACTED]	\$295,161.50
Non [REDACTED] Check Deposited	25	[REDACTED]	\$23,612.92
Paper Disbursement Services			
Check Paid	5	[REDACTED]	\$6,198.39
Positive Pay Services			
Positive Pay Monthly Maint	1	[REDACTED]	\$295,161.50
ACH Positive Pay Monthly Maint	1	[REDACTED]	\$295,161.50
General ACH Services			
ACH Credit Received	285	[REDACTED]	\$336,484.11
ACH Debit Received	77	[REDACTED]	\$90,909.74
ACH Debit Block	1	[REDACTED]	\$147,580.75
ACH Return-Credit Originated	1	[REDACTED]	\$70,838.76
ACH Credit Originated	91	[REDACTED]	\$134,298.48
ACH Bob Monthly Maint	1	[REDACTED]	\$147,580.75
Wire And Other Funds Trnsf Services			
Wire Incoming	1	[REDACTED]	\$88,548.45

Account Analysis
October 2024



ROANOKE REGIONAL AIRPORT COMMISSION

Account Number	[REDACTED]
Settlement Period Ends	October 2024
Statement Date	November 18, 2024
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Service Detail-Continued

Service Description	Volume		Balance Required
Wire Bob Monthly Maint	1	[REDACTED]	\$147,580.75
Information Services			
Bus Online Banking Bob Mnthly Maint	1	[REDACTED]	\$147,580.75
Total Analyzed Fees			\$3,273,518.13
Total Fee Based Fees			
Total Waived Fees			

\$5,903.23 in Investable Balances Offset \$1.00 of Total Fees for all Analysis Based Services.

Account Analysis
November 2024

ROANOKE REGIONAL AIRPORT COMMISSION
GENERAL OPERATING ACCOUNT
5202 AVIATION DR NW
ROANOKE VA 24012-1143

Account Number	[REDACTED]
Settlement Period Ends	November 2024
Statement Date	December 18, 2024
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Balance Summary

Average Ledger Balance	\$1,853.13
Less Average Float	<u>\$1,853.13</u>
Average Collected Balance	\$0.00
Average Negative Collected Balance	\$0.00
Average Positive Collected Balance	\$0.00
Investable Balance	\$0.00
Investable Balance	\$0.00
Less Balance Required for Services	<u>\$3,201,524.00</u>
Excess/(Deficit) Balance	(\$3,201,524.00)

Account Analysis
November 2024

Account Number [REDACTED]
 Settlement Period Ends November 2024
 Statement Date December 18, 2024
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ROANOKE REGIONAL AIRPORT COMMISSION

Results Summary

Analyzed Results

Earnings Credit at 0.200000% of Investable Balance
 Less Total Analyzed Fees
 Total Analyzed Results

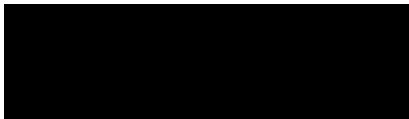
Total Analyzed Service Charges This Statement

The Total Deficit Analyzed Result of [REDACTED] will be Charged to Account [REDACTED] on 12/26/24.

Service Detail

Service Description	Volume	[REDACTED]	Balance Required
General Account Services			
Analyzed Account Monthly Maint	1	[REDACTED]	\$140,300.00
Max Invest Sweep Acct Monthly Maint	1	[REDACTED]	\$823,500.00
Deposit Balance Assessment	2	[REDACTED]	\$1,525.00
Depository Services			
Deposit	12	[REDACTED]	\$58,560.00
Remote Deposit Monthly Maint	1	[REDACTED]	\$305,000.00
Non [REDACTED] Check Deposited	19	[REDACTED]	\$18,544.00
Paper Disbursement Services			
Check Paid	4	[REDACTED]	\$5,124.00
Positive Pay Services			
Positive Pay Issue Item	4	[REDACTED]	\$976.00
Positive Pay Monthly Maint	1	[REDACTED]	\$305,000.00
ACH Positive Pay Monthly Maint	1	[REDACTED]	\$305,000.00
General ACH Services			
ACH Credit Received	255	[REDACTED]	\$311,100.00
ACH Debit Received	71	[REDACTED]	\$86,620.00
ACH Debit Block	1	[REDACTED]	\$152,500.00
ACH Credit Originated	91	[REDACTED]	\$138,775.00
ACH Bob Monthly Maint	1	[REDACTED]	\$152,500.00
Wire And Other Funds Trnsf Services			
Wire Incoming	1	[REDACTED]	\$91,500.00

Account Analysis
November 2024



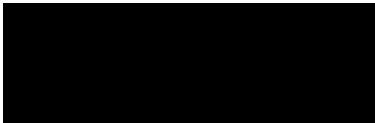
ROANOKE REGIONAL AIRPORT COMMISSION

Account Number	[REDACTED]
Settlement Period Ends	November 2024
Statement Date	December 18, 2024
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Service Detail-Continued

Service Description	Volume	[REDACTED]	Balance Required
Wire Bob Monthly Maint	1	[REDACTED]	\$152,500.00
Information Services			
Bus Online Banking Bob Mnthly Maint	1	[REDACTED]	\$152,500.00
Total Analyzed Fees			\$3,201,524.00
Total Fee Based Fees			
Total Waived Fees			

\$6,100.00 in Investable Balances Offset \$1.00 of Total Fees for all Analysis Based Services.



Account Analysis
December 2024

ROANOKE REGIONAL AIRPORT COMMISSION
GENERAL OPERATING ACCOUNT
5202 AVIATION DR NW
ROANOKE VA 24012-1143

Account Number [Redacted]
Settlement Period Ends December 2024
Statement Date January 21, 2025
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Balance Summary

Average Ledger Balance	\$2,502.58
Less Average Float	\$2,502.58
Average Collected Balance	\$0.00
Average Negative Collected Balance	\$0.00
Average Positive Collected Balance	\$0.00
Investable Balance	\$0.00
Investable Balance	\$0.00
Less Balance Required for Services	\$3,120,506.43
Excess/(Deficit) Balance	(\$3,120,506.43)

Account Analysis
December 2024

Account Number [REDACTED]
Settlement Period Ends December 2024
Statement Date January 21, 2025
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ROANOKE REGIONAL AIRPORT COMMISSION

Results Summary

Analyzed Results

Earnings Credit at 0.200000% of Investable Balance
Less Total Analyzed Fees
Total Analyzed Results

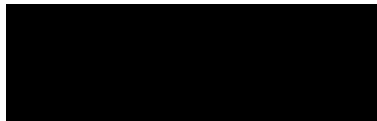
Total Analyzed Service Charges This Statement

The Total Deficit Analyzed Result of [REDACTED] will be Charged to Account [REDACTED] on 01/27/25.

Service Detail

Service Description	Volume	[REDACTED]	Balance Required
General Account Services			
Analyzed Account Monthly Maint	1	[REDACTED]	\$135,774.29
Max Invest Sweep Acct Monthly Maint	1	[REDACTED]	\$796,936.05
Deposit Balance Assessment	3	[REDACTED]	\$2,243.23
Depository Services			
Deposit	12	[REDACTED]	\$56,671.01
Remote Deposit Monthly Maint	1	[REDACTED]	\$295,161.50
Non Atlantic Union Check Deposited	23	[REDACTED]	\$21,723.89
Atlantic Union Check Deposited	1	[REDACTED]	\$944.52
Paper Disbursement Services			
Check Paid	1	[REDACTED]	\$1,239.68
Positive Pay Services			
Positive Pay Issue Item	2	[REDACTED]	\$472.26
Positive Pay Monthly Maint	1	[REDACTED]	\$295,161.50
ACH Positive Pay Monthly Maint	1	[REDACTED]	\$295,161.50
General ACH Services			
ACH Credit Received	264	[REDACTED]	\$311,690.54
ACH Debit Received	81	[REDACTED]	\$95,632.33
ACH Debit Block	1	[REDACTED]	\$147,580.75
ACH Credit Originated	90	[REDACTED]	\$132,822.68
ACH Bob Monthly Maint	1	[REDACTED]	\$147,580.75

Account Analysis
December 2024



Account Number	
Settlement Period Ends	December 2024
Statement Date	January 21, 2025
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ROANOKE REGIONAL AIRPORT COMMISSION

Service Detail-Continued

Service Description	Volume		Balance Required
Wire And Other Funds Trnsf Services			
Wire Incoming	1		\$88,548.45
Wire Bob Monthly Maint	1		\$147,580.75
Information Services			
Bus Online Banking Bob Mnthly Maint	1		\$147,580.75
Total Analyzed Fees			\$3,120,506.43
Total Fee Based Fees			
Total Waived Fees			

\$5,903.23 in Investable Balances Offset \$1.00 of Total Fees for all Analysis Based Services.