



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Friday, August 21, 2015 at the Omni Homestead, 7696 Sam Snead Highway, Hot Springs, Virginia 24445. The meeting was recorded, and the video is available through the Virginia Department of Aviation's website, www.doav.virginia.gov.

MEMBERS

John V. Mazza, Jr., Chairman	Present
Charles M. Quillin, Region 1	Present
Robert H. Hahn, Jr., Region 2	Present
Derek M. Hardwick, Region 3	Present
Roderick D. Hall, Region 4	Present
Daniel G. Oakey, Region 5	Present
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Matthew J. Thys	FAA Washington Airports District Office
Jeffery R. Allen	Office of the Attorney General
Randall P Burdette	Virginia Department of Aviation

DOAV staff, state government representatives, federal government representatives, airport sponsors and managers, consultants, engineers, business owners, and city and county representatives were also present.

1. Call to Order John V. Mazza, Jr.
Chairman

Mr. Burdette called the meeting to order at 8:55 a.m.

2. Board Member Introductions John V. Mazza, Jr.
Chairman

Mr. Burdette suspended the introductions of the board members as they were made during the workshop.

2. Review and approve minutes of May 21, 2015 John V. Mazza, Jr.
Chairman

Mr. Burdette shared that Peter D'Alema with VRA brought up a comment that the minutes of the last meeting did not capture Mr. Oakey's motion to accept the VRA's recommendation to utilize Option 3 with the condition that the recommendation goes to the VRA board and no problems are found that would impact the program, the motion was appropriately seconded, and the board unanimously approved the motion. Mr. Burdette asked that, with the amendment, if there were any other comments on the minutes. There being none, the May meeting minutes were approved with the amendment.

3. Reports/Announcements:

a. DOAV Report

Randall P Burdette
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. The presentation topics included upcoming IS-BAO and ISO-9000 audits for the agency; access to public-use airports in the state as calculated in the Virginia Air Transportation System Plan Update underway; the upcoming economic impact study; an update on the Virginia Commercial Airport Strategic Review; updates on system studies including the pavement management, sustainability, and workforce development studies; updates on the remote tower project at Leesburg and the air taxi initiative; work in progress for a new aeronautical chart and agency website upgrade; and upcoming events around the state.

In response to questions about the website, Mr. Burdette said a goal for the air taxi program was to have an icon on airport websites that will allow airports, service providers, and passengers the ability to tie together. Regarding educational outreach, while the current website does not offer video, the redesign of the website should allow "one-stop shopping" for information, including educational materials.

Steve Harris with DOAV provided an update on the five accidents in Virginia since the last meeting, bringing the year-to-date total to ten. He talked about knowledge, procedures, judgement, and leadership as part of pilot-in-command ability. Mr. Harris said that in response to the many concerns expressed about drones during the roundtable discussions, the agency will try to bring information on drones and their operations at airports into the spring safety week agenda. He encouraged airport managers and others to report incidents and concerns involving drones to the agency. He reminded attendees of the fall safety week in September.

Copies of the presentations are available upon request.

b. FAA Report

Matthew J. Thys
FAA WADO

Mr. Thys shared that his office now has a second environmental protection specialist, Susan Stafford. She works in the Beckley office and will be handling some projects in Virginia, mainly for airports located in the western part of the state.

Mr. Mazza stated that, based on comments at the roundtable discussions, he would like for the state staff to get with WADO to discuss opportunities for increasing efficiency in environmental reviews.

In response to questions on reauthorization, Mr. Thys said WADO was working to finalize all grants for Fiscal Year 2015 by the end of August. If reauthorization does not occur and a resolution offers a year of coverage, that office plans to run a normal grant program. Mr. Thys said sponsors should start planning now how to move projects forward if the federal agency is faced with multiple programs within a funding cycle.

c. VAOC Report

Todd D. Shiller, President
VAOC

Mr. Shiller thanked the board for its support during his time as president of the Virginia Airport Operators Council (VAOC). He took the opportunity to remind the board of the purpose of the VAOC, including communication, education, and legislative outreach. He reported on the 29th annual meeting of the VAOC which was held on August 19. Mr. Rempe, incoming president, awarded a plaque to Mr. Shiller on behalf of the VAOC.

5. New Business

- a. Manassas Regional Airport
Bridge Loan Repayment

P. Clifford Burnette
DOAV

Mr. Burnette reviewed the staff recommendation to extend the repayment period by 12 months for the expired bridge loans for the Charlottesville-Albemarle Airport and the Manassas Regional Airport. The extension will allow the sponsors time to formulate repayment plans. Mr. Hardwick made a motion to accept staff recommendation. The motion was appropriately seconded. The board unanimously approved the motion.

- b. Richmond Executive-Chesterfield County Airport
Terminal Building Space Repurposing

P. Clifford Burnette
DOAV

Mr. Burnette reviewed the request from the Richmond Executive-Chesterfield County Airport to repurpose space within the terminal to allow the county management team to temporarily occupy the flight planning room for a two-year period, under a memorandum of agreement between the county and state. The equipment from that area would be available in another area of the airport so there would be no loss of service to users. If after the two-year period the county has not negotiated a contract with a tenant for a new hangar with office space, the county will reimburse the state approximately \$14,000. Staff recommended allowing the repurposing under these terms formalized by a memorandum of agreement.

Mr. Oakey recused himself from board action on this issue due to his company's professional relationship with parties related to Chesterfield. Mr. Hall made a motion to accept staff recommendation. The motion was appropriately seconded. The board unanimously approved the motion.

- c. Virginia Aviation Board Review
Tentative Allocations from the Commonwealth Airport Fund

J. Michael Swain
DOAV

Mr. Swain reviewed the funds available for capital projects as of July 1, 2015, noting that the \$26,004,745.48 was the highest amount of available funds to date. In response to a question, he confirmed that the allocation breakdown between entitlement and discretionary funds is based on the *Code of Virginia*. Mr. Swain then reviewed the report of funds available to the board for the August meeting, noting that activity during July increased the amount of General Aviation Discretionary funds available.

Mr. Swain provided the quarterly reports on the effect of the increased AIP match and the reimbursed cost of site plan reviews charged by localities. To date, the increase in the state match has not adversely impacted the ability to fund projects. During the last quarter, DOAV did not reimburse any funds for site plan reviews.

Mr. Swain presented the FY2015 Entitlement Utilization Report for the Washington Dulles International Airport, which staff had reviewed and found satisfactory. Mr. Hardwick made a motion to accept the staff recommendation to approve the report. The motion was appropriately seconded. The board unanimously approved the motion. Mr. Swain reminded the board that the due date for Entitlement Utilization Reports is September 16, and if the sponsor of an air carrier airport is not requesting state discretionary funds, the sponsor does not have to submit a report for the August meeting. He also reviewed the entitlement funds each air carrier airport would be receiving throughout the fiscal year.

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below. These results are available at www.doav.virginia.gov. After the allocations were awarded, the following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$5,827,310.36
General Aviation Discretionary	\$231,560.19

For Region 1, Mr. Quillin made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
New River Valley Airport	Runway 24 Partial Parallel Taxiway (Construction)	Approved	\$256,000.00
Tazewell County Airport	Environmental Assessment - Obstruction Removal	Approved	\$12,000.00
	Environmental Coordination (CatEx) - Runway Turnaround Expansions	Approved	\$9,600.00
	Spill Prevention Control & Countermeasures Plan Update	Approved	\$8,000.00
Twin County Airport	Spill Prevention Control & Countermeasures Plan Update	Approved	\$8,000.00
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition - Gent (91) (Fee) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Johnson (92) - CHANGE IN SCOPE	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Johnson (92) (Fee) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Snead (90) (Fee) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Services - Gent - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Services - Johnson - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Services - Snead - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Road Relocation (611) (Construction Administration)	Approved	\$33,193.00
	Runway 6-24 Extension - Road Relocation (611) (Final Design)	Approved	\$13,348.00
	Runway 6-24 Extension - Supplemental Environmental Assessment	Disapproved	N/A
	Runway 6-24 Extension - Wetlands Mitigation	Approved	\$74,400.00
	Runway 6-24 Extension (Final Design)	Approved	\$9,068.00
	Runway 6-24 Extension Phase 1A (Construction)	Approved	\$28,092.00

Airport	Project Description	VAB Action	Amount
Virginia Tech-Montgomery Executive Airport	Hangar Site Preparation (Construction)	Approved	\$1,484,085.00
	Runway 12-30 Extension - Phase 2 (Construction)	Disapproved	N/A
	Rwy 12-30 Extension Road Relocation (Research Center Dr & Huckleberry Tr) (Construction) - INCREASE	Approved	\$368,000.00

During the project presentation for Shenandoah Valley Regional, Mr. Mazza asked what is done with old equipment. Mr. Swain responded that sponsors may follow the state surplus process to remove equipment from airports. Depending on the age and condition of equipment, sponsors may not pass the equipment to others due to issues with maintenance and the availability of parts.

For Region 2, Mr. Hahn made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Front Royal-Warren County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approved	\$12,800.00
Ingalls Field	Obstruction Removal - Runway 7-25 - Phase 4 (Construction)	Approved	\$96,531.00
Luray Caverns Airport	Runway Safety Area Improvements - Road Relocation (Construction)	Approved	\$316,533.00
Shenandoah Valley Regional Airport	Aircraft Rescue and Fire Fighting (ARFF) Vehicle	Approved	\$60,000.00 (E)
	Snow Removal Equipment	Approved	\$32,000.00 (E)

During the project presentation for the Winchester Regional Airport, Mr. Mazza asked how long it will take to complete the terminal building replacement study. Mr. Swain replied that staff hoped to have an acceptable scope finalized within a few weeks, allowing the project to be under grant within a month. The study is scheduled to take 6 to 8 months to complete. Mr. Hardwick commented that this will be a project to watch.

For Region 3, Mr. Hardwick made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	Terminal Building Furniture	Approved	\$11,397.00
Leesburg Executive Airport	Airport Master Plan Update	Approved	\$32,000.00
Manassas Regional Airport	Midfield West Apron Rehabilitation (Design)	Disapproved	N/A
	Taxiway 'D' Rehabilitation (Construction) - INCREASE	Approved	\$6,018.98
Stafford Regional Airport	Runway Extension (Environmental Permitting & Mitigation)	Disapproved	N/A
Warrenton-Fauquier Airport	Easement Acquisition - Runway 33 Approach Obstructions	Approved	\$12,000.00
	Obstruction Removal - Runway 33 Approach	Approved	\$11,200.00

Airport	Project Description	VAB Action	Amount
Warrenton-Fauquier Airport	T-Hangar Taxiways Rehabilitation (AIP) (Construction)	Approved	\$47,653.00
	T-Hangar Taxiways Rehabilitation (non-AIP) & Box Hangar Site Preparation (Construction)	Approved	\$600,000.00
Winchester Regional Airport	North Side Connector (Construction)	Disapproved	N/A
	North Side Connector (Design)	Approved	\$22,000.00
	Terminal Building Replacement Study	Approved	\$52,000.00

For Region 4, Mr. Hall made motions by airport to accept staff recommendations for the allocation of capital funds. Mr. Oakey recused himself from the action for the Richmond Executive - Chesterfield County Airport as noted before. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Eastside Taxiway, Apron & Access Road - Phase 1 (Construction)	Approved	\$342,222.00
	Eastside Taxiway, Apron & Access Road - Phase 1 (Design) - INCREASE	Approved	\$8,851.00
New Kent County Airport	Taxiway Rehabilitation (Design/Construction)	Approved	\$128,000.00
Richmond Executive - Chesterfield County Airport	Terminal Area Stormwater Management Study	Approved	\$45,585.00
Richmond International Airport	Access Control System Upgrades	Approved	\$134,532.00 (E)
	Aircraft Rescue and Fire Fighting (ARFF) Vehicle	Approved	\$187,960.00 (E)
	Taxiway 'E' & 'L' Rehabilitation (Construction)	Disapproved	N/A
	Taxiway 'E' & 'L' Rehabilitation (Design)	Approved	\$38,495.00 (E)
	Taxiway 'M' Reconstruction (AIP) (Construction) - INCREASE	Approved	\$338,485.00 (E)

During the project presentation for the Allen C. Perkinson Municipal Airport, Mr. Oakey shared that progress was being made on the Memorandum of Understanding for the airport, with multiple offices working together. It is expected that the memorandum will be in place within 6 to 9 months, and projects can be moved forward.

For Region 5, Mr. Oakey made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Allen C. Perkinson Municipal Airport	Airport Layout Plan Update	Disapproved	N/A
Brookneal-Campbell County Airport	Airfield Lighting Replacement (Construction)	Approved	\$39,280.00
Danville Regional Airport	Maintenance Equipment Storage Building (Construction)	Approved	\$32,117.00
	Stormwater Pollution Prevention Plan Update	Approved	\$4,000.00

Danville Regional Airport	Taxiway 'A' Fillet Widening (Design)	Approved	\$14,881.00
Farmville Regional Airport	Airport Layout Plan Update	Approved	\$15,205.00
	Apron Rehabilitation (Design)	Approved	\$5,320.00
William M. Tuck Airport	Apron Expansion (Construction) (AIP)	Approved	\$29,169.00
	Fuel Farm Relocation, Auto Parking & Access Road (Construction) (non-AIP)	Approved	\$345,822.00

For Region 6, Mr. Coburn made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Emporia-Greenville Regional Airport	Partial Parallel Taxiway - Phase 4 (Design)	Disapproved	N/A
Lake Country Regional Airport	Spill Prevention Control & Countermeasures Plan Update	Approved	\$7,360.00
Lunenburg County Airport	Easement Acquisition and Services - Obstruction Removal	Approved	\$20,000.00
Mecklenburg-Brunswick Regional Airport	Runway, Taxilanes, & Apron Rehabilitation (Design)	Approved	\$38,188.00
Wakefield Municipal Airport	Fueling System Containment Area (Construction)	Approved	\$128,064.00

For Region 7, Ms. McLeskey made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	North Terminal Area Apron - Phases 1 & 2 (Construction)	Approved	\$184,000.00
Hampton Roads Executive Airport	Obstruction Evaluation	Approved	\$24,000.00
	Terminal Area Plan Update	Approved	\$32,000.00
Middle Peninsula Regional Airport	Eastern Development Access Road (Construction) - INCREASE	Disapproved	N/A
	Environmental Assessment for 5-Year Development	Disapproved	N/A
	Fueling System Upgrade - Self-Service Console Shelter (Construction)	Disapproved	N/A
	Spill Prevention Control & Countermeasures Plan & Oil Discharge Contingency Plan Updates	Disapproved	N/A
	T-Hangar Site Preparation (Design)	Disapproved	N/A
Suffolk Executive Airport	Partial Parallel Taxiway & Localizer Relocation (Construction)	Approved	\$159,991.00
	Spill Prevention Control & Countermeasures Plan Update	Approved	\$7,200.00
	Terminal Parking Rehabilitation & Expansion (Design)	Disapproved	N/A
Tangier Island Airport	Terminal Building & Site Preparation (Design)	Approved	\$42,400.00

6. Public Comment Period

John V. Mazza, Jr.,
Chairman

No public comments were offered.

7. Board Member Comments and Reports

John V. Mazza, Jr.,
Chairman

Mr. Hahn thanked Mr. Burdette, DOAV staff, and all who put the conference together.

Mr. Hardwick shared experiences seeing the governor and economic development office working to attract attention to Virginia through aviation events.

Mr. Hall thanked the members and staff for their welcome to the board. He said he is looking forward to working with the airports in his region.

Mr. Oakey thanked staff for their efforts and accomplishing a lot within close time frames. He noted that the airports in his area are doing well.

Mr. Coburn thanked the conference committee for a great conference and thanked staff for work done on projects in his region. He shared that the hangar site project at Wakefield is going well.

Ms. McLeskey thanked those who participated in the Women Can Fly event at the Hampton Roads Executive Airport. The event was attended by 111 people.

8. Adjournment

John V. Mazza, Jr.,
Chairman

The chairman adjourned the meeting at 10:35 a.m.