



Virginia Aviation Board
Workshop Minutes

The Virginia Aviation Board held its workshop meeting on Thursday, August 17, 2017 at The Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, VA 24016. The meeting was recorded, and the video is available through the Virginia Department of Aviation's website, www.doav.virginia.gov. Copies of presentations are available upon request.

MEMBERS

Roderick D. Hall, Chairman	Present
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3	Present
Alan C. Abbott, Region 4	Present
John V. Mazza, Jr., Region 5	Present
Marie Therese Dominguez, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

The Honorable Aubrey L. Layne	Secretary of Transportation
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 Roderick D. Hall
Chairman

The chairman called the meeting to order at 1:42 p.m. and welcomed all in attendance.

2. Board Member Introductions and Regional Roundtable Reports Roderick D. Hall
Chairman

Mr. Hall introduced the members of the Virginia Aviation Board and asked for reports from the Virginia Aviation Board Regional Roundtable discussions held earlier in the day. The following summaries were shared by region.

Region 1 Mr. Kennedy reported that 17 individuals representing six airports attended the roundtable for Region 1. An overview of each airport was given. The group discussed funding, upcoming legislation and the audits. The group also discussed unmanned air systems (UAS) and how they were being incorporated in the National Air Space (NAS) in southwestern Virginia.

Region 2 Ms. Cox reported there was a good turnout of airport representatives for Region 2. The group reviewed many topics of concern across the region. The group expressed concern regarding obstruction removal and the ability of the state's equipment to properly assess the height and extent of those obstructions. In addition, the group discussed the ability to obtain easements in dealing with obstruction removal. The group also discussed funding concerns to include how funds can be used and the removal of barriers between categories for greater flexibility in allocating funds. The group proposed the possibility of changing percentages for local versus state funding from 80% to 90%. Ms. Cox noted that the group extended compliments and appreciation to Department staff on all they do.

Regions 3, 4, 6 Mr. Hardwick reported on behalf of Mr. Abbott and Ms. Dominguez as Regions 3, 4 and 6 met as a group. He noted that 14 different airports were represented in the meeting with standing room only. One highlight from the meeting was the opening of the Shannon Air Museum in Fredericksburg. The group complimented the work of the Program Manual Committee on their work in revising the manual. They also discussed the potential changes to funding processes and the possibility of percentages for local funds to be changed from 80% to 90%. The change could positively impact airports. Potential legislative changes were also discussed. The group emphasized the importance of proper coordination between VOAC, VABA, and DOAV for the 2018 General Assembly session. There was also discussion on the future of aviation and Unmanned Air Systems (UAS). Mr. Hardwick added that there will be a revolution in UAS over the next five to ten years which will affect all airports. Mr. Abbott agreed with the summary. Ms. Dominguez added that some of the discussion on funding focused on general aviation having substantial funding requests (\$9,000,000) but only limited funding available (less than \$3,000,000).

Regions 5 and 7 Mr. Mazza reported that there were three basic areas of discussion which focused on environmental issues, storm water fees and funding. Airport representatives expressed concern with the time involved with the environmental issues, some taking years to resolve as a result of problems between the Department of Environmental Quality and the Federal Aviation Administration. Not only is time of concern but there can be a great deal of financial investment required. One general aviation airport estimated annual fees of \$70,000, while one air carrier airport estimated annual fees of \$480,000. Mr. Mazza noted that North Carolina exempts airports from paying storm water fees. Mr. Mazza stated that the airports urge groups to pursue similar legislation for the 2018 General Assembly session. If passed, this would free money to be invested in airport infrastructure. Discussion also focused on opening up funding opportunities by removing the barriers between categories for discretionary funding. The formula used in calculating funding was also reviewed. Ms. McLeskey suggested that taxiways and runways be exempt just as highways and roadways are exempt. She also encouraged general aviation airport management to be familiar with the Airport Program Manual and to complete and submit the Certification form noted in Chapter 13 as 15 points are awarded in the ranking system.

Mr. Burdette added that Mr. Burnette and his staff work to ensure funding for as many projects as possible. While increasing the funding ratios would be preferred, he noted that increasing ratios may result in more projects not being funded due to lack of funds, since there is a limited amount of funding available.

Chairman Hall thanked all VAB members for their reports. He added there will be an increased level of engagement and policy implementation as we head in to 2018. It is imperative to maintain open lines of communication.

3. Secretary of Transportation Remarks

Aubrey L. Layne
Commonwealth of Virginia

Secretary Layne thanked the Board for their service to the Commonwealth. He acknowledged that the first unmanned system runway was recently opened at the Wallops Island Spaceport Facility, with testing being conducted in the unrestricted flight area. They will soon be adding a dock at the facility, so unmanned marine and air vehicles will be operating. He noted that autonomous vehicles were being tested in the I-95 corridor of Northern Virginia.

With regard to the upcoming General Assembly session, he noted that this session will be one of most difficult in the last decade in terms of balancing the budget. Many programs, particularly in the medical arena and not only Medicaid, are growing while revenues are not. He stated that while Virginia does have an AAA credit rating, rating agencies have put Virginia on a negative outlook. The General Assembly will be considering ways to increase revenues and reduce expenses. He warned that any unspent funds will be looked at by General Assembly and encouraged spending monies appropriately and being transparent.

He noted that the issue with Newport News did cause a great deal more scrutiny for airports. The issue was clearly a problem with the Executive Director and the Executive Board. He emphasized that funds are strictly for capital use items. Extending the life is acceptable and considered a capital use of funds. He explained that a two-pronged approach is being used in resolving the issue with Newport News. While auditors recommended that the funds be repaid, he felt this would lead to the closing of the airport. He stated that he is implementing a plan to restore the airport to good standing. The first part of the plan involves working with the commission members and requiring completion of training with regard to conflict of interest and Freedom of Information Act requirements. He noted that the history of the commission involved many meetings in closed session. Secretary Layne encourages open sessions as much as possible, especially when voting on the use of the public's money. The second part of the plan dealt with the \$3.5 million in state funding at stake. After completing required training and beginning with FY18, the airport would receive one-half of their entitlement funds with the other half being held. They would need to secure and use other funds to complete projects and would receive the remaining half of the entitlement funds as projects were completed. This plan would continue until the airport had invested the \$3.5 million into the airport as if the funds had been spent in accordance with the requirements for capital projects. He noted that to date there is no accounting as to how \$4.5 million (\$3.5 million plus \$1.0 million from other sources) was spent. They know the funds went to People's Express Airlines, but there are no records indicating how the funds were spent. Secretary Layne noted that his goal is to find a positive way to return the airport to normal operations. He expressed that the key is to have a good executive director permanently on board. He reiterated that actions taken were not meant to be penalizing. Secretary Layne thanked the board members for all they do and for the opportunity to join them today.

Shannon Air Museum

Luke Curtas
Shannon Airport

Due to weather concerns, Mr. Burdette requested that Mr. Curtas be allowed to be moved forward on the agenda.

Mr. Curtas had provided a video to show the assembly of one of the exhibit aircraft at the museum, which will honor the Tuskegee Airman. Due to technical difficulties, sound was not available to the audience. He stated that the video is available on the Shannon Facebook page <https://www.facebook.com/Shannonairmuseum/>. His goal is to expand and broaden the museum and honor all aviators. They also hope to offer summer camps for children. He added that the VAHS would be housed at the museum as well as the Aviation Hall of Fame. Mr. Mazza inquired as to whether or not the aircraft would be restored to flight. Mr. Curtas responded that some of the aircraft would be restored to flight but not all. He added that the Harvest Festival Fly-in is scheduled for October 28 at Shannon.

3. FAA NextGen Update

Maria Stanco
Deputy Regional Administrator
Eastern Region

Ms. Stanco thanked the Board for allowing her the opportunity to address the group and provide a brief overview of implementing NextGen in the Commonwealth and United States. She noted that progress is being made with NextGen technologies and with new users entering the airspace. She reported that many of their projects, including ADS-B, Data Communications, and System Wide Information Management (SWIM), are either ahead of or on schedule. These new technologies will lead to improved safety and efficiencies. Ms. Stanco noted that ADS-B had been implemented across the Commonwealth and that aircraft must be in compliance by January 1, 2020. Ms. Stanco reminded the group that AIP funding is available for surveys, obstruction mitigation or runway lighting for LPV and ADS-B squitters. Ms. Stanco added that a great deal of progress has been made but there is more to do.

Chairman Hall inquired about the national equipage deadline of 2020. He asked how the FAA is tracking the equipage metric and how this information is communicated to the directors of state agencies across the country, adding that our agency is willing to assist in promoting compliance to pilots. He also questioned how many aircraft in Virginia have installed ADS-B. Ms. Stanco noted that she only has the data nationally, but it should be available on a state-by-state basis. She noted that working with NASAO may be an option to disseminate the information to the states. She added that they are looking for ways to collaborate with state directors. Mr. Burdette added that the information is to be available at the NASAO Conference next month. He noted that providing frequent information to the states will be beneficial. There could be impact to revenue streams due to decreased fuel sales if aircraft are not in compliance by the deadline. Chairman Hall noted that this is an important issue for the state and the country. He asked that Ms. Cox, through her FAA connections, provide assistance in securing information.

Mr. Hardwick noted that he understands that there are discussions between the FAA and state and local agencies pertaining to concerns related to approaches and landings as well as the associated noise at Reagan National. He inquired as to how the FAA is addressing those concerns and what to expect as we go forward. Ms. Stanco responded that the FAA is committed to a more robust community engagement. They would like to bring all affected communities together as working groups to hear recommendations on how to help address their concerns. They hope to take this opportunity to help those affected understand how the air space system works and to understand the options available. Mr. Hardwick added that the same problems also affect those communities in the vicinity of Dulles International. Ms. Stanco noted that communities in the entire Capitol area are being considered for these working groups. She added that the FAA recently briefed Congressional representatives of the Capitol region.

4. Old Business

a. Workforce Implementation Plan Synopsis of the Final Report

Elli Travis/Scott Tate
Virginia Tech

Ms. Travis provided an update on the aviation and space workforce implementation plan and the work they have completed over the last year. Ms. Travis explained that the purpose of their work is to provide a broadly supported and actionable plan to support, promote and enhance Virginia as a center of excellence in the aviation and aerospace industry. She reviewed the processes, including industry and workforce data, used to develop the plan. Other steps included surveying educators and industry representatives and site visits of museum, airports, and universities. She shared results from the strengths, weaknesses, opportunities and threats (SWOT) analysis. The final plan is being reviewed by DOAV and will be widely distributed upon approval. Ms. Travis noted that aerospace and aviation contribute \$36.4 billion to the

state economy. She stated that there is a high concentration of space research and technology, which greatly surpasses the national average. She added that Virginia ranked first in the nation in 2014 with regard to the percentage of the workforce in STEM careers. She noted that Virginia faces challenges as well. These challenges include the fact that Virginia is reliant on federal spending, manufacturing for the aerospace and aviation industry is not on par with competitive states, and that the number of eligible workers is declining.

Mr. Tate discussed the opportunities identified by the work group. These opportunities include: the growth of UAS, the research and technology sector, military contracts, and the continued demand for STEM and middle-skill workers. He stated that the primary goals are: promote the visibility and importance of aviation and aerospace in Virginia; engage more Virginia K-12 students in the classroom, through informal education, through experiential curriculum, programs and activities related to aviation and space; and develop stronger aviation and space industry talent pipelines. He stated that the final report is expected to be available in September 2017.

Mr. Kennedy inquired as to the intent of implementation when completed. Mr. Tate responded that he has had many discussions with DOAV staff and the intent is to have a multi-section and multi-partnership working group to drive the implementation. He noted that a group of partners is already invested in implementing the plan.

Mr. Hardwick commented that Virginia does not have the aerospace manufacturing infrastructure to support the level of engineering and STEM development needed. He encouraged DOAV staff to provide copies to the Virginia Economic Development Partnership (VEDP) and emphasize the importance of developing aerospace manufacturing. Mr. Burdette added that DOAV has reached out to VEDP, the Department of Education and others. While many have been willing to discuss the challenges, few are willing to accept these challenges. He added that to be a force in this industry, educational and economic resources will need to be dedicated. Chairman Hall concurred and expressed that a copy of the plan should be provided to the incoming administration.

b. Airport Program Manual Update

P. Clifford Burnette
DOAV

Chairman Hall stated that the issues at Newport News were the genesis for the update of the Airport Program Manual. These revisions will insure transparency and accountability. He thanked staff and members of the Program Manual Committee for their efforts. Mr. Burnette thanked Chairman Hall and Ms. Cox for the efforts in this initiative. Mr. Burnette introduced Susan Simmers, who reviewed the proposed changes to the Airport Program Manual.

Ms. Simmers reviewed the update initiatives, which are the result of the OSIG recommendations for policies and procedures, including:

- Annual submission and review of audited financial statements and report for entitlement utilization
- Auditing the use of state funds
- Consequences of not following processes

She discussed the following changes to the Code of Virginia.

- §5.1-2.2:2: Commercial air service plan will be developed every five years
- §5.1-2.2:3: Annual report on the use of Commonwealth Airport Funds and requirement for entitlement use plans
- §5.1-2.16: State funds shall not be used for operating costs or purposes related to supporting the operation of an airline

She added that general updates to the manual include a revision to the Master Agreement, updating

processes being implemented, staff recommendations for clarification, and editorial corrections. Changes made will be available for comment. A draft of the manual will be presented to the Board for review at the November 2017 meeting. The final draft will be presented to the Board for approval at the February 2018 meeting. Once approved, the manual will be posted to the website. Training on the new policies and processes will be offered at the VAOC spring workshop.

- c. Crewe Municipal Airport Conditional License Update Vernon Carter
DOAV

Mr. Carter reviewed background information on the two standard licensing options: Standard and Day VFR. He stated that when an airport is determined to be in non-compliance with minimum licensing standards, then a conditional license is issued for 180 days. Mr. Burdette added that the responsibility for issuing licenses falls to the Executive Director and the Department. Mr. Carter reviewed the timeline since the conditional license had been issued on March 7, 2017. Mr. Carter called on Alton Jordan to provide any additional information regarding the current status. Mr. Jordan stated that it was his understanding that the airport was opting not to go Day VFR but was trying to become compliant with the minimum licensing standards.

5. New Business

- a. Wakefield Municipal Airport Conditional License Update Vernon Carter
DOAV

Mr. Carter reviewed the timeline since the conditional license had been issued on July 10, 2017. There had been one tree creating an obstruction to the approach. This issue has been elevated to the Sussex County Administrator for action. Mr. Carter noted that Mr. Jordan recently met with the locality to discuss mitigation. The conditional license will expire on December 3, 2017. Mark Flynn, representing Sussex County, provided an update on the status. He stated that he had met with one of the property owners. The obstruction, along with other trees, is scheduled to be removed. Mr. Burdette questioned if they were considering obtaining an easement to minimize problems in securing permission to remove future obstructions. Mr. Flynn confirmed that they are in the process of negotiations.

- b. New London Airport Conditional License Vernon Carter
DOAV

Mr. Carter reviewed the timeline of events for New London Airport. This airport was originally issued a Day VFR license in 2014. New London is now under new ownership. Phillip McLanahan, airport manager of New London Airport, addressed the group. He noted that Liberty University is in the process of purchasing the property housing the obstructions. As soon as the sale is complete, Liberty University will be clearing the area of the obstructions.

Mr. Carter stated that the Department will be looking for recommendations for the three conditional license issues presented to the Board.

- c. Master Agreement Update Cliff Burnette/Susan Simmers
DOAV

Mr. Burnette explained that the revision of the Master Agreement was needed to satisfy recommendations made in the OSIG report. Ms. Simmers reviewed sections of the agreement to be revised. Requirements being addressed in the revised Master Agreement include recordkeeping requirements, auditing requirements and bonding issues. She noted that expanded definitions are also to be included. She reported that a final draft of the revised Master Agreement is to be presented to the Board for their approval at the November 2017 meeting.

d. Virginia Aviation Board Preview
Tentative Allocations from the Commonwealth Airport Fund

Mike Swain
DOAV

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. He reported that no projects for which Air Carrier/Reliever Discretionary Funds were sought would be unfunded and requests for General Aviation Discretionary Funds totaling \$5,332,715 would be unfunded. During the last quarter, DOAV did not reimburse any funds for site plan reviews.

Mr. Swain presented a summary of staff recommendations for the Entitlement Utilization Reports and Plans (Appendix A) to be made at the VAB meeting on August 18. He reviewed the Entitlement Utilization Report and Plan, detailing how funds were spent in FY2017 and how funds are planned to be spent in FY2018, for the Charlottesville-Albemarle Airport (Appendix B), Lynchburg Regional Airport (Appendix C), Norfolk International Airport (Appendix D), Richmond International Airport (Appendix E), Roanoke-Blacksburg Regional Airport (Appendix F), Shenandoah Valley Regional Airport (Appendix G), and the Washington Dulles Airport (Appendix H).

Mr. Swain presented the project requests and staff recommendations.

For Region 1, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Blue Ridge Regional Airport	Runway Rehabilitation (Design)	Fund	\$25,742.00
New River Valley Airport	Apron Expansion (Design)	Fund	\$6,054.00
Tazewell County Airport	Easement Acquisition Services (Obstruction Removal - FAR Part 77) - BRIDGE LOAN	Not Fund (Lack of Funds)	N/A
	T-Hangar Site Preparation (Design)	Not Fund (Lack of Funds)	N/A
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition Services and Fee Simple Purchase (Johnson & Snead) - MULTI-YEAR 2 - BRIDGE LOAN	Approved	\$342,831.04
	Runway 6-24 Extension - Phase 2 (Construction)	Fund	\$459,588.00
	T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Construction)	Fund	\$210,345.00
Virginia Tech-Montgomery Executive Airport	Runway 12-30 Extension - Phase 3 (Construction)	Fund	\$837,000.00

For Region 2, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Ingalls Field	Fueling System Upgrade - Jet A Tank Replacement (Design / Construction)	Fund	\$22,104.00

For Region 3, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Manassas Regional Airport	Piper Lane Rehabilitation (Construction)	Fund	\$74,261.60

	West Apron Rehabilitation (Middle Section) - Phase 1 (Construction) (AIP)	Fund	\$153,229.00
Manassas Regional Airport	West Apron Rehabilitation (Middle Section) - Phase 1 (Construction) (non-AIP)	Fund	\$6,264.00
	West Apron Rehabilitation (North Section) & Expansion (Design)	Not Fund	N/A
Stafford Regional Airport	Runway Extension - Environmental Permitting & Mitigation	Not Fund	N/A
Warrenton-Fauquier Airport	Terminal Apron - Phase 2 (Bidding / Design)	Not Fund	N/A
	Terminal Apron / Access Taxiway / Access Road (Construction)	Fund	\$342,574.00
	Terminal Area Site Preparation & Rte 610 Improvements (Construction)	Fund	\$1,204,344.00
	Terminal Building (Construction)	Not Fund	N/A
	Terminal Building Furniture	Not Fund	N/A
Winchester Regional Airport	Land Acquisition (Parcels 64-A-66, 64-A-70, 64-A-71)	Fund	\$24,946.00
	Land Acquisition (Parcels 64-A-69, 64B-A-33A, 64B-A40)	Not Fund	N/A
	Terminal Building Site Preparation (Design)	Not Fund (Lack of Funds)	N/A

For Region 4, no questions were asked by the board members.

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Eastside Development Phase 2 - Fuel Farm Access Road (Construction) (Non-AIP)	Fund	\$64,504.00
	Eastside Development Phase 2 - Terminal Area Parking (Construction) (non-AIP)	Fund	\$32,724.00
Louisa County Airport	Terminal Building (Design)	Not Fund (Lack of Funds)	N/A
	Terminal Site Preparation (Design)	Not Fund (Lack of Funds)	N/A
New Kent County Airport	Runway Lighting Rehabilitation (Construction)	Fund	\$24,730.00
Richmond International Airport	Taxiway 'L' South Rehabilitation (Construction)	Fund	\$406,444.00 (E)

For Region 5, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Danville Regional Airport	Taxiway 'D' & 'E' Repairs (Construction)	Not Fund (Lack of Funds)	N/A
	Terminal Apron Rehabilitation (Design) (AIP)	Fund	\$10,742.25
	Terminal Apron Rehabilitation	Fund	\$7,883.20

	(Design) (non-AIP)		
	Terminal Area Study	Not Fund (Lack of Funds)	N/A
	T-hangar Taxilane Rehabilitation (Construction)	Not Fund (Lack of Funds)	N/A
Farmville Regional Airport	Apron Rehabilitation (Construction) (AIP)	Fund	\$116,532.00
	Apron Rehabilitation (Construction) (non-AIP)	Fund	\$112,693.00
William M. Tuck Airport	Runway 1-19 Rehabilitation (Construction)	Not Fund	N/A
	Runway 1-19 Rehabilitation (Design)	Fund	\$13,920.00

For Region 6, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Emporia-Greenville Regional Airport	Auto Parking & Access Road Rehabilitation (Design)	Not Fund (Lack of Funds)	N/A
	T-Hangar Site Preparation (Design / Construction)	Not Fund (Lack of Funds)	N/A
Franklin Municipal Airport	Partial Parallel Taxiway Extension (Construction)	Fund	\$145,120.00
Lake Country Regional Airport	Runway Rehabilitation & RSA (Design / Construction)	Not Fund (Lack of Funds)	N/A
Mecklenburg-Brunswick Regional Airport	Apron and Taxilanes Rehabilitation (Construction) (AIP)	Fund	\$236,991.00
	Apron and Taxilanes Rehabilitation (Construction) (non-AIP)	Not Fund (Lack of Funds)	N/A
Wakefield Municipal Airport	Terminal Apron Rehabilitation (Design)	Not Fund (Lack of Funds)	N/A

For Region 7, no questions were asked by the board members.

Airport	Project Description	Recommendation	Amount
Accomack County Airport	Obstruction Removal - Easement Acquisition Services - Phase 1 - BRIDGE LOAN	Not Fund (Lack of Funds)	N/A
	Runway & Lighting Rehabilitation (Design)	Fund	\$34,000.00
Chesapeake Regional Airport	Terminal Building Renovations	Fund	\$42,601.00
Hampton Roads Executive Airport	Terminal Apron Expansion (Re- Package & Bidding) (Design)	Not Fund	N/A
Middle Peninsula Regional Airport	Environmental Assessment - 5-Year Development	Fund	\$16,600.00
	T-Hangar Site Preparation (Construction)	Not Fund (Lack of Funds)	N/A
Suffolk Executive Airport	Partial Parallel Taxiway & Localizer Relocation (Construction) - INCREASE	Fund	\$10,797.66
	Runway 4-22 Rehabilitation (Construction)	Fund	\$347,200.00

	Terminal Parking Rehabilitation & Expansion (Construction)	Fund	\$465,600.00
Williamsburg-Jamestown Airport	Spill Prevention Control & Countermeasures Plan Update	Fund	\$8,700.00
	Taxiway and Apron Rehabilitation (Design)	Not Fund (Lack of Funds)	N/A

6. Public Comment Period

Roderick D. Hall
Chairman

No public comments were offered.

7. Adjournment

Roderick D. Hall
Chairman

The chairman adjourned the meeting at 4:54 p.m.