



Virginia Aviation Board
Workshop Minutes

The Virginia Aviation Board held a meeting on Thursday, August 16, 2018, at the Hilton Norfolk The Main, 100 E. Main Street, Norfolk, VA 23510.

MEMBERS

Roderick D. Hall, Chairman	Absent
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3, Vice Chairman	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

Jeffrey R. Allen	Office of the Attorney General
Mark K. Flynn, Director	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 Derek Hardwick
Vice Chairman

The vice-chairman called the meeting to order at 2:02 p.m. Mr. Hardwick noted that he would be chairing the meeting as Chairman Rod Hall was called away on business.

Mr. Flynn asked that an item for discussion in closed session be added to the agenda pursuant to Virginia Code §2.2-8711(A)8, requiring the advice of counsel on a specific matter pertaining to the Aircraft Use policy. Mr. Mazza moved to approve the agenda with the addition of a closed session to the agenda, seconded by Ms. McLeskey. The motion carried unanimously (Aye-Abbott, Cox, Kennedy, Mazza, McLeskey, Dominguez, No-none)

2. Board Member Introductions and Regional Roundtable Reports Derek Hardwick
Vice Chairman

Region 1: Mr. Kennedy reported that a workshop is scheduled for September 18 in Wise County to address economic development initiatives surrounding general aviation airports in the coal counties in Virginia,

Kentucky, West Virginia and Ohio. This is a federal initiative pursued by Senator Warner and other US senators representing the aforementioned states. Region 1 airport representatives requested that there be continued assessment of future cash flow to airports in continuing infrastructure build out in a dynamic change period for aviation. The UAS integration pilot project was discussed as Blacksburg and Wise are designated areas and members of Region 1. Mr. Kennedy noted the need for radar improvements in the eastern part of Region 1.

Region 2: Ms. Cox stated that the airports in Region 2 appreciated the support of DOAV and its staff. She reported that Shenandoah Valley Regional Airport secured new air service by United Skywest beginning spring 2019. Additionally, recent data indicates a 700% increase in passenger traffic at Shenandoah Valley. She added that Charlottesville-Albemarle Airport and Roanoke-Blacksburg Regional Airport ranked 3rd and 5th, respectively, in small hub connectivity in the United States. One recommendation from this roundtable was that the Department fund the development and distribution of drone informational pamphlets and support coordinated educational research efforts across all localities. The goal is to provide a consistent message primarily to recreational drone users. The group recommended that the Department continue to support grass roots educational efforts for young people, such as Women Can Fly and local community events. The group asked that staff continue to assess the status of state funding with an eye toward reducing the matching percentage. A final recommendation is for the Board to form a strategic planning committee to address ways to work with local and state economic development partnerships to call attention to aviation interest.

Region 3: Mr. Hardwick noted there was a very good discussion with regard to the significant green initiatives of the new terminal being constructed at Warrenton-Fauquier Airport. There was also discussion on the supplemental airport improvement funding program and how airports may be able to take advantage of this opportunity. Mr. Hardwick cautioned that the steel and aluminum tariffs will increase the cost of construction and other projects using steel or aluminum.

Region 4: Mr. Abbott reported that Regions 4 and 5 held a joint meeting. He noted that there were fewer environmental issues with regard to delays compared to last year. Mr. Mazza reported that a great deal of time and discussion was dedicated to the supplemental airport improvement funding program. He encouraged airports to apply even if they are not currently in the approval range, adding that a local share is not required. He stated that discussions also included the merging of the discretionary funds in January and encouraged airports to submit paperwork for this funding no later than November 1, 2018. He noted that six airports attended this roundtable discussion.

Region 6: Ms. Dominguez noted discussion on the supplemental airport improvement funding program and encouraged the Department to assist airports in learning more about this and other FAA programs. Funding for non-NIPIAS airports was discussed. The merging of the discretionary funds was discussed as well as the point system, raising the question if the existing point system should be revisited. She noted that long-term funding issues for general aviation should be monitored.

Region 7: Ms. McLeskey stated that the airports in Region 7 are grateful for the Department's help in funding their projects. Discussions included the development of a handbook or guidelines on drone policies and minimum standards. Stormwater fees are a concern for many airports. Additional discussion items included the supplemental airport improvement funding program, bridge loans, and cybersecurity, noting that cybersecurity funding for aviation would be beneficial.

3. FAA NextGen Update

Jenny Solomon
Regional
Administrator
Eastern Region

Ms. Solomon, Regional Administrator Eastern Region, provided an update on Federal Aviation Administration activities. The reported activities included the Integration Pilot Program, growth of the commercial space industry, transitional air traffic control systems, ADSB, and the supplemental airport improvement funding program.

4. Old Business

- A. *Airport Program Manual Update* Susan Simmers
DOAV

Ms. Simmers reviewed the proposed changes to the airport program manual, presented to the board in May, which include the removal of funding fences between discretionary programs in January of each year; clarification of scopes review for state-funded projects; and clarification on final reimbursement requests and grant terms and automatic 60-day extensions for reimbursement requests with issues.

5. New Business

- A. *Airport Program Manual Update* Susan Simmers
DOAV

Ms. Simmers stated two additional clarifications being proposed to the *Airport Program Manual*: first, the self-reporting of state aviation funds received and sponsor responsibility that reports must be received by August 1; and second, a clarification for capital program eligible projects that after-the-fact reimbursement is for discretionary funds only.

- B. Hummel Field Conditional License Vernon Carter
DOAV

Mr. Carter provided a timeline of events and noted that a conditional license was issued to Hummel Field as they address obstruction issues. Matt Walker, Middlesex County Administrator, addressed the Board. He noted that they are looking at possible resolutions and taking necessary steps to mitigate the obstructions. He thanked the Department and staff for their assistance with this matter. Mr. Carter added that the conditional license was issued for 180 days with no action required by the Board at this time.

- C. Rural Airport Development Fund Concept Mark Flynn
DOAV

Mr. Flynn provided information on the Rural Airport Development Fund proposal (Attachment A) designed to address runway issues for rural airports that are not eligible for federal funding. The goal is to assist Virginia's rural airports to continue operations. Mr. Flynn entertained questions from the Board members and assured the members that the funds will not take funds from other projects. Mr. Flynn requested the Board provide guidance to the Department as to whether or not it should continue work on this proposal for presentation at the November meeting. By show of hands, the members directed the Department to pursue this opportunity and make a presentation at the November meeting (Aye – Abbott, Cox, Kennedy, Mazza, McLeskey, Dominguez; No – none).

- D. Review of FY18 Entitlement Utilization Reports & FY19 Entitlement Utilization Plans Mike Swain
DOAV

Mr. Swain presented the FY18 Entitlement Utilization Reports and FY2019 Entitlement Utilization Plans. Staff recommendations are summarized below.

Airport	Recommendations for FY2018 Entitlement Utilization Report	Recommendations for FY2019 Entitlement Utilization Plan
Charlottesville-Albemarle Airport	Approve	Approve
Lynchburg Regional Airport	Approve	Approve
Newport News - Williamsburg International Airport	Approve	Approve
Norfolk International Airport	Approve	Approve
Richmond International Airport	Approve	Approve
Roanoke-Blacksburg Regional Airport	Approve	Approve
Shenandoah Valley Regional Airport	Approve	Approve
Washington Dulles International	Approve	Approve

- E. Consideration of Transfer of Funds from the Voluntary Security Program to the Commonwealth Airport Fund General Aviation Discretionary Fund Cliff Burnette
DOAV

Mr. Burnette provided information on the proposal to front \$497,456 from the Voluntary Security Program in the Airport Special Fund and return the funds from the merged discretionary funds in the Commonwealth Airport Fund in January 2019. Taking this action would provide the state share of funding for eight projects, preventing the loss of \$5.6 million in federal funding. The Board commended the efforts of staff to maximize federal funds.

1. Consideration of Proposal to Fund Eight AIP Projects from Airport Special Fund Cliff Burnette
DOAV

The following projects are to be submitted for consideration and approval should the Board approve the recommendation of staff on fronting funds from the Airport Special Fund.

Airport	Project Description	Amount
Virginia Highlands Airport	Runway 6-24 Extension - Phase 3 (Box Culvert and Embankment) (Construction)	\$376,964.00
Middle Peninsula Regional Airport	Taxiway 'A' & 'B' Rehabilitation (Design)	\$14,000.00
Front Royal-Warren County Airport	Master Plan Update	\$12,504.00
Tappahannock-Essex County Airport	Environmental Assessment - Parallel Taxiway Extension	\$16,400.00
Twin County Airport	Master Plan Update	\$13,376.00
Farmville Regional Airport	Runway 03-21 Pavement & Lighting Rehabilitation (Design)	\$31,857.00
Franklin Municipal Airport	Master Plan Update	\$15,555.00
Luray Caverns Airport	Terminal Apron (Design)	\$16,800.00

- F. Consideration of Consent Agenda - Denial for Lack of Funding Derek Hardwick
Vice Chairman

The Board was provided this list for informational purposes, with no action required at this time.

Airport	Project Description	Amount
Lake Country Regional Airport	Runway 04-22 Rehabilitation & Runway Safety Area Improvement - Phase 1 (Design/Construction)	\$337,600.00
Danville Regional Airport	T-Hangar Taxilane Rehabilitation (Construction)	\$508,129.00
Danville Regional Airport	Taxiway 'D' & 'E' Repairs (Construction)	\$524,784.00
Middle Peninsula Regional Airport	T-Hangar Site Preparation (Re-Bid & Construction)	\$420,000.00
Williamsburg-Jamestown Airport	Apron and Taxiway Rehabilitation (Design)	\$100,000.00

Emporia-Greenville Regional Airport	T-Hangar Site (Design/Construction)	\$630,400.00
Winchester Regional Airport	Terminal Area Site Preparation (Design)	\$160,000.00
Wakefield Municipal Airport	Terminal Apron Rehabilitation (Design)	\$61,600.00
Gordonsville Municipal Airport	Runway, Taxiway & Apron Rehabilitation (Design)	\$106,400.00
Danville Regional Airport	Terminal Area Study for New Terminal Building	\$83,680.00
Virginia Tech-Montgomery Executive Airport	Fuel Farm Relocation (Design)	\$43,333.00
Tazewell County Airport	T-Hangar Site Preparation (Design)	\$36,000.00

G. Virginia Aviation Board Preview - Tentative Allocations from the Commonwealth Airport Fund Mike Swain
DOAV

Mr. Swain reviewed the quarterly reports on the effect of the increased AIP match and the reimbursed cost of site plan reviews charged by localities.

Mr. Swain presented by region the project requests and staff recommendations.

Region 1

Airport	Project Description	Recommendation	Amount
Blue Ridge Regional Airport	Runway 12-30 Rehabilitation (Construction)	Approve	\$476,149.00
Lonesome Pine Airport	T-Hangar Taxilane (Construction)	Approve	\$21,022.00
New River Valley Airport	Apron Expansion (Construction)	Approve	\$37,696.00
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition Services and Fee Simple Purchase (Johnson/Snead/Gent) - MULTI-YEAR 3 - BRIDGE LOAN	Approve	\$342,831.04
Virginia Tech-Montgomery Executive Airport	Runway 12-30 Extension - Land Acquisition (Reimbursement) - Phase 1	Approve	\$104,062.00

Region 2

Airport	Project Description	Recommendation	Amount
Shenandoah Valley Regional Airport	Environmental Assessment (5-year Development)	Approve	\$26,050.00 (E)

Region 3

Airport	Project Description	Recommendation	Amount
Culpeper Regional Airport	North T-Hangar Taxilanes Rehabilitation (AIP) (Construction)	Approve	\$158,400.00
	North T-Hangar Taxilanes Rehabilitation (non-AIP) (Construction)	Approve	\$1,574,346.00
Leesburg Executive Airport	Environmental Assessment - North End Development & Maintenance Equipment Storage Building	Approve	\$16,000.00
	Runway & Taxiway Lighting Rehabilitation (Design)	Approve	\$8,800.00
Manassas Regional Airport	Terminal Loop Road Rehabilitation (Construction)	Approve	\$46,014.00

Stafford Regional Airport	Runway Extension (Permitting, Mitigation & Design)	Approve	\$136,800.00
Warrenton-Fauquier Airport	Terminal Apron - Phase 2 (Construction)	Approve	\$192,000.00
Winchester Regional Airport	Taxiway 'A' Relocation - Phase 1 - Demolition of Houses (Design/Construction)	Approve	\$17,680.00

Region 4

Airport	Project Description	Recommendation	Amount
New Kent County Airport	Apron Rehabilitation (Construction)	Approve	\$88,169.00
Richmond Executive - Chesterfield County Airport	Runway 33 Obstruction Removal (Construction & Wetland Mitigation)	Approve	\$82,327.00
Richmond International Airport	East Side General Aviation Apron 3 Rehabilitation & Expansion (Design/Construction)	Approve	\$1,748,795.00 (E)
	Runway 7-25 Conversion to Taxiway (Design)	Approve	\$44,444.00 (E)

Region 5

Airport	Project Description	Recommendation	Amount
Danville Regional Airport	Terminal Apron Rehabilitation (AIP) (Construction)	Approve	\$292,007.00
	Terminal Apron Rehabilitation (non-AIP) (Construction)	Approve	\$107,718.00

For Region 6, no projects were reviewed.

For Region 7

Airport	Project Description	Recommendation	Amount
Accomack County Airport	Runway Pavement & Lighting Rehabilitation (Construction)	Approve	\$339,200.00
Chesapeake Regional Airport	Easement Acquisition - East Side Obstruction Removal	Approve	\$7,600.00

6. Public Comment Period

Derek Hardwick
Vice Chairman

Hank Rempe, airport manager for Hanover County and Lake Anna airports, asked the Board to consider any repercussions from recent incidents pertaining to aviation security prior to eliminating the Voluntary Security Program. Mr. Rempe inquired as to how many requests are pending for the Voluntary Security Program. Mr. Flynn noted that one request for the Voluntary Security Program currently exists. Mr. Burnette responded that the program was not being terminated but temporarily suspended, however, funds still remain to address any emergency issues.

Betty Muncy expressed the support of Hummel Field Airport management and sponsors for the proposal of the Rural Airport Development Fund.

Ms. McLeskey shared a video from the Williamsburg-Jamestown Airport.

7. Closed Session

Mr. Mazza made a motion to enter Closed Session pursuant to Virginia Code §2.2-8711(A)8, requiring the advice of counsel on a specific matter pertaining to the Aircraft Use policy, seconded by Ms. Cox. The motion carried unanimously (Aye – Kennedy, Cox, Mazza, McLeskey, Dominguez; No – none; Absent – Abbott). The Virginia Aviation Board entered Closed Session at 4:03 pm.

The Virginia Aviation Board came out of Closed Session at 4:22 pm

By roll-call vote (Aye – Kennedy, Cox, Mazza, McLeskey, Dominguez; No – none; Absent – Abbott), the Board certified that the matter for which the closed session was held is lawfully exempted from the open meeting requirements of the Freedom of Information Act, and, while in closed session, only the matter for which the closed session was called was considered.

8. Recess to Friday, August 17, 2018 at 9:00 a.m.

Derek Hardwick
Vice Chairman

Mr. Kennedy moved, seconded by Ms. Cox to recess until 9:00 am on Friday, August 17, 2018. The motion carried unanimously (Aye – Kennedy, Cox, Mazza, McLeskey, Dominguez; No – none; Absent – Abbott)