



Virginia Aviation Board  
Workshop Minutes

The Virginia Aviation Board held a meeting on Thursday, August 15, 2019 at The Hotel Roanoke and Conference Center, 110 Shenandoah Avenue, Roanoke, VA 24016. The meeting was audio recorded.

MEMBERS

Roderick D. Hall, Chairman	Present
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	Absent
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Christina Parrish           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 Rod Hall  
Chairman

The chairman called the meeting to order at 2:03 p.m. and welcomed all in attendance.

2. Board Member Introductions and Regional Roundtable Reports Rod Hall  
Chairman

Region 1: Mr. Kennedy reported that economic development opportunities and ways to attract industry were discussed. He added that the airports are always interested in expand funding to extend runways.

Region 2: Ms. Cox stated that the new format of region lunches with the region's board member, instead of stand-alone regional roundtables created an amenable environment for discussions. She reported that the Apocalyptic Big O Boogie skydiver event will be held at Orange County Airport with last year's event featuring 3960 jumps. She noted that the Charlottesville Regional Airport recently hosted 100 top basketball players and 300 of their fans and followers traveling to the NCAA tournament. She noted the increased interest in Women Can Fly events at airports in her region.

Region 3: Mr. Hardwick echoed comments regarding the lunch format as it provided a great opportunity for discussions. Discussions included Virginia airports being economic engines and the need for additional help from other agencies to fulfill this mission. He provided the example of the airport's lack of broadband in communities limiting business growth. The group also discussed the need for maintenance personnel as they are critical to the operation of the airport. There was discussion on the possibility of sharing maintenance personnel and best practices among airports or the possibility of training or curriculum development for maintenance personnel for Virginia airports. The group discussed the need to update the VAOC environmental handbook, which has not been updated in approximately 10 years.

Region 4: Mr. Abbott agreed that the new format worked well. Discussions in his region included dealing with wildlife on the runways. He announced that Louisa Airport had recently secured a loan from the Farm Bureau for a hangar. He stated that shortage of maintenance personnel was a concern.

Region 5 & 6: Mr. Mazza stated that the new format was fantastic. His group was comprised of Region 5 and Region 6 airports, including both air carrier and general aviation airports. He stated that the air carrier airports enplanements are continuing to grow. He noted that general aviation airports, especially the smaller airports, are seeking ways to be involved in their communities. He noted that Luke Curtas, with Shannon Airport, has been successful in community and locality involvement. He added that if the locality sees value in the airport, then they are more prone to provide additional support.

Region 7: Ms. McLeskey noted that stormwater fees are a concern among her airports. They discussed how to qualify for credits and offset the increases. She added that drainage fees are a concern as well. The group discussed the time lines for using entitlement funding. She encouraged all airports to become involved with Women Can Fly events, as the program continues to grow throughout the state. She announced that Larry Waltrip, with Jamestown-Williamsburg Airport, will be celebrating 50 years of service with the airport. She welcomed Luke Fox who has assumed management responsibilities at the Hampton Roads Executive Airport. She encouraged attendance at the Wings, Wheels, and Keels event at Hummel Field on September 28. She noted a need for the VAOC handbook to be updated. She noted her support for the Ambassador Program, offered through the department.

Chairman: Chairman Hall noted that Region 6 was combined with Region 5 for the roundtable discussions due the Ms. Dominguez's absence. He introduced Christina Parrish as the Office of the Attorney General's representative to the board as Jeff Allen has recently retired. He recognized Cathy McGhee, Director of Research and Innovation, who was representing Secretary Valentine's office. He announced that the Governor's Transportation Conference is scheduled for November 20-22, 2019 in Arlington, Virginia. He polled the members for their interest in holding the November 21 VAB meeting in conjunction with this conference. All members agreed to holding the meeting in conjunction with the Governor's Transportation Conference.

3. NASAO Update

Shelley Simi  
President & CEO

Ms. Simi gave an update on National Association of State Aviation Officials activities, noting their upcoming conference in Minnesota September 7-11, 2019.

4. New Business

A. Commonwealth UAS Update

Amber Wilson, DOAV  
Mark Blanks, MAAP  
Nick Devereux, WING

Ms. Wilson provided information on UAS projects, including the completion of the UAS Airport Guide. The guide is to familiarize and educate airports. She stated that one guide would be provided for each airport and include periodic updates as well as an annual comprehensive update. A second project

involves identifying airports with a need for UAS test sites. Accomack County Airport recently established an operations mobile unit. She announced that an upcoming project is Virginia FIX, which is a collaborative effort between DOAV, CIT, and VDOT. This project creates a database exchange to bridge the gap in communication among commercial UAS flyers.

Mr. Blanks gave an update on the Mid-Atlantic Aviation Partnership Activities. He noted that these activities included package delivery, damage assessments, and structure inspections. MAAP is currently collaborating with Wing on the Integration Pilot Program (IPP) and work on drone delivery. He added that Virginia is one of only three states hosting a UAS test site and IPP.

Mr. Devereux announced that Wing will soon start operations in Virginia. He noted that Wing’s partnership with MAAP has brought them to Virginia. He presented an update on Wing activities, stating that UAS are the future and are progressing at a very fast pace. He noted that drone delivery is currently being tested in Australia and Finland. He announced that the first package delivery system trial in the United States will take place in Christiansburg, VA. He added that Wing will be sharing their program in schools, building the interest in UAS and related professions.

Mr. Kennedy added that the unveiling of the historic marker to acknowledge the first delivery of medical supplies via UAS will be held on August 29, 2019 at Lonesome Pine Airport.

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

Mr. Swain presented the FY19 Entitlement Utilization Reports and FY2020 Entitlement Utilization Plans. Staff recommendations are summarized below.

Airport	Recommendations for FY2019 Entitlement Utilization Report	Recommendations for FY2020 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

Mr. Swain explained that the board approves projects based on available estimated costs. He added that there is no rule in place regarding required approval of additional project costs exceeding the approved costs. He noted that some projects have run beyond the approved costs by 20% to 30%. Currently, no additional approvals by the board are required for projects exceeding the estimated costs. Staff is proposing that the board offer direction on whether or not additional approvals are required for project costs beyond a designated threshold. Staff will provide additional information and suggestions to the board for their consideration at the November meeting.

- C. Endorsement of VRA Loan Application: Winchester Regional Airport Authority Mike Swain  
DOAV

Mr. Swain presented a Virginia Resources Authority (VRA) loan request from the Winchester Regional Airport in the amount of \$1,550,000.00 for the hangar acquisition project. He explained that the VRA requires endorsement of loan applications from the airports.

D. Consideration of Consent Agenda - Denial for Lack of Funding

Rod Hall  
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 Rehabilitation & Runway Safety Area Improvement - Phase 3 (Construction)	\$1,334,800.00

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

Mike Swain  
DOAV

- Mr. Swain noted that scopes of work for eight projects from five airports had been submitted after the submission deadline. He provided information to the board on the submission deadlines. He noted that the department had emailed all sponsors about the deadlines twice to ensure they were aware in advance. He added that ample funding is available for the projects should the board grant an exception. Following extended discussion, Mr. Abbott moved to grant a one-time extension to Section 5.7.1 of the *Airport Program Manual*, so the projects will be eligible for consideration, seconded by Ms. Cox. The motion passed unanimously (Aye: Kennedy, Cox, Hardwick, Abbott, Mazza, McLeskey; Nay: none). Chairman Hall added that he would forward a letter to airport sponsors stressing the importance of adhering to the established deadlines.
- Mr. Swain presented by region the project requests and staff recommendations.

Region 1

Airport	Project Description	Recommendation	Amount
Blue Ridge Regional Airport	Environmental Assessment - Runway Extension - BRIDGE LOAN	Approve	\$264,069.00
Tazewell County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$16,000.00
Twin County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$16,000.00
Virginia Highlands Airport	Runway 6-24 Extension - Phase 3 (Embankment) (Construction)	Approve	\$444,444.00
	Runway 6-24 Land Acquisition Services & Fee Simple Purchase (Johnson/Snead/Gent) - MULTI-YEAR 4 BRIDGE LOAN	Approve	\$342,831.04

Region 2

Airport	Project Description	Recommendation	Amount
Ingalls Field	Hangar Demolition / Maintenance Equipment Storage Building (Construction)	Disapprove	N/A

Luray Caverns Airport	Terminal Apron (Construction)	Approve	\$114,820.00
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Region 3

Airport	Project Description	Recommendation	Amount
Culpeper Regional Airport	Land Acquisition - Parcels 34-72 and 34-72A	Approve	\$9,814.00
Leesburg Executive Airport	Maintenance Equipment Storage Building (Design)	Approve	\$44,100.00
	North End Development Site Preparation (Design)	Approve	\$18,222.00
Manassas Regional Airport	Runway 16R-34L Rehabilitation (Design)	Approve	\$24,000.00
	Taxiway 'G' and Taxilane 'Y' (Construction)	Approve	\$311,111.00
Warrenton-Fauquier Airport	Spill Prevention, Control & Countermeasures Plan Update	Approve	\$3,920.00

Region 4

Airport	Project Description	Recommendation	Amount
Hanover County Municipal Airport	Terminal Building (Design)	Approve	\$239,695.00
Louisa County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$15,200.00
New Kent County Airport	Environmental Assessment - Easement Acquisition, Obstruction Removal & T-hangar Site Preparation	Approve	\$28,800.00
Richmond Executive - Chesterfield County Airport	Environmental Assessment - Southeast Apron Corporate Hangar Development	Approve	\$220,000.00
Richmond International Airport	East Side AOA Security Enhancements (Design/Construction)	Approve	\$1,440,540.00 (E)
	Runway 7-25 Conversion to Taxiway (Construction)	Approve	\$691,843.50 (E) \$84,493.50 (D)

(E) indicates state entitlement funds (D) indicates state discretionary funds

Region 5

Airport	Project Description	Recommendation	Amount
Danville Regional Airport	Runway 2-20 Crackseal, Underdrain & Remarking (Design/Construction)	Approve	\$56,012.40
	Security Lock(s) Replacement	Approve	\$18,202.00
	Terminal Apron Rehabilitation (Construction) (AIP)	Approve	\$300,923.74
	Terminal Apron Rehabilitation (Construction) (non-AIP)	Approve	\$122,573.60
	T-Hangar Taxilane Rehabilitation (Construction) - INCREASE - CHANGE IN SCOPE	Approve	\$40,000.00
Farmville Regional Airport	Runway 3-21 Pavement & Lighting Rehabilitation (Construction)	Approve	\$305,587.00

Region 6

Airport	Project Description	Recommendation	Amount
Emporia-Greenville Regional Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$15,200.00
Franklin Municipal Airport	Drainage Study	Approve	\$8,000.00
Wakefield Municipal Airport	Terminal Apron & Taxiway Rehabilitation (Construction)	Approve	\$324,000.00

Region 7

Airport	Project Description	Recommendation	Amount
Accomack County Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$16,000.00
Chesapeake Regional Airport	Stormwater Pollution Prevention Plan, Spill Prevention Control & Countermeasures Plan & Oil Discharge Contingency Plan Updates	Approve	\$19,200.00
	T-Hangar Taxilanes Rehabilitation - Phase 1 (Design)	Approve	\$68,000.00
Hampton Roads Executive Airport	Perimeter Fence & Access Controls - Phase 3 (Construction)	Approve	\$535,500.00
	South Terminal Apron Rehabilitation (Design)	Approve	\$94,400.00
	Wash Rack & Fuel Farm (Design)	Approve	\$81,250.00
	West Apron Hangar Site Preparation (Construction)	Approve	\$2,280,168.00
Middle Peninsula Regional Airport	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$15,200.00
	Taxiway 'A' & 'B' Rehabilitation (Construction)	Approve	\$142,400.00
Suffolk Executive Airport	Easement Acquisition Services - Obstruction Removal - BRIDGE LOAN	Approve	\$89,600.00
	Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasures Plan Updates	Approve	\$15,200.00
Williamsburg-Jamestown Airport	Apron & Taxiway Rehabilitation (Construction)	Approve	\$1,424,000.00

5.. Public Comment Period

Rod Hall  
Chairman

Chairman Hall asked stakeholders discuss the possibility of changing the meeting format from two days to one day next year with their VAB representatives. The board will consider this at a future meeting.

Mr. Hardwick brought Culpeper's request to the board to increase the pavement area to their AIP. There is no additional funding required for this expansion in the project scope. This will be an exception to *Airport Program Manual* 5.7.4 to

increase the pavement area, with such increases requiring VAB approval. Although the request was not received prior to the deadline, he will request the exception as no additional funding is requested.

6. Recess to Friday, August 16, 2019 at 9:00 am

Rod Hall  
Chairman

The meeting was recessed until Friday, August 16, 2019 at 9:00 a.m.