



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Friday, August 11, 2023, at the Williamsburg Lodge, 310 South England Street, Williamsburg, Virginia 23185. The meeting audio recording and presentation materials are available on the Virginia Department of Aviation's website, www.doav.virginia.gov.

MEMBERS

Randall P Burdette, Chairman	Present
Sophie Chafin Vance, Region 1	Absent
Victoria Cox, Region 2	Present
Craig Parisot, Region 3	Present
Alan C. Abbott, Region 4	Absent
Cheryl P. McLeskey, Region 5	Present
Donald T. Robertson, Region 6	Present
Vanessa Christie, Region 7	Absent

OTHER ATTENDEES

Brian K. Stevens	Office of the Attorney General
Greg W. Campbell, 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 Randy Burdette, Chairman

The chairman called the meeting to order at 9:03 a.m. and welcomed all in attendance.

2. Introduction of New Board Members Greg Campbell, Director,
DOAV

Director Campbell introduced Craig Parisot, the recently appointed Region 3 board member. He noted that Mr. Parisot has been very much involved with UAS and AAM projects and brings a great deal of knowledge and experience to the board. Director Campbell announced that Vanessa Christie was reappointed to the board and acknowledged her contributions. Director Campbell also acknowledged board member Cheryl McLeskey as the 71st recipient of the First Citizen of Virginia Beach Award.

3. Review and approve May 25, 2023 minutes (Attachment 1) Randy Burdette, Chairman

Motion to approve: Cox
Second: McCluskey

Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

4. Young Eagle Award Presentations Greg Campbell, Director,
DOAV

The Department of Aviation recognized the top three Young Eagle pilots who volunteered their time in providing future aviators their first flight. Director Campbell presented awards to: Curtis Smith (53), Gary Riley (48), and Michael Nichols (44).

5. DOAV Director's Update Greg Campbell, Director,
DOAV

Director Campbell provided an update on the DOAV activities since the last meeting. He addressed robust activity at commercial and general aviation airports, grants awarded through NASIF, and visits to airports. He reported on projects and corresponding funding awarded by the board during FY2023. He noted that the board will receive an update on the Virginia Air Service Transportation Plan at the November meeting. He recognized the efforts of Communications and Education Division and the educational program.

6. Economic Development Strategic Planning Committee Report Vicki Cox, VAB

Ms. Cox stated that the committee met on Thursday, with most of the discussion focusing on the scoring for potential projects with an economic development component. She noted that she appreciates how well VIPC, VEDO and DOAV work together to maximize resources. She announced she was stepping down as the committee chair effective August 11 and requested the board consider her replacement as chair. A motion was made to appoint Vanessa Christie as committee chair.

Motion to approve: McLeskey

Second: Robertson

Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

7. VABA Update Jim Hopkins, VABA Chair

Mr. Hopkins provided an update on VABA activities and initiatives to include: serving as the voice of aviation with the legislature, championing budget amendments to support to train pilots and mechanics, maintaining the parts and supplies credits, supporting the virtual tower at Leesburg, sustainable aviation fuels tax credits and supporting AAM. He encouraged all to attend the February legislative reception.

8. VAOC Update Nick Sabo, President

Mr. Sabo announced the new officers leading the VAOC. He, Mike Stewart and Jason Davis shared results on the information collected at their May meeting. This information will provide collaborative opportunities in identifying and implementing programs to support the airports.

9. Old Business

- A. Consideration for Approval: *Airport Program Manual* Revisions Greg Campbell, Director,
DOAV

Director Campbell called on Susan Simmers to present the final recommendation. She noted that several comments were received and provided to the board and posted to the website. She shared the major recommendations. Mr. Campbell added that all changes were vetted by the committee. A motion to accept the recommended changes was made.

Motion to approve: Cox
 Second: McLeskey
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

10. New Business

A. Winchester Regional Airport Presentation Nick Sabo, Manager

Mr. Sabo gave a presentation on the Winchester Regional Airport, highlighting projects and activities. He acknowledged that several of the projects at Winchester would not be possible without the funding and support of the board.

B. Consideration of FY23 Entitlement Utilization Reports and FY24 Entitlement Utilization Plans Mike Swain, DOAV

Mr. Swain presented the FY2023 Entitlement Utilization Reports for Charlottesville-Albemarle Airport, Lynchburg Regional Airport, Newport News-Williamsburg International Airport, Norfolk International Airport, Richmond International Airport, Roanoke-Blacksburg Regional Airport, Shenandoah Valley Regional Airport, and Washington Dulles International Airport. Staff recommended approval of the reports.

Motion to approve: Cox
 Second: Robertson
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

Mr. Swain presented the FY2024 Entitlement Utilization Plans for Charlottesville-Albemarle Airport, Lynchburg Regional Airport, Newport News-Williamsburg International Airport, Norfolk International Airport, Richmond International Airport, Roanoke-Blacksburg Regional Airport, Shenandoah Valley Regional Airport, and Washington Dulles International Airport. Staff recommended approval of the plans, except for the \$100,000 increase to the fuel farm for the Shenandoah Valley Regional Airport as it was not eligible under the program manual current for the request period.

Motion to approve staff recommendation and to approve the increase for the Shenandoah Valley Regional Airport based on the adoption of the new program manual earlier in the meeting.
 Motion: Cox
 Second: Robertson
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

C. Virginia Aviation Allocations Review Mike Swain, DOAV
 Tentative Allocations from the Commonwealth Aviation Fund

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below.

For Region 1, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Blue Ridge Regional Airport	Security Gate Replacement	Approved	\$17,720.00
	Terminal Area Site Preparation (Environmental Coordination/Design)	Approved	\$147,473.00
Lee County Airport	Airfield Lighting Rehabilitation (Construction)	Approved	\$63,177.00

Mountain Empire Airport	Runway 8-26 Lighting System Rehabilitation (Environmental Coordination/Preliminary Design)	Approved	\$5,576.00
New River Valley Airport	Parallel Taxiway Rehabilitation (Design)	Disapproved	N/A
Virginia Highlands Airport	Runway 6-24 Rehabilitation (Design)	Approved	\$37,600.00
Virginia Tech - Montgomery Executive Airport	Master Plan Update - Phase 1	Approved	\$26,667.00

Motion to approve: Cox
 Second: Robertson
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 2, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Orange County Airport	Runway 26 Obstruction Removal - Phase 2 (Design/Construction)	Approved	\$16,400.00
	T-Hangar Building (Design) (BIL)	Disapproved	N/A
	T-Hangar Site Preparation (Design)	Approved	\$181,600.00

Motion to approve: Cox
 Second: McLeskey
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 3, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	East Side Terminal Area Plan (Change in Scope) - INCREASE	Approved	\$16,474.00
Leesburg Executive Airport	North End Development (Construction Overrun)	Approved	\$53,200.00
	South Terminal Apron Rehabilitation (Construction) (Non-AIP)	Approved	\$244,035.00

Motion to approve: Parisot
 Second: Robertson
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 4, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Master Plan Update (BIL)	Approved	\$45,200.00
Louisa County Airport	Fueling System Upgrade - Self-Service Relocation (Construction)	Disapproved	N/A
New Kent County Airport	Easement Acquisition Services & Easement Reimbursement - Phase 1	Approved	\$4,312.00
	Runway Crack Seal, Seal Coat, and Remarketing (Design/Construction)	Approved	\$24,000.00

Richmond Executive - Chesterfield County Airport	Southeast Apron Expansion (Construction)	Approved	\$5,422,400.00
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Motion to approve: Cox
 Second: McLeskey
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 5, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Allen C. Perkinson Municipal Airport	Taxiway Lighting Rehabilitation and Apron Flood Lighting (Construction)	Approved	\$100,000.00
Danville Regional Airport	South Ramp Rehabilitation - Phase 2 (Construction) (AIP)	Approved	\$292,511.00
	South Ramp Rehabilitation - Phase 2 (Construction) (non-AIP)	Approved	\$90,784.00
	South Ramp Site Preparation - Hangar and Parking Lot (Design)	Withdrawn	N/A
	Terminal Building Roof Replacement (Construction) - INCREASE	Approved	\$32,648.47
Dinwiddie County Airport	Land Release (Environmental Coordination)	Approved	\$17,961.00
Farmville Regional Airport	Taxiway Rehabilitation (Construction)	Approved	\$69,040.00

Motion to approve: McLeskey
 Second: Robertson
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 6, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Emporia-Greenville Regional Airport	Replacement Terminal Building Furniture	Approved	\$4,411.00
Franklin Regional Airport	Apron Sinkhole Repair (Construction) - INCREASE	Approved	\$37,281.85

Motion to approve: Robertson
 Second: Cox
 Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

For Region 7, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Accomack County Airport	Runway 21 Turnaround (Construction) - INCREASE	Approved	\$63,568.00
Chesapeake Regional Airport	Maintenance Equipment Storage Building (Design Updates & Bidding) (BIL)	Approved	\$3,280.00
	South Apron Pavement Rehabilitation (Design)	Approved	\$125,600.00
	T-Hangar Taxilanes Rehabilitation - Phase 3 (Construction)	Approved	\$1,097,600.00

Hampton Roads Executive Airport	Fuel Farm Equipment (Design Specifications & Bidding) (BIL) (MISSED OPPORTUNITY)	Approved	\$6,880.00
Williamsburg-Jamestown Airport	Runway Rehabilitation (Design)	Approved	\$168,000.00

Motion to approve: Robertson

Second: McLeskey

Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none

11. Public Comment Period Randy Burdette, Chairman

No public comments were offered.

12. Board Member Comments and Reports Randy Burdette, Chairman

Region 2: Ms. Cox thanked everyone involved in making the conference successful.

Region 3: Mr. Parisot stated this was a great initial conference. He was looking forward to meeting with the airports in his region and building those relationships. He noted that the C&E team had visited his son's school and it was a phenomenal experience and encouraged others to take advantage of the program. He added that economic development is a personal passion and that VIPC and VEDP are gems for the state.

Region 5: Ms. McLeskey thanked DOAV and everyone for the conference. Thank you for keeping airports safe.

Region 6: Mr. Robertson extended thanks for a great conference.

Director: Director Campbell thanked all who were involved with the conference and planning. He added that airports receiving grants should receive them today.

Chairman: Chairman Burdette thanked the conference planning committee for a wonderful event. He stated he would be attending the NASAO in September. He extended thanks to the airports, VAOC, and VABA.

13. Adjournment Randy Burdette, Chairman

The meeting adjourned at 10:33 am.

Motion to approve: Parisot

Second: Robertson

Vote: Aye: Cox, Parisot, McLeskey, Robertson; Nay: none