



**Virginia Aviation Board  
Meeting Minutes**

The Virginia Aviation Board held a meeting on Thursday, November 18, 2010 at the Holiday Inn Richmond Airport, 445 International Center Drive, Sandston, Virginia 23150.

**MEMBERS**

Roger L. Oberndorf, Chairman	Present
Richard C. Franklin, Jr.	Present
Alex N. Vogel	Absent
John Mazza	Present
Robert S. Dix	Present
William J. Kehoe	Present
Marianne M. Radcliff	Present
Alan L. Wagner	Present

**OTHER ATTENDEES**

Chad Carper	FAA Washington Airports District Office
Lori Pound	Office of the Attorney General
Randall Burdette	Virginia Department of Aviation

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 ..... Roger Oberndorf, Chairman

The chairman called the meeting to order at 9:05 am.

2. Review and Approval of Minutes

The August meeting minutes were approved with no changes.

3. Reports/Announcements:

- a. DOAV Report ..... Randall Burdette, DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. The presentation topics included ISO-9000 audit results, NextGen possibilities, the recent AOPA safety seminar series attended by 463 pilots, Economic Impact Study status, Workforce Development Study status, and the selection of Franklin Municipal Airport for consideration as the Navy Turbo Practice Field. A holiday reception sponsored by VAB, VAOC, FAA and DOAV is being scheduled for December. (A copy of the presentation is available upon request.)

b. FAA Report ..... Chad Carper, FAA

Mr. Carper discussed the Safety Management System (SMS) introduced in FAA Order 5200.11. The internal aspect of SMS is project specific. Terry Page is in the process of helping establish the guidelines for sponsors and airport managers. SMS is eligible for AIP reimbursement. WADO is in the process of distributing information for ACIP updates and scheduling meetings with sponsors.

c. VAOC Report ..... Greg Campbell, VAOC

Mr. Campbell announced that the VAOC Spring Workshop is scheduled for April 19-20, 2011 in Staunton, Virginia. The maintenance workshop has been deferred until next summer. VAOC has been working diligently to increase their membership. Several of their members will be serving on the *Airport Program Manual* Committee.

Mrs. Barbara Hutchinson, Charlottesville/Albermarle Airport, Executive Director, gave a brief presentation on the activities and runway extension project going on at the airport.

4. Old Business:

a. Response to Board Questions ..... Cliff Burnette, DOAV

At the August meeting, several board members asked questions related to terminal buildings. Mr. Burnette gave a presentation that provided information on terminal building development, conference room size, terminal building furniture, and landside landscaping. It was recommended that the issues of conference room size, furniture eligibility and costs, and landside landscaping eligibility be addressed by the *Airport Program Manual* committee. (A copy of the presentation is available upon request.)

Roger Oberndorf appointed Rick Franklin, Bob Dix, and Larry Omph to the committee. They will work with two members from VAOC and DOAV staff. Mr. Franklin, who will serve as chair, asked that the manual update process change from the last time, using teleconferencing to reduce travel and expenses and expedite the process. He also asked that staff prepare and submit recommendations to the committee prior to the committee meeting.

Sponsor representatives spoke on the need for the state's participation in furniture purchases and requested help with the state procurement process.

b. Board Policy Guideline Review ..... Cherry Evans, DOAV

A draft copy of a reference manual was distributed to the board early this year. The reference manual includes the *Airport Program Manual*, relevant sections of the *Code of Virginia* and *Virginia Aviation Regulations*, and state travel regulations. The manual included a draft of the *Policy Development Guide*, which was also provided to the VAOC and the Office of Attorney General for review. It is expected that a final draft will be presented to the board at the February 2011 meeting.

The board approved a resolution authorizing the department to initiate action on public participation guidelines and the periodic review of sections of the *Virginia Administrative Code* relevant to aviation. (A copy of the resolution attached)

**5. New Business:**

- a. Virginia Aviation Board Review  
Tentative Allocations from the  
Commonwealth Airport Fund ..... Mike Swain, DOAV**

**Mr. Swain presented entitlement utilization reports for the Lynchburg Regional Airport and the Roanoke Regional Airport. The board approved the reports.**

**Outstanding tentative allocations recommendations were approved by the board.**

**Mr. Swain presented the project requests and staff recommendations. The board approved staff recommendations on the allocation of capital funds. The results are available at [www.doav.virginia.gov](http://www.doav.virginia.gov). Mr. Franklin abstained from voting on Emporia's request. Staff recommendations for Lake Anna were disapproved and the board awarded the request for the Easement Acquisition Services - Obstruction Removal project in the amount of \$44,044.00.**

**After the allocations were awarded, the following state discretionary funds were available:**

<b>Air Carrier/Reliever Discretionary</b>	<b>\$475,215.63</b>
<b>General Aviation Discretionary</b>	<b>\$403,817.30</b>

- 6. Public Comments and Questions. .... Roger Oberndorf, Chairman**

**No comments or reports were offered.**

- 7. Board Member Comments and Reports**

**No board comments or reports were offered.**

- 8. Adjourn Meeting**

**The chairman adjourned the meeting at 11 am.**