



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, November 15, 2018, at the Holiday Inn Richmond Airport, 445 International Center Drive, Sandston, VA 23150. The meeting was audio recorded, and the audio is available through the Virginia Department of Aviation's website, www.doav.virginia.gov.

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	Absent
Cheryl P. McLeskey, Region 7	Absent

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 Rod Hall
Chairman

The Chairman called the meeting to order at 10:07 a.m. and welcomed all in attendance.

2. Review and approve minutes Rod Hall
Chairman

- A. Review and approve August meeting minutes

Ms. Cox made a motion to accept the minutes of the August 16-17, 2018 meetings as presented, seconded by Mr. Mazza. The motion passed unanimously. (Yay: Kennedy, Cox, Abbott, Hardwick, Mazza; Nay: none)

3. Update and Announcements:

- A. DOAV Update Mark Flynn
DOAV

Mr. Flynn introduced Mr. Douglas Mack, DMV IT Security, to provide a presentation to the Virginia Aviation Board on cybersecurity and a new training program for public-use airports.

Mr. Flynn called on Mr. Burnette to address the timeframe for processing grants through the payment process.

Mr. Flynn provided an update on DOAV activities including the UAS Work Group, the Ground School for state Transportation employees, and the Economic Development Strategic Planning Committee. He also introduced Lindsay Hurt, Virginia Economic Development Partnership's aviation and aerospace representative.

- B. Safety Update Watson Felts
DOAV

Mr. Felts provided an update on aviation incidents and statistics in the Commonwealth since the August 17, 2018 meeting. He also advised the Board that in future meetings, the safety update will focus on trends in incidents in order to provide actual information on areas where work is needed to make flying safer.

- C. VAOC Report Robert Bowen
VAOC

Mr. Bowen provided an update on VAOC news and programs, including the dates for the VAOC Workshop in Harrisonburg (April 17-18, 2019) and the Virginia Aviation Conference in Roanoke (August 14-16, 2019).

- D. VABA Report Bud Oakey
VABA

Mr. Oakey provided an update on VABA activities including the date for the Legislative Reception (February 6, 2019), which will be held at Main Street Station.

- E. FAA Richmond FSDO Update James Cook
FSDO

Mr. Cook provided an update on FSDO activities.

4. Old Business

- A. Rural Airport Runway Redevelopment Fund Policy Mark Flynn
DOAV

Mr. Flynn reviewed the Rural Airport Runway Redevelopment program proposal and addressed questions from Board members. Mr. Mazza made a motion to accept the program as presented, seconded by Ms. Cox. The motion passed unanimously. (Yay: Kennedy, Cox, Abbott, Hardwick, Mazza; Nay: none)

- B. Economic Development Strategic Planning Committee Mark Flynn
DOAV

Mr. Flynn stated that the Economic Development Strategic Planning Committee meeting scheduled for November 15, 2018 is being rescheduled. Staff will be contacting committee members for their availability.

C. Conditional License Update Vernon Carter
DOAV

1. New London Airport

Mr. Carter stated that obstructions have been removed. The New London Airport has received a Day/VFR standard license as the runway has no lights.

2. Gordonsville Municipal Airport

Mr. Carter noted that obstructions have been removed. The Gordonsville Municipal Airport has received a standard license.

3. Lunenburg County Airport

Mr. Carter noted that obstructions have been removed. The Lunenburg County Airport has received a standard license.

4. Hummel Field

Mr. Carter provided an update on the status of the conditional license for Hummel Field. He noted that survey results of the obstructions are due to the Department in December. He added that the Department is asking for a recommendation from the Board and provided possible options. Following discussion, Mr. Mazza made a motion to recommend a Day/VFR Use Only license, seconded by Mr. Abbott. The motion passed unanimously. (Yay: Kennedy, Cox, Abbott, Hardwick, Mazza; Nay: none)

D. *Airport Program Manual Changes* Susan Simmers
DOAV

Ms. Simmers reviewed the two proposed changes to the *Airport Program Manual*. Mr. Hardwick made a motion to approve the changes to the *Airport Program Manual*, seconded by Ms. Cox. The motion passed unanimously. (Yay: Kennedy, Cox, Abbott, Hardwick, Mazza; Nay: none)

5. New Business

A. Consideration of Amended FY19 Entitlement Utilization Plans Mike Swain
DOAV

Mr. Swain presented revisions to Entitlement Utilization Plans as summarized below. Ms. Cox made a motion to accept staff recommendations for these revisions, seconded by Mr. Hardwick. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Report or Plan	VAB Action
Charlottesville-Albemarle Airport	FY2019 Entitlement Utilization Plan revision	Approved
Lynchburg Regional Airport	FY2019 Entitlement Utilization Plan revision	Approved
Newport News-Williamsburg International Airport	FY2019 Entitlement Utilization Plan revision	Approved
Shenandoah Valley Regional Airport	FY2019 Entitlement Utilization Plan revision	Approved

- B. Consideration of Consent Agenda - Denial for Lack of Funding Rod Hall
Chairman

Ms. Cox moved to accept the consent agenda as presented, seconded by Mr. Abbott. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	Amount
Lake Country Regional Airport	Runway 04-22 Rehabilitation & Runway Safety Area Improvement - Phase 1 (Design/Construction)	\$337,600.00
Middle Peninsula Regional Airport	T-Hangar Site Preparation (Re-Bid & Construction)	\$420,000.00
Emporia-Greenville Regional Airport	T-Hangar Site Preparation (Design & Construction)	\$627,200.00
Gordonsville Municipal Airport	Runway, Taxiway & Apron Rehabilitation (Design)	\$106,400.00
Tazewell County Airport	T-Hangar Site Preparation (Design)	\$36,000.00
Virginia Tech-Montgomery Executive Airport	Fuel Farm Relocation (Design)	\$43,333.33

3. 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. During the last quarter, DOAV reimbursed \$4,653.12 for locality-billed site plan review costs for projects under grant.

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below. These results are available at www.doav.virginia.gov. After the allocations were awarded, the following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$7,492,840.85
General Aviation Discretionary	\$6,313.42

On January 1, 2019, the combined discretionary fund should total approximately \$7.5 million; however, the VAB approved transfer of \$497,456.00 from the Air Carrier/Reliever Discretionary Fund to the Aviation Special Fund, used to fund the state match for eight AIP-funded general aviation projects at the August 2018 meeting. That amount will be transferred back to the Aviation Special Fund January 1. This should result in a combined discretionary fund balance of approximately \$7 million available for allocation at the February 2019 meeting.

For Region 1, Mr. Kennedy made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Abbott. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
Virginia Highlands Airport	T-Hangar Taxilane Rehabilitation & Apron Seal Coat (Construction) - INCREASE	Approved	\$53,425.00

For Region 2, Ms. Cox made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Kennedy. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
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Eagles Nest Airport	Runway Rehabilitation (Design/Construction)	Approved	\$150,062.00
Ingalls Field	Box Hangar & Maintenance Equipment Storage Building Site Preparation / Hangar Demolition (Design)	Approved	\$7,200.00

For Region 3, Mr. Hardwick made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Kennedy. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
Manassas Regional Airport	Runway 16L-34R & Taxiway 'B' Bridge Widening (Construction) - INCREASE	Approved	\$2,800.00
Manassas Regional Airport	Taxiway 'G' and Taxilane 'Y' (Design)	Approved	\$23,400.00
Stafford Regional Airport	Airport Entrance Sign	Approved	\$20,984.00
Warrenton-Fauquier Airport	Rehabilitate T-Hangar Taxilane & Drainage Phase 2 (Construction) (AIP)	Approved	\$90,685.00
Warrenton-Fauquier Airport	Rehabilitate T-Hangar Taxilane & Drainage Phase 2 (Construction) (non-AIP)	Approved	\$620,419.00
Winchester Regional Airport	Taxiway 'A' Relocation - Phase 1 - Demolition (Design/Construction) - CHANGE IN SCOPE	Approved	N/A

For Region 4, Mr. Abbott made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Hardwick. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
Richmond Executive - Chesterfield County Airport	Land Acquisition Services - BRIDGE LOAN	Approved	\$289,305.00

For Region 5, Mazza made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Abbott. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
William M. Tuck Airport	Runway 1-19 Rehabilitation (Construction)	Approved	\$202,464.00

For Region 6, Mr. Hardwick made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Kennedy. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
Wakefield Municipal Airport	Terminal Apron & Taxiway Rehabilitation (Design)	Approved	\$60,400.00

For Region 7, Mr. Mazza made a motion to accept staff recommendations for the allocation of capital funds, seconded by Ms. Cox. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)

Airport	Project Description	VAB Action	Amount
Williamsburg-Jamestown Airport	Apron & Taxiway Rehabilitation (Design)	Approved	\$100,000.00

6. Public Comment Period

Rod Hall
Chairman

Deborah Kendall, representing the Town of Gordonsville and Gordonsville Municipal Airport, thanked the Department for its assistance with obstruction removal and added that they are looking forward to participating in the runway rehabilitation program.

7. Board Member Comments and Reports

Rod Hall
Chairman

Region 1: Mr. Kennedy thanked Director Flynn for attending the event in Wise last month. He wished everyone safe travels and a happy holiday season.

Region 2: Ms. Cox stated that she did not include a representative from VABA in her motion at the August meeting regarding members of the Economic Development Strategic Planning Committee. Ms. Cox made a motion to add a representative from VABA to the membership of the Economic Development Strategic Planning Committee, seconded by Mr. Kennedy. The motion passed unanimously. (Yay: Kennedy, Cox, Abbott, Hardwick, Mazza; Nay: none)

Region 3: Mr. Hardwick asked Director Flynn to report at the next meeting where Virginia benefits in the FAA reauthorization.

Region 4: Mr. Abbott had no comment.

Region 5: Mr. Mazza noted that thoughts and prayers are with Cheryl McLeskey and her family. He also commended staff on the Rural Airport Runway Rehabilitation Program.

Director: Mr. Flynn had no comment.

Chairman: Mr. Hall noted that the Remote Tower had been included in the FAA Reauthorization Bill. He presented a framed Resolution to Keith McCrea to acknowledge his years of service to the Department. He also present a Proclamation from Governor Northam to Cliff Burnette in recognition of his national aviation award from NASAO. He added that the February 21, 2019 meeting will be held in Manassas.

8. Adjournment

Rod Hall
Chairman

Mr. Mazza made a motion to adjourn the meeting at 11:47 am, seconded by Ms. Cox. The motion passed unanimously. (Yay: Kennedy, Cox, Hardwick, Abbott, Mazza; Nay: none)