



Virginia Aviation Board  
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, November 21, 2013 at the Holiday Inn Richmond Airport, 445 International Center Drive, Sandston, VA 23150. The meeting was broadcast through video streaming, and the video is available through the Virginia Department of Aviation's website, [www.doav.virginia.gov](http://www.doav.virginia.gov).

MEMBERS

John V. Mazza, Jr., Chairman	Present
Charles M. Quillin, Region 1	Present
Robert H. Hahn, Jr., Region 2	Present
Alex N. Vogel, Region 3	Absent
Thomas E. Inman, Region 4	Present
David L. Young, Region 5	Present
William E. Coburn., Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Terry J. Page	FAA Washington Airports District Office
Lori L. Pound	Office of the Attorney General
Randall P Burdette	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 John V. Mazza, Jr.  
Chairman

The chairman called the meeting to order at 10:00 a.m.

2. Review and approve minutes John V. Mazza, Jr.  
Chairman

The August 22 workshop and August 23 meeting minutes were approved with no changes.

3. Reports/Announcements:

- a. DOAV Report Randall P Burdette  
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. The presentation topics included the results of the recent ISO 9000 audit for the agency, an update of the Small Community Airport Access Program, a review of the preliminary analysis done for a turf runway

initiative, and upcoming events in Virginia.

Mr. Steve Harris provided a safety update. He discussed aviation accidents that had occurred in Virginia since the last board meeting, highlighting the type of deficiencies that contributed to the accidents, and statistics relating to incidents in general, including aircraft types and pilot. Mr. Harris shared information about the safety week held in October and a "Safety Standdown" program being developed for the upcoming spring.

Copies of the presentation are available upon request.

b. FAA Report

Terry J. Page  
FAA WADO

Mr. Page reviewed the Airport Improvement Program in Virginia for Fiscal Year 2013. The ADO issued 32 grants to 24 airports for a total of \$71,853,139, with over \$23.8 million going to safety projects, over \$16 million for rehabilitation projects, over \$26.4 million for new construction projects, and over \$3.5 million for planning and environmental studies. Mr. Page credited the coordination and work done by FAA, DOAV, VAB, sponsors, and consultants for that many projects being placed under grant.

It is assumed that funding in 2014 will be at usual grant levels. The ADO had begun sending out ACIP information for fiscal years 2015 through 2017 for review and updating by sponsors. Mr. Page encouraged sponsors to participate in ACIP meetings and return requests as soon as possible.

Mr. Page shared that FAA is now taking action on its requirement for the 20:1 Visual Surface Area of an approach to be clear for instrument approach procedures with vertical control. If the 20:1 area is not clear or mitigated, procedures may be cancelled until that 20:1 area is cleared. He noted that a key element in this issue is that the Part 77 surface is 500 feet wide, which many airports have cleared, while the 20:1 surface is 800 feet wide. Mr. Page shared FAA's draft risk assessment plan regarding this action. Mr. Burdette noted that DOAV can help airports with funding for obstruction removal.

A copy of this presentation is available upon request.

c. VAOC Report

Todd D. Sheller  
VAOC

Mr. Sheller shared that VAOC will continue to work on its organization structure, focusing on how to leverage its relationship with the board and DOAV to benefit all three. VAOC would like to again incorporate presentations on airport projects into the VOAC report at board meetings, sharing with the board how the funds allocated by the board are being used. Mr. Sheller announced that VAOC would be hosting the spring workshop in Staunton.

4. Old Business

a. Eagles Nest Hybrid Runway

John V. Mazza, Jr.  
Chairman

In response to requests from several board members, Mr. Mazza asked for a motion to go into closed session to seek the advice of counsel pursuant to *Code of Virginia* §2.2-3711(a)(7) for consultation with, and the provision of legal advice by Assistant Attorney General Lori Pound in the matter of Eagles Nest Airport and additionally asked Randy Burdette attend the closed meeting. The motion was made, seconded, and approved by all board members at 10:45 a.m. At 11:30 a.m. Mr. Mazza asked for a motion to return to open meeting and a vote certifying that, to the best of the members' knowledge that the board heard, discussed, and considered only those public business matters lawfully exempted from open meeting requirements under the *Virginia Freedom of Information Act* and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was made, seconded, and approved by all board members.

Mr. Mazza reviewed the request from Eagles Nest Airport for a hybrid runway utilizing pavement and turf. Mr. Mazza asked Ms. Pound to share a summary of her findings on behalf of the board. Ms. Pound noted that the *Virginia Administrative Code* defines a runway as a rectangular surface that may be turf, paved, or water course, which is designed specifically for the purpose of approaching and landing and taking-off and departing of aircraft. The use of the conjunction “or” indicates that the runway must be one, but not a combination, of those materials. She also noted that there is no provision in the regulations allowing the board to grant a waiver to the definition of a “runway”. Ms. Pound further noted that there could be potential liability to the Commonwealth through the board and DOAV, explaining the possible impacts if it was determined that the VAB acted in a negligent or wrongful manner or acted in a grossly negligent manner. Ms. Pound further indicated that if it was determined that the VAB acted in a grossly negligent manner, then the limitations on liability of the Commonwealth, contained in the *Virginia Tort Claims Act*, §§8.01-195.0 *et seq.*, would not be applicable.

Mr. Mazza asked the board members by region if they had any questions on the proposal. No questions were asked. Mr. Mazza asked for a motion on the proposal. Mr. Hahn made a motion to deny the request in the interest of safety. The motion was appropriately seconded. The board unanimously approved the motion.

b. Airport Minimum Requirements  
Regulation Update

Susan H. Simmers  
DOAV

Ms. Simmers reported that the new airport minimum licensing requirements became effective on November 20. She reviewed the benefits of the revisions and the new minimum requirements for standard and Day/VFR Use Only licenses. New licenses were issued on November 20 and distribution began November 21. Ms. Simmers noted that in accordance with the new conditional licensing process, sponsors for airports receiving conditional licenses would need to prepare and submit a mitigation plan to DOAV by January 20, 2014 and present the mitigation plan to the board at its next meeting.

c. *Airport Program Manual* Update

Susan H. Simmers  
DOAV

Ms. Simmers gave a brief overview of the update process and presented the twelve proposals for policy, process, and procedures changes, as well as the nine guidance bulletins and airport licensing regulatory action to be incorporated into the manual. The proposal topics included an increase in the number of years entitlement projects outside of normal expenditures would stay on record; the expansion of the airports eligible for funding for emergency generators; the increase the percentage of a grant amount that can be reimbursed for federally funded project prior to the final request; the change for obstruction status certification to a sponsor eligibility criteria level instead of a project level criteria; and clarifications on the utilization of insurance resources, the disposal of property, and bridge loan requests in the federal program.

Mr. Inman made a motion to accept the proposals as presented. The motion was appropriately seconded. The board unanimously approved the motion.

d. Aviation Conference Roundtable Topics

John V. Mazza, Jr.  
Chairman

Mr. Mazza asked that this item be moved to the February meeting.

5. New Business

a. Virginia Aviation Board Review  
Tentative Allocations from the Commonwealth Airport Fund

J. Michael Swain  
DOAV

For the following 60-day tentative allocation extension requests, Mr. Young made a motion to accept staff recommendations for the Danville Regional Airport, and Mr. Hahn made a motion to accept staff recommendation for the Shenandoah Valley Regional Airport. The motions were appropriately seconded. The board unanimously approved all motions.

- Danville Regional Airport: 60-day extension of a tentative allocation in the amount of \$46,161.00 that was awarded August 23, 2103 for the Partial Parallel Taxiway A Rehabilitation (Construction) project
- Danville Regional Airport: 60-day extension of a tentative allocation in the amount of \$35,156.00 that was awarded August 23, 2103 for the Taxiway D and E Connectors Rehabilitation (Construction) project
- Shenandoah Valley Regional Airport: 60-day extension of a tentative allocation in the amount of \$22,502.00 that was awarded August 23, 2103 for the Feasibility Study to Acquire Eagles Nest Airport project

Mr. Swain provided the quarterly reports on the effect of the increased AIP match and the reimbursed cost of site plan reviews changed by localities. To date, the increase in the state match has not adversely impacted the ability to fund projects. During the last quarter, DOAV did not reimburse any funds for site plan reviews.

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

Air Carrier/Reliever Discretionary	\$4,673,894.60
General Aviation Discretionary	\$2,130,760.67

#### Region 1

During the review of the project request for the Tazewell County Airport, Mr. Mazza asked what created the sink hole. Mr. Swain responded that obstruction removal for the approach, which involved grading, has been identified as the cause of the sink hole.

For Region 1, Mr. Quillin made a motion to accept staff recommendations for the allocation of capital funds. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Tazewell County Airport	Sink Hole Repair (Design)	Approved	\$20,000.00
Twin County Airport	Fueling System (Jet A) Upgrade - Water Defense System Installation	Approved	\$1,500.00
	Terminal Building Furniture	Approved	\$19,179.00
Virginia Highlands Airport	Runway 24 Obstruction Removal (Construction) - INCREASE	Approved	\$29,468.00

#### Region 2

For Region 2, Mr. Hahn made a motion to accept staff recommendations for the allocation of capital funds. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Orange County Airport	Easement Acquisition - Phase 5 (31-41C Condemnation Phase)	Approved	\$5,880.00

#### Region 3

During the review of the project requests for the Manassas Regional Airport, Mr. Mazza inquired if the bridge widening project at the airport had received state funding previously. Mr. Swain and Amy Wells, DOAV, shared that the design for the project was done several years ago and the construction bids had come in higher than expected. Mr. Mazza asked why the taxiway at that airport was being realigned. Mr. Swain

and Ms. Wells provided information on the need to realign the taxiway as the localizer was being relocated.

For Region 3, Mr. Hahn made a motion to accept staff recommendations for the allocation of capital funds. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Manassas Regional Airport	Airport Rescue and Fire Fighting Feasibility Study	Approved	\$7,600.00
	Runway 16L-34R & Taxiway 'B' Bridge Widening (Construction) - INCREASE	Approved	\$275,488.00
	Taxiway 'K' Realignment (Construction) - INCREASE	Approved	\$154,280.00

#### Region 4

During the review of project requests for the Richmond International Airport, Mr. Swain told the board that the Pen and Ink changes for the perimeter road and beacon relocation projects had been received after the board packages had been distributed. He shared that there were sufficient discretionary funds available for the board to approve funding for those two projects; however, under that scenario, the Interactive Employee Training System Upgrade project could not be funded as it is an “entitlement only” project and not eligible for discretionary funding and has a low priority. In response to Mr. Burdette’s question about the airport had being contacted, Mr. Swain replied that the sponsor would accept that scenario. Mr. Coburn asked what the airport would use for training if the project did not move forward in November. John Rutledge, Director of Planning and Engineering at the airport, said the new program would add modules to address airport growth, but the airport would continue to use the existing system until funding became available. Mr. Swain noted that in earlier conversations, the sponsor indicated it was willing to use local funding or wait until Fiscal Year 2015 for entitlement funds.

For Region 4, Mr. Inman made a motion to accept staff recommendations for the allocation of capital funds for the Hanover County Municipal Airport. The motion was appropriately seconded. The board unanimously approved the motion.

Mr. Inman made a motion to adopt the amended staff recommendations for the Richmond International Airport, approving the perimeter road and beacon relocation projects and not approving the Interactive Employee Training System Upgrade project. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Easement Acquisition - Obstruction Removal (King Estate)	Approved	\$7,002.26
	Land (Upshaw) and Easement (Hardrock) Acquisition - East Side Development	Approved	\$2,400.00
Richmond International Airport	Interactive Employee Training (IET) System Upgrade	Disapproved	
	Perimeter Road (Design/Construction)	Approved	\$1,765,930.00 (D)
	Rotating Beacon Relocation (Design/Construction)	Approved	\$87,576.29 (E) \$49,863.71 (D)
	Security Credentialing Hardware & Software Upgrade	Approved	\$205,201.00 (E)

Region 5

Mr. Swain reported that the sponsor had withdrawn the project request for the Danville Regional Airport prior to the meeting.

Airport	Project Description	VAB Action	Amount
Danville Regional Airport	Runway 2-20 Additional Rehabilitation (Non-AIP) (Construction)	Withdrawn	

Region 6

No project requests were received for Region 6.

Region 7

During the review of the project request for the Accomack County Airport, Mr. Swain was asked to provide additional information. He responded that FAA had been able to program extra funds for the design and construction phases for obstruction removal on the airport property. In order to match the federal program, this request would change the scope of a tentative allocation from the design phase of obstruction removal off of airport property and apply it to the construction phase of obstruction removal on the airport. This request was not for an increase, and any remaining allocation would be returned to the fund.

During the review of the project request for the Chesapeake Regional Airport, Mr. Mazza asked why the airport was under a conditional use permit. Scott Denny, DOAV, responded that the City of Chesapeake requires a change to the conditional use permit any time there is a change to the airport master plan. Mr. Mazza noted that to protect the airport the sponsor should be encouraged to have the airport removed from the conditional use permit process and added to the city's zoning plan. He asked the department to encourage such a change.

For Region 7, Ms. McLeskey made a motion to accept staff recommendations for the allocation of capital funds. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Accomack County Airport	Obstruction Removal - On Airport (Construction) - CHANGE IN SCOPE	Approved	N/A
Chesapeake Regional Airport	Conditional Use Permit Update	Approved	\$7,200.00
Hampton Roads Executive Airport	Corporate Hangar Site Preparation (Design)	Disapproved	
	Replacement Runway 10-28 - Phase 3 (Construction) - INCREASE	Approved	\$99,556.00
	Replacement Runway 10-28 - Phase 4 (Construction)	Approved	\$225,333.00
Middle Peninsula Regional Airport	Fueling System (Jet A) Upgrade - Single Point Nozzle	Approved	\$3,040.00
	Master Plan Update	Approved	\$17,200.00
Suffolk Executive Airport	Obstruction Removal - Silviculture (Design)	Approved	\$6,400.00
	Parallel Taxiway & Localizer Relocation (Design)	Approved	\$12,000.00

6. Public Comments and Questions

John V. Mazza, Jr.,  
Chairman

Tom Trudeau, manager for the Richmond Executive - Chesterfield County Airport, announced that he was retiring and introduced Jeremy Richardson, who will be serving as interim manager. Mr. Trudeau praised the support of the board and DOAV for funding and technical assistance, which exceeds what he had seen in other states.

7. Board Member Comments and Questions

John V. Mazza, Jr.,  
Chairman

Mr. Inman spoke of the recent successful launch at Wallops Island.

Mr. Young reported on an initiative where Liberty University is partnering with Cessna Pilot Centers (CPCs) to provide pilot training. The university is offering the academic portion of the training and the CPCs are offering the flight training. Under this partnership, students are eligible for scholastic funding, and veterans are eligible for VA funding, both of which would otherwise not be available. The first effort will be at Newport News - Williamsburg International Airport. This also includes partnering with Hampton University and Denbigh High School. Liberty University is looking for other partnering opportunities.

Mr. Coburn shared his recent visit to the Lake County Regional Airport and other airports in that part of Region 6.

Mr. Mazza and Randy Burdette talked about the newly established Virginia Warbird Association. The intention of the association is to be the source of information for those who would like these aircraft to be part of events in Virginia and other states. Mr. Mazza serves as the chair.

8. Adjournment

John V. Mazza, Jr.,  
Chairman

The chairman adjourned the meeting at 12:28 p.m.