



Virginia Aviation Board  
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, May 19, 2016 at the Hilton Garden Inn, 441 International Center Drive, Sandston, VA 23150. The meeting was recorded, 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
Derek M. Hardwick, Region 3	Present
Roderick D. Hall, Region 4	Absent
Vacant, Region 5	
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Jeffrey W. Breeden	FAA Washington Airports District Office
Jeffery R. Allen	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 welcomed board members and attendees and called the meeting to order at 10:00 a.m.

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

The February 18, 2016 meeting minutes were approved with no changes.

3. Update and Announcements:

- a. DOAV Update Randall P Burdette  
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. He noted that airports visited since last board meeting included Richmond Executive-Chesterfield County and New Kent County with VAB member Rod Hall and Tappahannock-Essex and Hanover County. A visitation is scheduled for May 24 with Middle Peninsula and Hummel Field. Mr. Mazza encouraged board

members to take advantage of the opportunity to visit airports in their regions. Mr. Burdette added that the airport management and sponsors appreciate the opportunity to meet. With regard to the Pavement Marking Study, Mr. Burdette noted that the FAA is now using this document to assist in prioritizing projects. The Airport Services Division will be working with airports in addressing their needs. The Virginia Sustainability Management Plan is expected to be delivered in June and is on schedule. This study includes the development of guidelines, materials and tools for use by airports. While it is not a one-size-fits-all, it will provide tools to assist with maximizing sustainability for airports. Virginia is the first state to commission such a study for implementation at its airports. The Airport Program Manual is in the process of being updated. Representatives from various airports and DOAV staff worked on the update, which will be presented for approval at the August VAB meeting. A detailed presentation on the changes will be provided later in the agenda. Mr. Burdette provided an update on the VAOC conference in August, the Governor's Transportation Conference in October, and the website redesign and modernization. Mr. Burdette informed the board of the Joint Commission on Science and Technology study on aerospace and aviation. This commissioned study is a step in the direction to request the elimination of tax on aircraft parts and repair in an effort to be more competitive with other states and increase business in Virginia. Mr. Burdette noted that Dr. Scott Tate will provide an update on the Workforce Career Plan Study. Mr. Burdette reported that the sales and use tax and fuel sales tax revenues were much healthier than believed. He recognized the efforts of airport managers and Ms. Darcy Vassar for the recent surge in revenue. Mr. Burdette announced that there is a scheduled meeting with the Secretary of Transportation this afternoon to discuss the requirements of House Bill 30, which tasks the agency to identify how projects are funded. This information must be presented to the Senate Finance and House Appropriations Committees on November 15, 2016. Mr. Burdette noted there are several upcoming events including the Women Can Fly events and various airshows.

Mr. Harris noted that the start of the year has been challenging with regard to accidents. The annual average over the last 16 years is 26 accidents. Over the last three years, the average has been 20 accidents. Within the first five months of 2016, there have been nine reported accidents with two more recently occurring. Mr. Harris provided a synopsis of the reported accidents, with loss of control being prominent. He noted that the trend is in line with 2002, which experienced one of the highest numbers of accidents, 33. Mr. Harris stated that the spring safety seminars were recently completed. Approximately 275 pilots attended the seminars conducted at four locations - Hampton Roads, Danville, Blacksburg and Richmond. He thanked those who assisted with and hosted the seminars. He noted that the trend is a decline in attendance and consideration is being given to ways to improve the safety program. Ideas include forming a Safety Council to assist with this effort. In closing, he noted that DOAV flight staff has been flying a great deal, exceeding the average hours by approximately 25%. Recently, a Cessna 182 was obtained from the State Police through inter-agency transfer. He thanked the airports for the assistance in their quick service to DOAV planes.

A copy of the presentations is available upon request.

b. FAA Richmond FSDO Update

Maury Dacey  
FSDO

Mr. Dacey stated that two new inspectors (maintenance and avionics) have been added to Richmond FSDO, which brings them to 13 inspectors. This is full staffing, however, he noted that this is a decrease from 1998 when there were 23 inspectors. Currently, the Richmond FSDO is working on several certifications. For the 135 certifications-air taxi, they are working on Protocom Aviation, Coastal Sky Taxi, and Chesapeake Bay Helicopters. For the 145 certification-repair station, they have United Equipment Corporation. For 137 certification-agricultural, they have Black Creek Aviation and Chesapeake Helicopters. Prevalence Aviation Aerospace in Chesapeake is seeking qualification as a flight school with the FAA. Mr. Dacey discussed the Airman Certification Standards (ACS). Beginning in June, a knowledge section will be added to the beginning of the existing PTS followed by a risk management section at the end. When taking the test, any incorrect answers will be pinpointed with regulation information on the incorrect response.

This will be beneficial to both the instructor and pilot. The compliance policy has been fully implemented. He reminded everyone of the ADSB requirement for January 1, 2020. He also encouraged anyone with a UAS to register their device with the FAA. Two individuals will receive the Wright Brothers Flyer Award, which recognizes individuals with 50 years of safe flying. Those receiving the award are Bob Walker and Paul Lily. Mr. Dacey addressed the accidents noted in Mr. Harris' presentation. He added that the first three or four accidents involved light-weight planes, which are easily bent or break in hard landings, and the home-built plane, which lost a wing.

c. VAOC Update

Richard C. Rempe, President  
VAOC

Mr. Rempe stated that the VAOC workshop was held in April. Several informative sessions were presented. The event helped to fund the VAOC scholarship fund. The VAOC annual conference will be held August 16-19, 2016. Mr. Rempe introduced Bill Kelley. Mr. Kelley stated that the program will be heavily influenced with topics on economic development and how to position your airport to take advantage of economic development activities in your region. He encouraged everyone to take advantage of the early-bird registration which closes on May 27, 2016. He added that conference registration is separate from hotel reservations. Cherry Evans noted that VAB member registrations and reservations are being finalized. Mr. Rempe noted that registrations are also being accepted for the manager certification class (CM), which is a one-week program. Mr. Kelley added that those who may be taking the CM class should purchase their books early to get an early start as it is an intensive class. The next meeting of the VAOC will be held at the Annual Conference in August.

d. MAAP Update

Mark Blanks  
MAAP

Mr. Blanks stated that they have completed 1900 test-flight hours, which is more than any other test site in the country. Weather conditions have caused some delays, however, they expect to make up those flights over the summer. UAS devices ranging from a few ounces to several hundred pounds are being flown. They will be testing for CSX in Virginia. They are also working with companies on using UAS devices to inspect power lines. Emergency response is also in the works and how to best use the devices, including use by insurance companies for damage assessments following national disasters. Mr. Blanks stated that the lack of understanding of aviation risks and liabilities is an issue for some start-up companies. Great strides are being made but there is still a ways to go. Training is key and being offered through community colleges and universities. There are great opportunities for hiring. Mr. Blanks stated that the word drone is losing its negative connotation. Additionally, the expertise in Virginia far exceeds that of other states, which is a draw for more companies coming to Virginia. Collaboration is key to Virginia being a leader and successful in the development and use of UAS devices. Mr. Mazza asked Mr. Hardwicke to share his thoughts on UAS devices. Mr. Hardwicke responded that UAS devices are dominating the airspace and are here to stay.

4. Old Business

a. None

5. New Business

a. Aviation and Space Workforce Implementation Plan and Update

A Scott Tate  
Virginia Tech

This project is designed to develop the current and future workforce for aviation and aerospace in Virginia. The goal is for Virginia to be recognized as a leader in both aerospace and aviation excellence. They are coordinating their work with the JCOTS study and the Aviation Academy in

Denbeigh. The goal is to share relevant information and not to duplicate resources. They have completed phase one and now in the data collection phase of the study. The challenge is to review education from K-12 through secondary levels, including STEM programs in the state. They are currently interviewing educators and entities that support aviation and aerospace in Virginia. A draft report is scheduled to be completed prior December 31, 2016 with the final report to be released in July 2017.

Mr. Tate introduced Ms. Sarah Lyon-Hill and Ms. Elli Travis, research team members. Ms. Lyon-Hill is working with the research pertaining to airports. Approximately 45% of Surveys indicate the most difficult positions to fill are the aircraft maintenance positions and pilots. With regard to community outreach programs, school tours are the most prominent method but most are limited with funding availability. Many are building relationships with their communities and showing their value to the community.

Ms. Travis has been interviewing educators and those who manage aviation programs. Approximately 160 surveys were completed. Results show that aviation is rarely included in lessons but teachers are open to aviation as part of the lesson. Among the most important activities in promoting aviation and space are professional development opportunities for teachers, exposure to employers and/or mentors in the field, internships, field trips and employer visits to the school. She noted that survey results noted that least important was marketing and promotional opportunities on a state or national level.

Mr. Tate opened the floor to questions. Mr. Kelley inquired as to whether they were reaching out to FBOs and other groups for input. Mr. Tate responded that they had recently started to approach those groups. He added that if anyone had any other suggestions of people or groups to involve, please let him know. Mr. Hardwicke added that this study is important on both a state and national level. The United States exports approximately 65% of aerospace and space manufactured products and services. This is important to global trade and growing the United States economy. Mr. Burdette added that future demands for aviation are not being met. This study will not only identify the problem but also provide guidance on how to rectify.

b. Airport Program Manual Update

P. Clifford Burnette  
DOAV

Mr. Burnette stated that copies of the proposed changes have been provided to VAB members for review, since all changes would not be reviewed today. He added that if any airport managers have questions or suggestions to please see a DOAV staff member or committee member. Mr. Burnette introduced Ms. Susan Simmers to provide the overview of the update.

Ms. Simmers indicated that the same process is being followed as in previous updates. The goal is to present the proposed changes to the board in August for approval.

A prominent change deals with obstructions and the affect they have on funding. The proposal eliminates the 24-month certification and replaces it with action being taken with the identification of obstructions using tools such as the 5010 and licensing inspections. If on-airport obstructions are found, the sponsors will only be eligible for funding to remove or mitigate those obstructions. If off-airport obstructions are found, the sponsor would have 12 months to mitigate or remove those obstructions but still be eligible for all funding programs. If the obstructions remain following the 12-month period, sponsors would only be eligible for the funding to mitigate or remove the obstructions.

Another substantial change is a new process for the purchase of used maintenance equipment and would allow for the purchase through dealer sales, surplus sales and auctions. Under this proposal, the sponsor will work with DOAV staff on the approved specifications for the equipment and obtain three quotes. DOAV will issue a tentative allocation for 60 days, allowing the sponsor to purchase used

equipment from one of the aforementioned sources. DOAV would issue a grant after the transaction has been finalized.

The following proposed changes promote the opportunity to maximize federal funding and limiting state funding. The committee is proposing to expand the list of eligible projects after the fact, matching the FAA handbook. One of the most notable of these is the environmental projects. One requirement is that coordination with DOAV and FAA staff must occur at the start of the project. While the funding cannot be guaranteed, it does gain eligibility. Another proposed change is that sponsors must go to the FAA first for projects that are eligible for federal funding. If the FAA determines that they will be unable to put the project in the airport’s AIP, then the sponsor may seek state funding at 80%. Another proposed change is for DOAV staff to make recommendations for project approvals in correlating federal and state funding years.

The committee has recommended that for bridge loans, repayment time should start at the conclusion of project activity versus current timing at the beginning of project activity.

The committee determined that specific public-use space calculations have not been previously defined in the Airport Program Manual. The committee proposes that the 20-year VATSP forecast be used to determine public-use space for new terminal buildings. For an existing facility built with state funds, the current floor plan will be used for the determination. For an existing facility not built with state funds, the lesser of the two values would be used.

- c. Virginia Aviation Board Review J. Michael Swain  
Tentative Allocations from the Commonwealth Airport Fund DOAV

For the following 60-day tentative allocation extension requests, Mr. Hardwick made a motion to accept staff recommendations. Mr. Hahn seconded the motion. The board approved the motion.

- Warrenton-Fauquier Airport : 60-day extension of a tentative allocation in the amount of \$184,290.00 that was awarded on February 18, 2016 for the Terminal Building (Design) project
- Warrenton-Fauquier Airport : 60-day extension of a tentative allocation in the amount of \$55,816.00 that was awarded on February 18, 2016 for the Terminal Area Site Preparation (Design) project

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. 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 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	\$1,276,075.01
General Aviation Discretionary	\$3,526.79

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

Airport	Project Description	VAB Action	Amount
Mountain Empire Airport	Ramp Fire Extinguishers	Approved	\$4,920.00

No project requests were received for Region 2 and Region 3.

For Region 4, Ms. McLeskey made motions by airport to accept staff recommendations for the allocation of capital funds. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Hanover County Municipal Airport	Runway 16 Obstruction Removal - Avigation Easement Acquisition	Approved	\$42,317.00
Richmond International Airport	Taxiway 'E' & 'L' Rehabilitation (Construction) (non-AIP)	Approved	\$1,300,528.00 (E) \$3,765,783.00 (D)

(E) indicates State Entitlement Funds (D) indicates State Discretionary Funds

For Region 5, 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
Smith Mountain Lake Airport	Fueling System Upgrade - 100LL Tank Replacement	Disapproved	N/A
	T-Hangar Taxiway Rehabilitation (Construction)	Disapproved	N/A

No project requests were received for Region 6 and Region 7.

6. Public Comment Period

John V. Mazza, Jr.,  
Chairman

Mark McGuire questioned whether it was possible to move unallocated funds from designated funding sources to approved but unfunded projects in another designated category or is legislative action required to do so. Mr. Mazza deferred to Mr. Burdette. Mr. Burdette stated that it is not possible at this time and to do so would require legislative action. He added that if redirecting carry-over funds was possible that funding could be available for projects in other categories that are currently underfunded. He added that this will be researched as part of the House Bill 30 commissioned study that is due November 15, 2016.

7. Board Member Comments and Reports

John V. Mazza, Jr.,  
Chairman

Dr. Quillin had no report.

Mr. Hahn had no report.

Ms. McLeskey had no report.

Mr. Hardwicke apologized for missing the previous meetings.

Mr. Colburn invited everyone to attend the Virginia Beach Airshow.

Mr. Mazza thanked everyone for their hard work on the Program Manual Update.

8. Adjournment

John V. Mazza, Jr.,  
Chairman

The chairman adjourned the meeting at 11:32 a.m.

