



Virginia Aviation Board
Workshop Minutes

The Virginia Aviation Board held a meeting on Thursday, August 18, 2016 at the The Omni Homestead, 7696 Sam Snead Highway, Hot Springs, VA 24445. The meeting was recorded, and the video is available through the Virginia Department of Aviation's website, www.doav.virginia.gov. Copies of presentations are also on the website.

MEMBERS

Roderick D. Hall, Chairman	Present
Charles M. Quillin, 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
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Jeffrey 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 Roderick D. Hall
Chairman

The chairman called the meeting to order at 1:45 p.m. and welcomed all those in attendance.

2. Board Member Introductions and Regional Roundtable Reports Roderick D. Hall
Chairman

Mr. Hall introduced the members of the Virginia Aviation Board and asked for reports from the Virginia Aviation Board Regional Roundtable discussions held earlier in the day. The following summaries were shared by region.

Region 1	Dr. Quillin reported that there were three reportable items from the roundtable discussions. First, the airport managers in Region 1 meet quarterly to discuss issues at the various airports and share best practices. He suggested that other regions may want to consider this format. Second, reimbursable lodging rates for contractors working for airports were discussed. A maximum, reimbursable lodging rate for the state is now
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included in the Airport Program Manual. Third, Dr. Quillin will present an additional funding issue not included in the board packet. Smyth-Wythe Airport had been awarded additional federal funding for runway resurfacing but additional state match funding was not available. Smyth-Wythe Airport currently has a grant for \$132,890 for obstruction removal but believe they will not be able to complete within the required time. Dr. Quillin stated that he will put forth a motion tomorrow to repurpose the state funding match for the obstruction removal project to the runway rehabilitation project, so it may proceed. He noted that he expects Smyth-Wythe Airport to make a grant request for the bridge loan to cover the land acquisition at the Virginia Aviation Board meeting in November. Chairman Hall thanked Dr. Quillin for his report and noted his support for this action. There were no additional questions for Mr. Quillin.

Region 2 Ms. Cox noted that she was able to meet with four of her airports, who were able to share issues and activities in Region 2. She noted that those airports represented were very complementary of the Department of Aviation and its staff. There were no additional questions for Ms. Cox.

Region 3 Mr. Hardwick met with several airports from his region. The airports are seeing a great deal of positive growth. A majority of the airports do have projects to be considered for funding by the board. There was a broad discussion regarding economic development and the airport as an economic development tool in this regard versus a cost center. He noted that he is very impressed with the airport sponsors and those engaged in their respective jurisdictions. He added that he is looking forward to working with the new board members. There were no additional questions for Mr. Hardwick.

Regions 4 and 5 Mr. Abbott noted that he remains in learning mode and grateful to have Mr. Mazza's guidance. A consistent concern among the airports was the cost of environmental studies and the arbitrary manner in which they are required. There were also questions pertaining to House Bill 30. Mr. Abbott requested Mr. Rempe, airport manager for Hanover County Airport, speak to the concerns about environmental assessments. He noted that there were inconsistencies with the types of assessments and determinations as to what was needed to complete the project, not to mention the amount of time to have the environmental assessments done. Mr. Rempe shared a recent experience where the airport had the opportunity to exchange three acres with VDOT. The land exchange would require the environmental assessment on the entire VDOT project, which was a Federal Highway Administration project. In essence, two environmental assessments, one for each federal agency, for the VDOT project would be required: one for FAA and one for FHWA. This would seem to be a duplicative process in work and cost. Chairman Hall agreed with the frustration experienced and noted that environmental assessment concerns were addressed with Michael Huerta, FAA Administrator, at a meeting this morning. Mr. Mazza asked Jim Evans, airport manager of Tappahannock-Essex County Airport, to provide another example. He shared a recent experience where the environmental assessment added that a historical assessment was required for the resurfacing project of an existing runway, with a historical completed several years ago. After a great deal of work, it was discovered that the database had not been updated.

Mr. Mazza added that 20 individuals representing seven airports in Regions 4 and 5 had attended the roundtable discussions. He reinforced the concerns regarding environmental studies and House Bill 30. There were no additional questions for either Mr. Abbott or Mr. Mazza. Chairman Hall thanked Mr. Mazza for his report. He then thanked Mr. Mazza for his dedicated and outstanding service to the Virginia Aviation Board over the last four years. Chairman Hall presented a plaque to Mr. Mazza in recognition of this service.

Regions 6 and 7 Mr. Coburn noted that a joint roundtable was held with Regions 6 and 7. Three airports participated from Region 6. All three airports are in the process of major improvement projects. Lake Country Airport would like to complete their design process for runway restoration with local funding, as funding through VAB is not currently available, and request reimbursement at a later date. Mecklenburg-Brunswick Regional has experienced a decline in jet traffic with businesses leaving the area. Emporia-Greenville Regional has had informal meetings with FAA and DOAV representatives on requests for C and D instrument approaches. There were no additional questions for Mr. Coburn.

Ms. McLeskey reported that individual airports issues as well as concerns regarding environmental assessments were discussed during their roundtable. Challenges facing Hummel Field revolved around survival. They are a small airport with a 2,200' runway as well as a waiting-list for T-hangars. Sales are up for their aircraft repair facility. Middle Peninsula reported a waiting list for T-hangars. Suffolk Airport reported that they are challenged with a primary runway ramp resurface project in addition to potholes on their taxiway. Williamsburg is in need of a 5010 inspection and new asphalt on the runway. Fuel sales are up, but consideration is being given to self-service. Norfolk's major challenge is the parallel runway. They must complete the EIS. This project has been in the works since 1968, with estimated cost to be \$250 to \$300 million. Collectively, all airports have been very satisfied with help received from the Department of Aviation. There were no additional questions for Ms. McLeskey.

Chairman Hall thanked all the board members for their reports. He also thanked them for accommodating an early morning meeting today with Administrator Huerta, adding that the Administrator welcomed the opportunity to hear about issues facing airports in the Commonwealth.

3. FAA NextGen Update

Carmine Gallo
Regional Administrator
Eastern Region

Mr. Gallo provided a general review of the purpose and benefits of NextGen, progress to date, and upcoming focus areas. He reported that NextGen is on track to meet high-level objectives by 2025. NextGen will deliver \$147 billion in benefits through 2030. He highlighted several tools for delivering NextGen, including Performance Based Navigation (PBN), Wide Area Augmentation System/Localizer Performance with Vertical Guidance (WAAS/LPV), Automatic Dependent Surveillance - Broadcast (ADS-B), En Route Automation Modernization (ERAM), Terminal Automation Modernization and Replacement (TAMR), System Wide Information Management (SWIM), NAV Voice System (NVS), and Optimized Profile Descents (OPD). Mr. Burdette referenced the commercial airline benefit and asked if benefits to business and general aviation were included. Mr. Gallo responded that he believed the benefits of predictability, capacity and safety are all encompassing regardless of aircraft. There were no additional questions for Mr. Gallo.

4. Old Business

a. Virginia Airports Sustainability Management Plan Update

Damon Fordham
CADMUS

Mr. Fordham gave a brief review of the purpose of the sustainability study, emphasizing that it is a tool for voluntary use by the airports and not mandated. He noted that the project is in the final phase. He reviewed the sustainability categories: Economic Performance, Airport Community, Energy and Emissions, Waste and Natural Resources. Tools and resources provided include: funding guidance, stakeholder engagement guidance, and utility performance tracker tool. The materials have been disseminated through a webinar and workshops, with the information soon to be available on the DOAV website. There were no

additional questions for Mr. Fordham.

b. Workforce Study Update

Elli Travis
Virginia Tech

Ms. Travis provided an update on the aviation and space workforce implementation plan and the work they have completed over the last year. The purpose is to provide a broad-based supported and actionable plan to support, promote and enhance Virginia as a center of excellence in the aviation and aerospace industry. The study is using both economic development and workforce studies as a foundation in building the plan. The work is currently between phases two and three of the four-phase study. A final draft of the report is due in November 2016, with the final report to be delivered in February 2017. Chairman Hall requested that Ms. Travis let the board members know if they can be of assistance in providing the link for airports to complete the survey. Mr. Hardwick thanked Ms. Travis and the team for their outreach to the Team America Rocketry Challenge. Mr. Burdette stated that it is important to build a coalition who will be willing and able to reach out to the General Assembly. He added that we need to ensure there is a plan that can be implemented with the Department of Education to make this a reality and not just a study that sits on the shelf. There were no additional questions for Ms. Travis.

c. Airport Program Manual Update

P. Clifford Burnette
DOAV

Mr. Burnette introduced Ms. Susan Simmers, who reviewed the proposed changes to the Airport Program Manual. Some of these changes include:

- 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.
- Scope package preparation: Federal guidance may be used by DOAV in the absence of state guidance on procurement, contract, task order, and scope of work elements.
- Projects eligible after the fact: The proposal is to expand the list of projects eligible after the fact, matching the FAA handbook. The additions to the list of projects include environmental studies, aeronautical studies, geotechnical work, and project-related airport layout plan revisions. FAA and DOAV must be involved prior to and during the project implementation to ensure that the maximum amount of the project is eligible for reimbursement. It is important to note that this proposal will make the projects eligible but not guaranteed for reimbursement. Also, this change does not apply to projects completed prior to the adoption of this policy.
- Correlating fiscal years: DOAV will recommend project approval if a capital project is programmed in the corresponding state and federal fiscal years.
- New process for the purchase of used maintenance equipment: The proposed policy allows for used maintenance equipment to be purchased 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.

- Runways not supported by FAA for airports with more than one runway: For general aviation airports with more than one runway and with a non-FAA supported runway, capital projects and rehabilitation projects are not eligible. However, maintenance and preservation projects will be eligible. For air carrier airports with a runway meeting the above criteria, capital projects may be eligible with justification to the agency and the board. However, the eligibility would be as an entitlement only.
- Terminal building public-use space calculations: 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.
- Priority Points System: Priority points will not be awarded for PFC projects. This is done to better balance the project scoring.
- F & E Grant Process: The new process being recommended is for sponsors to execute grants for each phase of the project: design, equipment purchase, and construction. Presently, the grant is issued at the end of the project.

Mr. Coburn requested clarification on the runway change. Ms. Simmers noted that the new policy recommendation refers to airports with more than one runway and the additional runways are not supported by the FAA. Chairman Hall thanked the committee and staff for their review and recommendations for the Airport Program Manual. A copy of the presentation is available upon request.

5. New Business

a. JCOTS Study

Lisa Wallmeyer
Div of Legislative Services

Ms. Wallmeyer provided an overview of the JCOTS study. She stated that the Joint Commission of Technology and Science (JCOTS) is a permanent legislative commission, comprised of 12 legislative members, which is directed to study science and technology policy. Delegate Yancey and Senator Newman initiated resolutions, House Resolution 97 and Senate Resolution 97, to direct a study of the aviation and aerospace industry. The final product of this study is to be entitled "A Blueprint for the Future of Aviation and Aerospace in the Commonwealth." Included in this study are the pros and cons of the elimination of the sales and use tax of aircraft parts and labor. They are also working with Virginia Tech on the workforce study. One challenge is to get the correct stakeholders together. The goal is to present a holistic view of aviation and aerospace given the wide scope of the study. Chairman Hall questioned the timeline for the study. Ms. Wallmeyer responded that an executive summary is to be published by January 11. A final report may be presented after that. If legislative recommendations are to be made, the final report should be available as well. Given the short time available to complete such a broad study, Ms. Wallmeyer indicated that while the executive summary and final report will be available by the required date, recommendations to continue and expand related studies on particular issues should be expected. Mr. Hardwick stated he would like to connect her with research individuals at AIA. He also recommended that the commission consider how Virginia competes with other aviation-heavy states. Another consideration is economic concept of supplier massing and to ensure that Virginia has a robust supplier base. Ms. Wallmeyer added that a comparison with other states is in the works. They are also looking at the supplier base and if a change is needed with the economic development mindset. There were no additional questions for Ms. Wallmeyer.

b. House Bill 30 Budget

Randy Burdette
DOAV

Mr. Burdette stated that this study is very specific to the capital program. InterVistas has been hired to assist with this study as well as Charlie Lamb and Terry Page for their expertise in this area. A report is due to the Chairman of the House Appropriations, Senate Finance, House Transportation and Senate Transportation Committees by November 16, 2016. Mr. Burdette outlined the areas that are being considered in the report. Best practices and current processes are being reviewed to ensure that funds are being maximized. Mr. Burdette reviewed the steps that will be taken over the next couple of months. Chairman Hall encouraged stakeholder input and involvement. There were no additional questions of Mr. Burdette.

c. Airport IQ Security Changed

Jerry Jarvis
David Bush
Assura, Inc.

Mr. Jarvis stated that enhancements are being made to Airport IQ to protect the integrity and confidentiality of the information. The first phase includes the reauthorizing of all users, implementing a User Acceptance Agreement, and activating new user names and passwords. It is important to note that existing user names and passwords will be deactivated on October 31, when the new user names and passwords must be used. Phase 2 is under development, with implementation expected in the second or third quarter of 2017. There were no additional questions for Mr. Jarvis.

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

J. Michael Swain
DOAV

Mr. Swain presented a Virginia Resources Authority (VRA) loan request from Manassas Regional Airport in the amount of \$2,050,000 for the funds to reimburse DOAV for the bridge loan grant for the acquisition of the former Glen-Gerry Parcel. The board members did not have any questions on the request.

Mr. Swain reviewed the funds available for the board to allocate and state entitlement distributions as well as provided the quarterly reports on the effect of the increased AIP match and the reimbursed cost of site plan reviews charged by localities. He reported that if the board accepts staff recommendations, the following state discretionary funds would be available:

Air Carrier/Reliever Discretionary	\$6,914,407.19
General Aviation Discretionary	\$5,735.59

For the project review, Mr. Hall asked the board members if they had any questions on the recommendations for projects within their region.

For Region 1, Mr. Quillin had no questions. Mr. Quillin and Mr. Swain presented a new request on behalf of the Smyth-Wythe Airport Commission regarding the Runway 8-26 Rehabilitation project. The commission originally requested \$147,405.00 to match the federal funding for the project. After the board package was distributed to members, FAA was able to allocate additional funds to the project to meet the bid price. The commission realized it had a grant for a bridge loan for land and easement acquisition in the amount of \$132,890.00 for which no reimbursements had been submitted. The commission was requesting board approval for a change in scope to repurpose those funds as the state match for the increase in the federal funding for the project.

For Region 2, Ms. Cox had no questions.

For Region 3, Mr. Hardwick shared that the projects had been discussed during the roundtable and he had no questions.

For Region 4, Mr. Abbott had no questions.

For Region 5, Mr. Mazza had no questions.

For Region 6, Mr. Swain confirmed that there were no changes in staff recommendations.

For Region 7, Ms. McLeskey had no questions. She offered a change for the Easement Acquisition Services - Off Airport Obstruction Removal Bridge Loan request for the Chesapeake Regional Airport. Since the distribution of the board package, the FONSI related to the project was issued. Ms. McLeskey wanted to recommend the project for funding in the amount of \$76,000.00. Funding was available for the project.

6. Public Comment Period

Roderick D. Hall
Chairman

No public comments were offered.

7. Adjournment

Roderick D. Hall
Chairman

The chairman adjourned the meeting at 3:54 p.m.

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