



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Friday, August 17, 2018, at the Hilton Norfolk The Main, 100 E. Main Street, Norfolk, VA 23510.

MEMBERS

Roderick D. Hall, Chairman	Absent
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3, Vice Chairman	Present
Alan C. Abbott, Region 4	Present
John V. Mazza, Jr., Region 5	Present
Marie Therese Dominguez, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

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 Derek Hardwick
Vice Chairman

The vice-chairman called the meeting to order at 9:07 a.m.

2. Review and approve May 17, 2018 minutes Derek Hardwick
Vice Chairman

Mr. Abbott made a motion to accept the agenda as presented, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Mr. Kennedy made a motion to accept the minutes of the May 17, 2018 meeting as presented, seconded by Ms. Cox. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

3. Update and Announcements:

- A. DOAV Update Mark Flynn
DOAV

Mr. Flynn provided an update on the Department of Aviation activities since the May meeting.

- Safety Update Watson Felts
DOAV

Mr. Felts provided a safety update and noted incidents reported since the May 17 meeting.

- B. VAOC Report Robert Bowen
VAOC

Mr. Bowen provided an update of VAOC activities since the May 17 meeting.

- C. VABA Report Bud Oakey
VABA

Mr. Oakey provided an update of VABA activities since the May 17 meeting.

4. Old Business

- A. Consideration of Revisions to *Airport Program Manual* Cliff Burnette
DOAV

Ms. Simmers reviewed the proposed changes to the *Airport Program Manual*. Mr. Abbott made a motion to accept the proposed changes to the *Airport Program Manual*, seconded by Mr. Mazza. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

5. New Business

- A. Consideration of FY18 Entitlement Utilization Reports & FY19 Entitlement Utilization Plans Mike Swain
DOAV

Ms. Cox moved to accept the FY18 Entitlement Utilization Reports and FY19 Entitlement Utilization Plans as presented, seconded by Ms. Dominguez. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Recommendations for FY2018 Entitlement Utilization Report	Recommendations for FY2019 Entitlement Utilization Plan
Charlottesville-Albemarle Airport	Approved	Approved
Lynchburg Regional Airport	Approved	Approved
Newport News - Williamsburg International Airport	Approved	Approved
Norfolk International Airport	Approved	Approved
Richmond International Airport	Approved	Approved
Roanoke-Blacksburg Regional Airport	Approved	Approved
Shenandoah Valley Regional Airport	Approved	Approved
Washington Dulles International	Approved	Approved

- B. Consideration of Transfer of Funds from the Voluntary Security Program to the Commonwealth Airport Fund General Aviation Discretionary Fund Cliff Burnette
DOAV

Ms. Dominguez moved to transfer \$497,466 from the Voluntary Security Fund to the Commonwealth Airport Fund and to return the \$497,466 to the Voluntary Security Fund from the Commonwealth Airport Fund in January, seconded by Mr. Abbott. The motion passed unanimously. (Aye – Kennedy, Cox, Abbott, Mazza, McLeskey, Dominguez; No – none)

1. Consideration of Proposal to Fund Eight AIP Projects from Airport Special Fund Cliff Burnette
DOAV

Mr. Mazza moved to approve the eight AIP projects presented, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	Amount
Virginia Highlands Airport	Runway 6-24 Extension - Phase 3 (Box Culvert and Embankment) (Construction)	\$376,964.00
Middle Peninsula Regional Airport	Taxiway 'A' & 'B' Rehabilitation (Design)	\$14,000.00
Front Royal-Warren County Airport	Master Plan Update	\$12,504.00
Tappahannock-Essex County Airport	Environmental Assessment - Parallel Taxiway Extension	\$16,400.00
Twin County Airport	Master Plan Update	\$13,376.00
Farmville Regional Airport	Runway 03-21 Pavement & Lighting Rehabilitation (Design)	\$31,857.00
Franklin Municipal Airport	Master Plan Update	\$15,555.00
Luray Caverns Airport	Terminal Apron (Design)	\$16,800.00

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

Mr. Abbott moved to accept the consent agenda as presented, seconded by Ms. Cox. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	Amount
Lake Country Regional Airport	Runway 04-22 Rehabilitation & Runway Safety Area Improvement - Phase 1 (Design/Construction)	\$337,600.00
Danville Regional Airport	T-Hangar Taxilane Rehabilitation (Construction)	\$508,129.00
Danville Regional Airport	Taxiway 'D' & 'E' Repairs (Construction)	\$524,784.00
Middle Peninsula Regional Airport	T-Hangar Site Preparation (Re-Bid & Construction)	\$420,000.00
Williamsburg-Jamestown Airport	Apron and Taxiway Rehabilitation (Design)	\$100,000.00
Emporia-Greensville Regional Airport	T-Hangar Site (Design/Construction)	\$630,400.00
Winchester Regional Airport	Terminal Area Site Preparation (Design)	\$160,000.00
Wakefield Municipal Airport	Terminal Apron Rehabilitation (Design)	\$61,600.00
Gordonsville Municipal Airport	Runway, Taxiway & Apron Rehabilitation (Design)	\$106,400.00
Danville Regional Airport	Terminal Area Study for New Terminal Building	\$83,680.00
Virginia Tech-Montgomery Executive Airport	Fuel Farm Relocation (Design)	\$43,333.00
Tazewell County Airport	T-Hangar Site Preparation (Design)	\$36,000.00

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

Mr. Swain presented by region the project requests for which the staff recommendation was approval. The board actions are summarized below. These results are available at www.doav.virginia.gov. After the allocations for these projects were awarded, the following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$8,435,332.87
General Aviation Discretionary	\$7,233.31

For Region 1, Mr. Kennedy made a motion to accept staff recommendations for the allocation of capital funds, seconded by Ms. Cox. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
Blue Ridge Regional Airport	Runway 12-30 Rehabilitation (Construction)	Approved	\$476,149.00
Lonesome Pine Airport	T-Hangar Taxilane (Construction)	Approved	\$21,022.00
New River Valley Airport	Apron Expansion (Construction)	Approved	\$37,696.00
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition Services and Fee Simple Purchase (Johnson/Snead/Gent) - MULTI-YEAR 3 - BRIDGE LOAN	Approved	\$342,831.04
Virginia Tech-Montgomery Executive Airport	Runway 12-30 Extension - Land Acquisition (Reimbursement) - Phase 1	Approved	\$104,062.00

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. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
Shenandoah Valley Regional Airport	Environmental Assessment (5-year Development)	Approved	\$26,050.00(E)

For Region 3, Mr. Mazza made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Abbott. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	North T-Hangar Taxilanes Rehabilitation (AIP) (Construction)	Approved	\$158,400.00
	North T-Hangar Taxilanes Rehabilitation (non-AIP) (Construction)	Approved	\$1,574,346.00
Leesburg Executive Airport	Environmental Assessment - North End Development & Maintenance Equipment Storage Building	Approved	\$16,000.00
	Runway & Taxiway Lighting Rehabilitation (Design)	Approved	\$8,800.00
Manassas Regional Airport	Terminal Loop Road Rehabilitation (Construction)	Approved	\$46,014.00
Stafford Regional Airport	Runway Extension (Permitting, Mitigation & Design)	Approved	\$136,800.00

Warrenton-Fauquier Airport	Terminal Apron - Phase 2 (Construction)	Approved	\$192,000.00
Winchester Regional Airport	Taxiway 'A' Relocation - Phase 1 - Demolition of Houses (Design/Construction)	Approve	\$17,680.00

For Region 4, Mr. Abbott made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Mazza. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Mr. Abbott moved to approve an additional \$56,000 to fund the state share for the Richmond Executive-Chesterfield County Airport obstruction removal and wetland mitigation project, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
New Kent County Airport	Apron Rehabilitation (Construction)	Approved	\$88,169.00
Richmond Executive - Chesterfield County Airport	Runway 33 Obstruction Removal (Construction & Wetland Mitigation)	Approved	\$82,327.00
Richmond International Airport	East Side General Aviation Apron 3 Rehabilitation & Expansion (Design/Construction)	Approved	\$1,748,795.00
	Runway 7-25 Conversion to Taxiway (Design)	Approved	\$44,444.00

For Region 5, Mr. Mazza made a motion to accept staff recommendations for the allocation of capital funds, seconded by Ms. Dominguez. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
Danville Regional Airport	Terminal Apron Rehabilitation (AIP) (Construction)	Approved	\$292,007.00
	Terminal Apron Rehabilitation (non-AIP) (Construction)	Approved	\$107,718.00

For Region 6, no projects were presented for action.

For Region 7, Ms. McLeskey made a motion to accept staff recommendations for the allocation of capital funds, seconded by Mr. Mazza. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Airport	Project Description	VAB Action	Amount
Accomack County Airport	Runway Pavement & Lighting Rehabilitation (Construction)	Approved	\$339,200.00
Chesapeake Regional Airport	Easement Acquisition - East Side Obstruction Removal	Approved	\$7,600.00

Ms. Cox made a motion that the Board establish a strategic planning committee to focus on ways airports can be integrated with state and local economic development activities with the committee consisting of three VAB members, seven representatives from the VAOC covering the regions, DOAV staff as well as staff from the Virginia Economic Development Partnership, seconded by Mr. Kennedy. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)

Mr. Hardwick requested an update from this committee be given at the November Board meeting.

6. Public Comment Period Derek Hardwick
Vice Chairman

There were no public comments.

7. Board Member Comments and Reports Derek Hardwick
Vice Chairman

Region 1: Mr. Kennedy noted the September 18 event in Wise County and encouraged the Board and airports in that region to participate. He stated that Mountain Empire Community College is currently in negotiations with Embry Riddle to offer an unmanned systems Bachelor's of Science degree program. He also noted UAS opportunities with Embry Riddle and medical sample deliveries in that region.

Region 2: No comment

Region 3: Mr. Hardwick credited his airports for being outstanding.

Region 4: No comment

Region 5: Mr. Mazza thanked staff for the ideas to prevent the loss of federal funding and to provide assistance to the airports.

Region 6: Ms. Dominguez thanked all involved in planning the conference this year and the DOAV staff. She also thanked staff for the creative ways to serve the airports around the Commonwealth. She also appreciated the motion by Ms. Cox for the establishment of the strategic planning group to develop more economic opportunities in the Commonwealth

Region 7: Ms. McLeskey echoed Mr. Mazza's comments. She mentioned Mr. Mazza's appearance in a movie filmed in Suffolk. She acknowledged the success of the 6th annual Women Can Fly event, flying 144 passengers, using 12 aircraft and one helicopter. She thanked staff for the innovative thinking for the rural airport runway program. She also thanked the conference planning committee.

Director: Mr. Flynn added that the February meeting will be hosted at Manassas, with three of the four meetings being held outside of Richmond in 2019.

Chairman: Mr. Hardwick echoed Mr. Mazza's previous comments about the Virginia Aviation Board being the best Board in Virginia, which is supported by the DOAV staff and the tremendous aviation community in Virginia. He added that the conference reflects that aviation in the Commonwealth continues to be the best in the country.

8. Adjournment Derek Hardwick
Vice Chairman

Mr. Mazza made a motion to adjourn the meeting at 10:01 a.m., seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, Mazza, Dominguez, McLeskey; No: none)