



Virginia Aviation Board  
Meeting Minutes

The Virginia Aviation Board held a meeting on Friday, August 9, 2024, at the Westfields Marriott Washington Dulles, 14750 Conference Center Drive, Chantilly, VA 20151. The meeting documents and presentation materials are available on the Virginia Department of Aviation's website, [www.doav.virginia.gov](http://www.doav.virginia.gov).

MEMBERS

Randall P Burdette, Chairman	Present
Sophie Chafin Vance, Region 1	Absent
Robert Bowen, Region 2	Absent
Craig Parisot, Region 3	Present
Jackie Dankos, Region 4	Present
Cheryl P. McLeskey, Region 5	Present
Donald T. Robertson, Region 6	Present
Vanessa Christie, Region 7	Absent

OTHER ATTENDEES

Brian Stevens	Office of the Attorney General
Greg W. Campbell, 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 Randy Burdette, Chairman  
The chairman called the meeting to order at 9:07 a.m.
2. Introduction of New Board Members Randy Burdette, Chairman  
Chairman Burdette acknowledged two new board members: Robert Bowen and Jackie Dankos.
3. Review and approve May 16, 2024, minutes Randy Burdette, Chairman  
Motion to approve: Parisot  
Second: McLeskey  
Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none
4. Recognition of Young Eagle Award Winners Greg Campbell, Director,  
DOAV

Director Campbell acknowledged the top three Young Eagle pilots and presented a plaque in recognition of the number of Young Eagles flown over the last year. The Young Eagles program matches pilot with young people for first flights.

- Dennis Funkhouser – 53 Young Eagle flights
- Chris Berg – 51 Young Eagle flights
- Michael Cottle – 47 Young Eagle flights

5. Selection of VAB Vice Chairman Randy Burdette, Chairman

The selection of a vice chairman was deferred until the November 2024 meeting of the board.

6. DOAV Update Greg Campbell, Director,  
DOAV

Director Campbell provided an update on the accomplishments of the Department over the last year and the plans and goals for the coming fiscal year.

7. VAOC Update Nick Sabo, President

Mr. Sabo provided an update on VAOC activities and information on the upcoming Maintenance Workshop November 6-7, 2024, at Culpeper.

8. VABA Update Bud Oakey, President

Mr. Oakey provided an update on VABA activities and noted proposed legislation for the 2025 General Assembly session, which starts on January 8, 2025. Chairman Burdette requested staff to work with Mr. Oakey to draft a letter of support for the aviation parts tax exemption in the form of a resolution for the Board's consideration at the November meeting.

9. Old Business

- A. Broadband FCC Standards Information Request Vernon Carter, DOAV

Mr. Carter reported that staff will be gathering additional information for this request and will report at the November meeting based on discussions with Mr. Parisot.

10. New Business

- A. Manassas Regional Airport Presentation Juan Rivera  
Airport Director

Mr. Rivera provided a presentation on the activities of the Manassas Regional Airport and provided an update on the process of becoming a commercial service airport.

- B. Hummel Field Request Greg Campbell, Director,  
DOAV

Mark Flynn, attorney for Middlesex County, provided information on the Public-Private Partnership (3P) project at Hummel Field. On behalf of Middlesex County, he submitted a request to the Board to extend the 90/10 temporary funding for this project as 3P projects can be funded after the fact. Mr. Flynn noted that the locality is requesting that this project be treated as non-public-private partnership non-3P) projects are treated. Although this project was approved at the May meeting, it has yet to be placed under grant. Mr. Stevens stated that it isn't a question of treating 3P and non-3P projects the

same. He offered that there may be 10 other circumstances where retro funding may be allowed. He added that while this is a board decision he cannot recommend this project be set aside for the temporary funding.

Motion to table until November 2024 meeting: McLeskey  
 Second: Robertson  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

C. VRA Loan Application for Virginia Highlands Airport Mike Swain, DOAV

Mr. Swain presented the Virginia Resources Authority (VRA) loan request for the Virginia Highlands Airport in the amount of \$465,000 for box hangar site preparation construction projects. Staff recommended endorsement of the VRA loan application.

Motion to approve: Parisot  
 Second: Dankos  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

D. Consideration of FY2024 Entitlement Utilization Reports and FY2025 Entitlement Utilization Plans Mike Swain, DOAV

Mr. Swain presented the FY2024 Entitlement Utilization Report for the Charlottesville-Albemarle, Lynchburg Regional, Newport News-Williamsburg International, Norfolk International, Richmond International, Roanoke-Blacksburg Regional, Shenandoah Valley Regional, and Washington Dulles International airports. Staff recommends approval of the reports.

Motion to approve: Robertson  
 Second: McLeskey  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

Mr. Swain presented the FY2025 Entitlement Utilization Plan for the Charlottesville-Albemarle, Lynchburg Regional, Newport News-Williamsburg International, Norfolk International, Richmond International, Roanoke-Blacksburg Regional, Shenandoah Valley Regional, and Washington Dulles International airports. Staff recommends approval of the plans.

Motion to approve: McLeskey  
 Second: Robertson  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

E. Virginia Aviation Board Review Mike Swain, DOAV  
 Tentative Allocations from the Commonwealth Aviation Fund

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below.

For Region 1, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Mountain Empire Airport	Obstruction Removal - Runway Object Free Area Grading (Construction)	Approved	\$50,430.00
New River Valley Airport	Partial Parallel Taxiway Rehabilitation (Design)	Disapproved	n/a
Virginia Tech -	Apron and Taxiway Rehabilitation (Design)	Approved	\$23,149.00

Montgomery Executive Airport	Master Plan Update - Phase 2	Approved	\$13,333.00
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Motion to approve: Parisot  
 Second: McLeskey  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 2, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Ingalls Field	Terminal Area Site Preparation (Construction)	Approved	\$1,188,000.00
Luray Caverns Airport	Runway & Taxiway Crack Seal & Remarketing (Construction) (AIP)	Approved	\$15,022.80
Orange County Airport	T-Hangar Site Preparation - Phase 2 (Construction)	Approved	\$1,647,221.00

Motion to approve: McLeskey  
 Second: Dankos  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 3, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Manassas Regional Airport	Airfield Signage Replacement (Construction)	Approved	\$138,381.08
	Signage and Marking Plan Update	Approved	\$7,740.00
	Stormwater Pollution Prevention Plan & Spill Prevention Countermeasure and Control Plan Updates	Disapproved	n/a
	Taxilane Rehabilitation - Phase 2 (Construction)	Approved	\$251,465.40
Warrenton-Fauquier Airport	Airport Layout Plan Update (BIL)	Approved	\$30,280.00
	Taxiway 'A' & Lighting Rehabilitation (Environmental Coordination & Design)	Approved	\$33,561.00
Winchester Regional Airport	Land Acquisition Parcel 64-A-69 Robertson	Approved	\$18,000.00
	Taxiway 'A' Section 1 (Construction) & Section 2 & 3 (Design) - INCREASE	Disapproved	n/a

Motion to approve the Manassas Regional Airport's request for the Airfield Signage Replacement (Construction) and Signage and Marking Plan Update projects with the addition to the terms and conditions of the grant that all funds associated with the grant will be reimbursed fully to the Commonwealth in the event the sponsor has not acquired FAA Part 139 certification within 5 years from the execution of the grant: Parisot  
 Second: McLeskey  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

Motion to approve to remainder of the Region 3 projects: Parisot  
 Second: Robertson  
 Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 4, staff recommended the following:

Airport	Project Description	VAB Action	Amount
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Lake Anna Airport	Avigation Easement Acquisition (Reimbursement) (Coleman Parcel)	Withdrawn	n/a
Louisa County Airport	Airfield Lighting & Signage Replacements (Design)	Approved	\$117,000.00
	T-Hangar Taxilanes Rehabilitation (Construction)	Approved	\$805,500.00
New Kent County Airport	Easement Acquisition & Services (Martin & Barbour Parcels) - Phase 2	Approved	\$13,696.00
Richmond Executive - Chesterfield County Airport	Runway 15-33 Extension (Design)	Approved	\$90,400.00
Tappahannock-Essex County Airport	Box Hangar Site Preparation (Design)	Disapproved	n/a
	Fueling System Upgrade (Construction)	Disapproved	\$0.00

Motion to approve: Dankos

Second: McLeskey

Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 5, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Danville Regional Airport	Box Hangar & Aviation Training Facility Site Preparation (Construction)	Approved	\$1,557,609.15
	Box Hangar and Training Facility Site Preparation & Parking Lot Expansion (Design) - INCREASE	Approved	\$15,937.34
	Box Hangar Site Preparation (Construction)	Approved	\$1,823,376.66
	South Ramp Box Hangar Site Preparation (Design)	Approved	\$117,807.52
Dinwiddie County Airport	Terminal Apron Expansion (Environmental Coordination)	Approved	\$3,200.00
Smith Mountain Lake Airport	Airport Layout Plan Update	Disapproved	n/a

Motion to approve: McLeskey

Second: Robertson

Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 6, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Chase City Municipal Airport	Apron Rehabilitation (Design/Construction)	Approved	\$255,409.92
Emporia-Greenville Regional Airport	Taxiway & Apron Rehabilitation - Phase 1 (Construction) - INCREASE	Approved	\$10,507.00
Mecklenburg-Brunswick Regional Airport	Box Hangar Site Preparation (Bidding / Construction)	Approved	\$74,369.20

Motion to approve: Robertson

Second: McLeskey

Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

For Region 7, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	Obstruction Removal Off-Airport (Design) - INCREASE	Approved	\$5,600.00
	South Apron Rehabilitation (Construction)	Approved	\$1,211,400.00
Hampton Roads Executive Airport	Spill Prevention Control Countermeasures Plan (SPCC) Update	Approved	\$2,925.00
Middle Peninsula Regional Airport	Box Hangar Site Preparation (Construction)	Disapproved	n/a
Suffolk Executive Airport	3-Phase Power	Approved	\$61,940.00

Motion to approve: Robertson

Second: McLeskey

Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none

11. Public Comment Period

Randy Burdette, Chairman

- Richard Lewis with Hummel Field: Mr. Lewis thanked the board for all of their help.
- Moe Bazazan with Smith Mountain Lake Airport: Mr. Bazazan stated that he had purchased the airport in 2013 and it is \$39,000 in the hole. He noted that he does all the work at the airport and that the existing airport layout plan is 30 years old. He stated that he wants to install hangars as a revenue generator but updating the ACIP is a hurdle. He emphasized that the airport will not be sustainable without the hangars and that he has 33 people on a waiting list. He asked the board to consider his situation and help. He added that there is more value in the airport being an RV park instead of an airport.
- Adam Switzer with Delta Airport Consultants: Mr. Switzer requested clarification on the AIP funding over the next two years. Chairman Burdette called on Mike Swain (DOAV) for response. Mr. Swain stated that the current VAB policy is 80% of the non-federal share of the AIP. The federal share for FY2025 and FY2026 is 95%. The state share will be 4% with the locality share at 1%. He added that airports can request funding at the November meeting as both state and federal will be in the same fiscal year.

12. Board Member Comments and Reports

Randy Burdette, Chairman

Region 1: Absent

Region 2: Absent

Region 3: Mr. Parisot thanked VAOC, the Department, sponsors and everyone involved in the planning of this, the 50<sup>th</sup> annual Virginia Aviation Conference. Congratulations on yet another successful event. He also expressed his gratitude to those who have supported this conference over the years by attending and helping to shape the topics, discussions and presentations over the years; many have done so consistently over a long period of time. A conference without attendees isn't much, so the strong support shown by the Virginia Aviation Community has been terrific and hopes this continues for many, many more years to come. He also offered his congratulations to all the Aviation Award winners announced on Wednesday evening. I'd like to especially recognize Nick Sabo, of Region 3's Winchester Airport; Keith Merlin with the Washington Airports Task Force, who has been very helpful to him in his role on this Board; and to Bud Oakey, a friend and colleague with whom he has worked with on a number of initiatives over the years, not the least of which are the Unmanned Systems Working Group and a range of initiatives as a member of the Board of Directors of the Virginia Aviation Business Association. He noted that he has nearly concluded his initial site visits with each of the Region 3 Airports in an effort to build a closer relationship with the Airport Managers, local officials and others in these airport communities. Since the last Board meeting, he has done a series of telephonic check-ins, and made a site visit to Leesburg Executive, one of the busiest GA airports in the Commonwealth. The pace of operations presents challenges to the airport, that despite some unnecessary roadblocks being thrown their way with decisions that are well outside of their control,

they are persevering. It is clear that this airport needs a tower as soon as possible. With demand being so high, as is the case with many of the airports in Region 3, and across the Commonwealth, their greatest challenge is growth and how to create and fund new capacity. It will be exciting to work with Leesburg over the coming years. His final visit with Shannon is still pending, but he looks forward to seeing the team there soon. He noted that he is very pleased with the progress being made by the Economic Development and Strategic Planning Committee of this Board and especially grateful for the partnership with VEDP. I've been working to get Aviation and Aerospace elevated as a "first tier" industry and we appear to be making progress. In addition to the call for aviation and airport focused projects as it relates to creating a demand signal for the Virginia Ready sites program, VEDP has a current hiring requisition for an Aerospace and Defense role. He noted during the VAOC survey results presentation about the importance of and recognized need for better communications with our elected officials. He understands that this is extra work, but it pays high dividends. With the reinvigoration of the GAAC and the Aviation and Aerospace Caucus in the General Assembly, we are asking for their attention. We need to keep leaning in and showing up. In closing, he appreciates the work done by the Department on determining a better working definition of Broadband. It is not a fast answer we are seeking but the right answer, one that will endure the test of time.

Region 4: None

Region 5: Ms. McLeskey congratulated Mark Perryman and his team on the groundbreaking ceremony at Norfolk International Airport, including the construction of a US Customs and inspection facility, a hotel and major expansion to Concourse A. This is the first major upgrade at Norfolk International since 1999. She also congratulated Marc Adelman. The City of Danville has received a \$1.4M grant for aviation workforce development and a 12,000 square-foot aviation training facility. She expressed gratitude for a very professional conference and thanked everyone who participated. She wished all safe travels to their destination.

Region 6: Mr. Robertson thanked staff, sponsors and all involved in the conference. It was very good and informative. He wished everyone safe travels, especially with storm still in Virginia.

Region 7: Absent

Director: Mr. Campbell thanked all involved in planning the conference. It was very special, especially being the 50th. The content and events, noting the Thursday night event at the Hazy Center, set the bar very high. He acknowledged the great deal of work involved and noted that the department really appreciated.

Chairman: Mr. Burdette asked all volunteers to please stand and be acknowledged. He thanked everyone for attending.

13. Adjournment

Randy Burdette, Chairman

The meeting adjourned at 11:14 am.

Motion to approve: Robertson

Second: McLeskey

Vote: Aye: Parisot, Dankos, McLeskey, Robertson; Nay: none