



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, November 16, 2017 at the Holiday Inn Richmond Airport at 445 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.

MEMBERS

Roderick D. Hall, Chairman	Present
J. Jack Kennedy, Jr., Region 1	Present
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3	Absent
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
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 10:03 a.m. Chairman Hall extended his congratulations to the Governor-elect, Ralph Northam, on his recent victory. He expressed his hopes to see aviation and the health of aviation continue to be the focus of policy. He also shared that he had attended the ACI and NBAA conferences. He noted that cybersecurity is very important and will work with staff on implementing initiatives to include cybersecurity.

2. Review and approve minutes Roderick D. Hall
Chairman

The minutes for the August workshop and VAB meetings were approved with no changes.

3. Recognition of former Region 1 board member Roderick D. Hall

Chairman Hall presented a framed Commonwealth of Virginia seal to acknowledge the service of Charles M. Quillin to the Virginia Aviation Board, July 1, 2013 through June 30, 2017. He noted that the general

consensus of the airports in Region 1 is that Dr. Quillin not only represented his airports but also represented and promoted aviation in the Commonwealth. He actively visited all the airports in his region to understand, first-hand, their needs. During that time, he championed 44 projects and more than \$6.9 million in allocations to achieve developmental goals in his region. Mr. Mazza added that Dr. Quillin worked hard to cultivate the relationships and camaraderie he built with the airport managers. Dr. Quillin stated that he greatly appreciated the opportunity to serve on the Virginia Aviation Board. He noted that the airport managers deserved a tremendous amount of credit for all of their work and efforts in building and maintaining relationships in their region. He thanked the VAB members and DOAV staff for all of their assistance through the years and for this recognition.

4. Recognition of former Region 6 board member

Roderick D. Hall

Chairman Hall presented a framed Commonwealth of Virginia seal to acknowledge the service of William Coburn to the Virginia Aviation Board, July 1, 2013 through June 30, 2017. He noted Mr. Coburn was very active with the eight airports in his region. He would visit airports in an effort to understand their needs in order to bring issues before the VAB. During his tenure, Mr. Coburn directed the allocation of more than \$1.8 million in Airport Capital Improvement Funds for 22 projects at six airports. Mr. Mazza added that he had attended AirVenture in 2016 with Mr. Coburn as they represented the Commonwealth at a national roundtable. He added that Mr. Coburn's goal was to promote Virginia and aviation during his tenure. Mr. Coburn thanked the VAB members and DOAV staff for their assistance during his time on the board. He noted that he feels it is important that the VAB continue its work to develop airports, particularly the smaller ones. He added that he will continue to be active in aviation and thanked all for this acknowledgement.

5. Updates and Announcements:

a. DOAV Updates

Randall P Burdette
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. He acknowledged that airport visits had been conducted for airports in Regions 2, with Vicki Cox, and Region 6, with Marie Therese Dominguez. Ms. Cox noted that she welcomed the opportunity to visit and meet with leadership in Gordonsville. Ms. Dominguez stated that she appreciated the opportunity to meet with four of the airports in her region and looks forward to visiting the other four as soon as possible. Mr. Burdette briefly discussed the overall findings of the Performance Audit of Commonwealth Airport Funds. He stated that the resolutions to these findings will be addressed in revisions to the Airport Program Manual. He also reviewed the audit recommendations and DOAV's corresponding actions to address and/or incorporate those recommendations in the manual revision. In an effort to address financial challenges, Mr. Burdette advised that he has recently implemented a freeze on the Special Fund for any new commitment of funds for grant programs. He provided information on revenue, expense and cash accounts. He noted that Aircraft Sales and Use Tax and Fuel Sales Tax revenues continue a downward trend. Correspondence has been sent to airport managers and sponsors in an effort to detect aircraft not in compliance with registration policy and unpaid sales taxes. Agency staff members have been working to identify opportunities to reduce spending. The agency has realized several sizeable expenses recently which have impacted its cash balances. These expenses include funding IT security mandates, conducting industry studies, financing House Bill 30 mandates, underwriting statewide audits, and implementing a new accounting system. In addition to the temporary freeze on new grant funding, the agency is partnering with the Virginia Department of Taxation to conduct audits and identify aircraft owners who are noncompliant. Other agency actions include the suspension of projects such as the website redesign, travel and non-essential contracts. Mr. Burdette noted that he has conferred with Mr. Allen from the Office of the Attorney General on the transfer of projects and expenses from the Special Fund to the Capital Fund. He noted that three grant projects, VS0040-07 (HR), VS0040-08 (HR), and MT0043-87 (RIC) were eligible to be moved to the Capital Fund account. Mr. Abbott moved to transfer the named projects, totaling

\$334,916.41, from the Special Fund to the Capital Fund. The motion was seconded by Mr. Kennedy and unanimously approved. Mr. Kennedy moved to transfer expenses, totaling \$523,249.00, for the Statewide Airport Audits, Commercial Air Service Plan, and Peninsula Airport Commission Audit from Special Fund to the Capital Fund. The motion was seconded by Mr. Abbott and unanimously approved.

Mr. Harris gave an overview of accident statistics to date in Virginia for 2017. Within the first ten months of 2017, there have been 17 reported accidents, a decline from 2016. Mr. Harris provided a synopsis of the reported accidents since the August meeting, noting four fatalities. Mr. Abbott added that the flight instructor at the New Kent accident performed heroic efforts in landing the aircraft, with the student receiving only minor injuries. Unfortunately, the flight instructor was fatally injured. Mr. Harris noted that Safety Week was held September 25-28, with events held in Hampton, Danville, Blacksburg, and Richmond. The program brought together unmanned system experts from Academy of Model Aeronautics (AMA), Aircraft Owners and Pilots Association (AOPA), Association for Unmanned Vehicle Systems International (AUVSI) and the Department of Aviation (DOAV) for panel discussions on integrating unmanned aircraft with manned aircraft at general aviation airports. Mr. Harris reported that approximately 400 people attended the four events.

A copy of the presentation is available upon request.

b. FSDO Update

Maury Dacey
FAA FSDO

Mr. Maury Dacey introduced Jeff Slaughter, the FSDO Manager in Richmond. Mr. Slaughter presented the FAA's Wright Brothers Master Pilot award to Jerry Knouff. The award is presented to pilots who have exhibited 50 years of piloting experience in combination with compliance and safety throughout their career. Mr. Slaughter provided a brief background of Mr. Knouff's aviation accomplishments prior to presenting the award. Mr. Knouff thanked Mr. Slaughter and the FAA for the award. He also thanked his wife for her support and shared the honor with her.

c. VAOC Update

Robert Bowen, President
VAOC

Mr. Bowen thanked the Board for the opportunity to speak. He noted that it has been a very busy fall for the VAOC. They have recently contracted with Mark Flynn to provide legislative services during for the General Assembly session. He reminded the group that the Legislative Reception is scheduled for February 7, with the VAOC's Legislative Day following on February 8. He noted that the Maintenance Workshop was held November 1 and 2 at Culpeper. He announced that the Spring workshop is scheduled for April 3, 4 and 5 in Staunton. He stated that the VAOC membership meeting would be held immediately following the VAB meeting..

d. VABA Update

Bud Oakey
VABA

Mr. Oakey provided an update on the activities of the VABA. These activities included legislative and regulatory issues, workforce development, unmanned aircraft systems, scholarship programs, and the 2018 Legislative Reception. VABA's agenda for the upcoming General Assembly session includes the JCOTS Aviation Study, the Aviation Parts and Supplies Tax Exemption, environmental issues, economic development, and support of the VAOC efforts for statutory change with regard to discretionary funding. Mr. Oakey noted that the VABA's scholarship has been named for Charles J. Colgan. Mr. Oakey's goal is to grow the scholarship to fund higher educational opportunities for additional students. Mr. Kennedy expressed total support for Mr. Oakey's position of DOAV being involved in the UAS Integration Pilot Program. He added that the Virginia Aviation Board should express support to the new administration to have the Department of Transportation and the Department of Aviation incorporated into a leadership role with regard to UAS. Chairman Hall indicated that he aligns with these thoughts as UAS are no longer just a

technology with the thrust of the focus on space technology. He thanked Mr. Oakey for his presentation, which is available upon request.

4. Old Business

a. Virginia Airport System Economic Impact Study

Steve Martin
InterVISTAS

Prior to introducing Mr. Martin, Mr. Burnette thanked the FAA for funding 90% of the study. He added that the Executive Summaries would be available next week. Mr. Martin reviewed the results of the economic impact study, noting that the study has been ongoing for the last year. He added that this was an economic study of each public-use airport in the state and an economic footprint for the civil aviation industry in the Commonwealth. He added that the report will be available by the end of November and posted on the DOAV website. He assured the Board that InterVISTAS was very comprehensive in its process including conducting surveys, using batch data and using federal and state information. He noted that the study provides supply chain data, downstream effects of commercial traffic, and surveys of commercial service airport passengers. He added that they are very confident in the data. He noted that the bottom line is that airport-related activities, including the impact from visitor spendings, account for 146,670 jobs, \$7.7 billion in wages, and \$22.9 billion in output in the Commonwealth. He stated that it is important to determine methods to convey the enormity of this figure to legislators and provided comparisons. He noted that aviation is a tremendous engine for federal and state tax revenue, in excess of one billion dollars. He added that aviation stimulates activity in foreign and domestic trade and deserves a great deal of recognition.

b. Workforce Development Implementation Plan-Final Report

Scott Tate
Virginia Tech

Mr. Tate provided a brief overview of the Workforce Development Implementation Final Report. Mr. Tate reviewed the three primary goals and discussed the strategic actions needed to accomplish those goals. The full report and executive summary will be available for review on the DOAV website.

c. Airport Master Agreement

Cliff Burnette/Susan
Simmers, DOAV

Mr. Burnette stated that the revised Master Agreement is being presented for consideration of and approval by the Virginia Aviation Board. He introduced Ms. Simmers who gave a brief background on the need for changes as well as the updates since the August meeting. The purpose of revising the Master Agreement was to strengthen it to include rights to amend and withdraw grants, audit processes, recordkeeping requirements, report and inspection requirements and annual submissions of the audited financial statements and reporting for entitlement utilization. Following Ms. Simmers review, the Chairman requested a motion from the VAB to accept the revised Master Agreement. Ms. Cox made the motion to accept the revised Master Agreement, seconded by Ms. Dominguez. The motion passed unanimously.

d. Airport Conditional License Update

Vernon Carter
DOAV

Mr. Carter stated that he is providing an update on three airport conditional licenses: Crewe, New London and Wakefield.

Mr. Carter noted that the Board had voted in May to recommend a 180-day extension be granted to Crewe. He noted that the Town of Crewe had hired a surveyor who identified more than 40 trees to be removed. The Town Manager has been negotiating with the land owners. Mr. Carter reported that the Department had not received a cost estimate for the removal of the trees. He added that a representative

for the airport and town was in attendance and would like to address the Board. Mr. Bill Wilkerson noted that the Town Manager has secured the authorization for the removal of 48 trees and was working to get one additional authorization. He added that they appreciate the Board's patience and asked for a little more time to complete the process in order to keep their standard license. Mr. Burdette inquired as to whether or not they would be willing to accept the Day VFR license. Mr. Wilkerson replied they would be willing but would like the opportunity to reinstate their full standard license. Mr. Mazza moved that the extension of the conditional license until the end of February be recommended, seconded by Mr. Abbott. The motion was unanimously approved.

Mr. Carter reminded the Board that a conditional license for Day VFR had been issued to the New London Airport in May. The license expired in early November, but the Department had granted an extension for an additional 180 days. Mr. Carter reported that the New London Airport would be clearing trees from the entire area. He added that no recommendation is required from the Board at this time.

Mr. Carter noted that a conditional license had been granted to the Wakefield Airport in June. He stated that there are encroachments on multiple parcels and that the airport is attempting to secure information on all property owners. He added that the Department is seeking a recommendation from the Board. Mr. Burdette questioned if the airport was seeking a Day VFR or conditional license. Mr. Carter deferred to Alton Jordan, who responded that they were seeking a conditional license. Ms. Dominguez moved to recommend an extension of the conditional license for 180 days, seconded by Mr. Mazza. The motion was unanimously passed.

5. New Business

a. Airport Conditional License

Vernon Carter
DOAV

Mr. Carter noted that an inspection of the Gordonsville Municipal Airport detected several obstructions. Ms. Cox stated that the original issue was to obtain the permission from property owners to remove the trees. Having obtained the necessary authorization, they are now in the process of securing a vendor to remove those trees. Ms. Cox made a motion to recommend the extension of the conditional license for 180 days, seconded by Mr. Kennedy. The motion passed unanimously.

Mr. Carter noted that following an August inspection, the Lunenburg County Airport was notified of obstructions. The airport has notified the Department that the current plan is to have the obstructions removed by January. Ms. Dominguez made a motion to recommend an extension of the conditional license for 180 days, seconded by Ms. McLeskey. The motion passed unanimously.

b. Airport Program Manual Update

Cliff Burnette/Susan
Simmers, DOAV

Mr. Burnette stated that Ms. Simmers would be providing an update of changes to date for the Airport Program Manual. Ms. Simmers noted that the revisions to the manual are the result of changes in legislation and recommendations and findings from the recent audits. She added that some of these changes were also incorporated into the Master Agreement. The revisions resulting from legislative changes include the rights of termination by either the Sponsor or the Department, audit standards and requirements, recordkeeping requirements, definition of what funds may not be used for, and processes for the submission of Entitlement Utilization Reports and Plans. Ms. Simmers stated that the finalized draft will be completed in the coming months and will be available for review and posted on the agency website. She added that training on the policies and processes will be offered at the VAOC spring workshop. She noted that recommendations for other changes will be reviewed at the next program manual update.

a. Virginia Aviation Board Review

J. Michael Swain

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 under the Air Carrier/Reliever Discretionary fund. For this meeting, the unfunded projects under the General Aviation Discretionary fund total \$4,439,385.00. During the last quarter, DOAV reimbursed \$3,770.00 for locality-billed site plan review costs for projects under grant.

For the following Entitlement Utilization Report and Plans, presented to the board by Mr. Swain, Ms. Cox made a motion to accept staff recommendations. Ms. Dominguez seconded the motion. The board approved the motion. The amended EURPs are provided in Appendix A.

- Lynchburg Regional Airport: FY2017 Amended Entitlement Utilization Report
- Lynchburg Regional Airport: FY2018 Amended Entitlement Utilization Plan
- Norfolk International Airport: FY2017 Amended Entitlement Utilization Report
- Roanoke-Blacksburg Regional Airport: FY2017 Amended Entitlement Utilization Report
- Roanoke-Blacksburg Airport: FY2018 Amended Entitlement Utilization Plan

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below. These results are available at www.doav.virginia.gov. After the allocations were awarded, and prior to the transfers described above, the following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$10,706,314.84
General Aviation Discretionary	\$21,227.42

After the approval of the transfers of the three Aviation Special Fund projects and expenses for the audits and plan to the Air Carrier/Reliever Discretionary fund, as described above, the balance of the Air Carrier/Reliever Discretionary fund is \$9,847,973.43.

For Region 1, Mr. Kennedy made a motion to accept 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	Stormwater Pollution Prevention Plan	Disapproved	N/A
Tazewell County Airport	Easement Acquisition Services - Obstruction Removal - FAR Part 77 - BRIDGE LOAN	Disapproved (Lack of Funding)	N/A
	T-Hangar Site Preparation (Design)	Disapproved (Lack of Funding)	N/A
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition (Gent) - BRIDGE LOAN	Disapproved	N/A
Virginia Tech-Montgomery Executive Airport	Auto Parking Rehabilitation (Construction)	Approved	\$51,455.00
	Fuel Farm Sensor	Approved	\$4,778.00

No project requests were received for Region 2.

For Region 3, Mr. Mazza made a motion to accept 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
Leesburg Executive Airport	Terminal Building Modification - US Customs Clearance Facility (Design /	Approved	\$81,848.00

	Construction)		
Stafford Regional Airport	Runway Extension - Environmental Permitting & Mitigation (BRIDGE LOAN)	Disapproved	N/A
Winchester Regional Airport	Land Acquisition - Parcel 64 A 67 (Nesselrodt, Lawrence)	Approved	\$12,255.00
	Terminal Building Site Preparation (Design)	Disapproved (Lack of Funding)	N/A

For Region 4, Mr. Abbott made a motion to accept 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
Louisa County Airport	Terminal Area Site Preparation (Design)	Disapproved (Lack of Funding)	N/A
	Terminal Building (Design)	Disapproved (Lack of Funding)	N/A
Richmond Executive - Chesterfield County Airport	Runway 33 Obstruction Removal (Design)	Approved	\$9,314.00
	Terminal Parking Lot Rehabilitation (Construction)	Approved	\$36,590.00

For Region 5, Mr. Mazza 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
Danville Regional Airport	Taxiway Fillet Widening (Construction) - ADDITIONAL SCOPE OF WORK	Approved	N/A

For Region 6, Ms. Dominguez 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
Emporia-Greenville Regional Airport	Auto Parking & Access Road Rehabilitation (Design)	Disapproved (Lack of Funding)	N/A
	T-Hangar Site Preparation (Design / Construction)	Disapproved (Lack of Funding)	N/A
Lake Country Regional Airport	Runway Rehabilitation & Runway Safety Area Improvement (Design / Construction)	Disapproved (Lack of Funding)	N/A
Lunenburg County Airport	Easement Acquisition - Obstruction Removal (Jones)	Approved	\$21,397.00
	Easement Acquisition - Obstruction Removal (Sweitzer)	Approved	\$7,754.00
Mecklenburg-Brunswick Regional Airport	Apron and Taxilanes Rehabilitation (Construction) (non-AIP)	Approved	\$196,432.00
Wakefield Municipal Airport	Terminal Apron Rehabilitation (Design)	Disapproved (Lack of Funding)	N/A

For Region 7, 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
Accomack County Airport	Easement Acquisition Services -	Disapproved	N/A

	Obstruction Removal - Phase 1 - BRIDGE LOAN	(Lack of Funding)	
	Environmental Coordination (CatEx) - Runway 21 Turnaround	Disapproved (Lack of Funding)	N/A
Hampton Roads Executive Airport	Replacement Runway 10-28 - Phase 4 (Construction) - INCREASE	Approved	\$321.00
	Terminal Apron Expansion (Re-Package & Bidding)	Disapproved	N/A
Middle Peninsula Regional Airport	T-Hangar Site Preparation (Construction)	Disapproved (Lack of Funding)	N/A
Williamsburg-Jamestown Airport	Taxiway & Apron Rehabilitation (Design)	Disapproved (Lack of Funding)	N/A

6. Public Comment Period

Roderick D. Hall
Chairman

Missy Cheaney of Newport News/Williamsburg Airport introduced Mr. Mike Giardino, who was recently appointed as their Executive Director. Mr. Giardino stated that he was happy to be back in Virginia. Mark Courtney, Airport Director at Lynchburg Regional Airport, introduced Marcello Lima, Lynchburg's new Deputy Director. Melina Crawford, Executive Director at Charlottesville-Albermarle Airport, introduced Jason Devillier, their new Director of Operations.

David Falwell of Falwell Airport addressed the Board with regard to the Stormwater tax issue. He noted that the tax is a financial burden to his as well as other airports. He stated that North Carolina recently passed legislation (HB275) to exempt runways and taxiways from Stormwater Tax responsibility. He added that he is working with his legislator, Steve Newman, to pursue similar legislation in Virginia and encouraged others to do the same.

7. Board Member Comments and Reports

Roderick D. Hall
Chairman

Region 1: Mr. Kennedy had no comment.

Region 2: Ms. Cox thanked Chairman Hall for the opportunity to represent the VAB at the Governor's Transportation Conference. She found it both interesting and educational.

Region 4: Mr. Abbott had no comment.

Region 5: Mr. Mazza thanked all the Veterans for their service.

Region 6: Ms. Dominguez acknowledged all those in Region 6 and noted that she is looking forward to visiting her remaining airports soon.

Region 7: Ms. McLeskey welcomed Mike Giardino and thanked Mr. Burnette and Mr. Swain for their meeting at Newport News/Williamsburg International Airport earlier that week.

Executive Director: Mr. Burdette asked all to be mindful as we go into the 2018 legislative session. While there may be funds that are yet to be spent, they have been committed to projects. It is important to note that the funds are needed for airports and their projects. He also encouraged all to support the VAOC in their legislative efforts.

Chairman: Chairman Hall thanked everyone for their hard work. He stated that it is important for everyone to carry the same message as it pertains to budget matters. He also expressed his interest in the Department researching and pursuing cybersecurity options and tasked the Department with respect to policy guidance and funding in addressing airport cybersecurity.

8. Adjournment

Roderick D. Hall
Chairman

The chairman adjourned the meeting at 12:50 p.m.

DRAFT