



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on August 15, 2014, at the Westin Virginia Beach Town Center, 4535 Commerce Street, Virginia Beach, VA 23462. The meeting was broadcast through video streaming, and the video is available through the Virginia Department of Aviation (DOAV) website, 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
Thomas E. Inman, Region 4	Present
Daniel G. Oakey, Region 5	Present
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

Matthew DiGiulian	FAA Washington Airports District Office/Berkley Airports District Office
Lori L. Pound	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 called the meeting to order at 9:00 a.m.

2. Board Member Introductions John V. Mazza, Jr.
Chairman

Mr. Mazza introduced the new board members, Derek “Dak” Hardwick, Region 3, and Daniel “Bud” Oakey, Region 5.

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

The May 2014 meeting minutes were approved with no changes.

Mr. Mazza asked for reports from the Virginia Aviation Board Regional Roundtable discussions held the previous day. The following was shared by region.

Region 1	Discussion topics included the need for sharing best practices and staff assistance for issues with local governing
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bodies.

- Region 2 Discussion topics included upcoming projects such as the terminal renovations at the Charlottesville Albemarle Airport, maintenance fee programs for fuel systems, military traffic at Ingalls Field, and revenue suggestions such as using beacon towers for cell towers.
- Region 3 Discussion topics included on-going projects and introductions to the airports.
- Region 4 Discussion topics included the new use of the east side area at Richmond International Airport after the Taxiway M rehabilitation project is complete, the near completion of the maintenance equipment building at Lake Anna Airport, and the challenges of not receiving local support for airports.
- Region 5 Discussion topics included the Lynchburg Regional Airport and the balancing needed to blend commercial air service with general aviation, fix based operator, and academia activities and growth.
- Region 6 Discussion topics included the potential for small airports, key initiatives such as the medical flight operation looking to base in Wakefield, and specific airport projects.
- Region 7 Discussion topics included impacts of airline consolidations, the issues faced while coordinating the access road for the Williamsburg-Jamestown Airport with VDOT, military contracts with new skydive operator at the Suffolk Executive Airport, and the success of Peoples Express service from the Newport News/Williamsburg Airport.

Mr. Mazza commented that he and Mr. Burdette walked through all the roundtable sessions, and the discussions indicated that staff was doing a great job.

4. Reports/Announcements:

a. DOAV Report

Randall P Burdette
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. The presentation topics included airports as economic engines, the need for websites at airports and the lack of websites at 26 airports, and the restructuring of the air taxi association. He shared upcoming events for the remainder of 2014. Mr. Burdette reminded sponsors and manager to update their six-year Airport Capital Improvement Plans.

Mr. Steve Harris, DOAV Flight Operations and Safety Division Director, provided an update on aviation safety. He provided safety statistics and reviewed accidents that had occurred since the last board meeting. He encouraged airport managers to let DOAV know about incidents that are not otherwise reported so the department can work with them to prevent the reoccurrence of such situations. He announced that Aviation Safety Week will begin September 29 with a focus on aviation and weather. Mr. Harris asked attendees to offer topic suggestions for future safety week presentations.

Copies of the presentations are available upon request.

b. FAA Report

Matthew DiGiulian
FAA WADO/Berkley ADO

Mr. DiGiulian announced that Matt Thye had been selected as the new WADO Manager and will start September 8. He shared that for Fiscal Year 2014, \$51,990,579.00 in AIP funding have been placed under grant. With a few more weeks left in the grant cycle, the number was expected to increase slightly.

c. VAOC Report

Todd D. Sheller, President
VAOC

Mr. Sheller stated that VAOC had its annual membership that morning and encouraged members to use the VAOC website and Twitter account as resources. He announced that the Spring Workshop will be held in Staunton and the next annual conference would be held August 18-21, 2015. Additional details will be announced as they are confirmed. The VAOC Legislative Day is scheduled for February 5, 2015, the day after the legislative reception. Mr. Sheller encouraged members to volunteer to assist with the three events.

5. Old Business

Update on Airport Licensing Status

P. Clifford Burnette
DOAV

Mr. Burnette began his update by thanking Vernon Carter, Chad Weaver, Alton Jordan, and Susan Simmers, all with DOAV, for their hard work assisting sponsors and issuing updated airport licenses. He provided background information on the need for changes in the aircraft licensing and the regulatory process followed to formalize the changes. He thanked the VAOC for its assistance in developing the technical changes used in the new regulations.

Mr. Burnette noted that prior to the regulatory change, 23 airports did not meet the criteria to be fully licensed. After the new regulations became effective November 2013, 14 airports did not meet the new criteria. Since November, work had been completed that allowed 9 of the airports to be issued standard licenses and 2 to be issued Day/VRF licenses. The Front Royal -Warren County Airport continues to operate under a conditional license that expires in February 2015. The Lawrenceville-Brunswick Municipal Airport and the Lunenburg County Airport are operating under conditional licenses, and the sponsors have requested six-month extensions to complete tasks needed to be eligible for standard licenses. This summary was also provided in a handout to the board.

Dr. Charlette Woolridge, County Administrator for Brunswick County, provided an update on the work the county has been doing, including survey work and coordination with property owners. One owner has agreed to allow access for obstruction removal. Discussions are still underway with another owner over a half acre needed to complete obstruction removal. If a resolution is not reached soon, the county will proceed to condemnation.

Ms. Tracy Gee, County Administrator for Lunenburg County, discussed work the county has been doing, including the procurement of surveyor services, negotiation with a property owner, and initiation of the condemnation process.

On behalf of DOAV, Mr. Burnette asked the board for approval to extend the conditional licenses for the two airports. Mr. Coburn, who had been in contact with both counties and recently flown into both airports, made a motion to grant a six-month extension to the conditional licenses for both airports. The motion was seconded by Mr. Oakey, and the board unanimously approved the motion.

Copies of the presentation and handout are available upon request.

6. New Business

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

J. Michael Swain
DOAV

Mr. Swain presented a Virginia Resources Authority (VRA) application from the Charlottesville Albemarle Airport in the amount of \$1,280,000 for the Parking Lot Expansion project. Mr. Hahn made a motion to accept the staff recommendation to endorse the loan request. Mr. Inman seconded the motion. The board unanimously approved the motion.

Mr. Burdette encouraged all sponsors to look at VRA loans as funding sources. He asked sponsors to let him know if the program is not meeting their needs so he can share that concern with other members of the VRA board.

Mr. Swain presented a request for the Culpeper Regional Airport for an 120-day extension to the tentative allocation for the T-hangars and Box Hangar Site Preparation (Construction) project awarded May 22, 2014, in the amount of \$1,725,000. Mr. Hardwick made a motion to accept staff recommendations. Mr. Oakey seconded the motion. The board unanimously approved the motion.

Mr. Swain presented the FY2014 Entitlement Utilization Report for the Newport News/Williamsburg International Airport, which staff had reviewed and found satisfactory. Mr. Oakey made a motion to accept the staff recommendation to approve the report. Mr. Coburn seconded the motion. The board unanimously approved the motion.

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, the following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$5,343,170.24
General Aviation Discretionary	\$161,764.87

For Region 1, Mr. Quillin 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
Lee County Airport	Box Hangar Site Preparation (Design)	Approved	\$31,640.00
Mountain Empire Airport	Obstruction Removal - Phase 5 - Land Acquisition - BRIDGE LOAN	Approved	\$160,000.00
	Runway 8-26 Rehabilitation - Phase 1 (Preliminary Design)	Approved	\$12,800.00
New River Valley Airport	Runway 24 Partial Parallel Taxiway (Design) - INCREASE	Approved	\$5,066.00
Tazewell County Airport	Storm Water Drainage Improvements (Construction) - INCREASE	Approved	\$34,000.00
	Stormwater Pollution Prevention Plan Update	Approved	\$7,462.43
Twin County Airport	Master Plan Update	Approved	\$20,000.00
	Stormwater Pollution Prevention Plan Update	Approved	\$7,204.64
Virginia Highlands Airport	Hangar Apron Rehabilitation (Design/Construction)	Approved	\$348,000.00
	Runway 6-24 Extension - Land Acquisition - Parcel 100 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 90 (Fee) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 91 (Fee) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 92 (Fee) - BRIDGE LOAN	Disapproved	N/A

Airport	Project Description	VAB Action	Amount
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition - Parcel 93 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 94 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 95 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 96 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 97 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 98 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition - Parcel 99 (Easement) - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Phase 2 - CHANGE IN SCOPE	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Services - Phase 1 - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Land Acquisition Services - Phase 2 - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension - Subcontracted Services (Preliminary Design) - BRIDGE LOAN	Approved	\$300,000.00
	Runway 6-24 Extension - Wetlands Mitigation - BRIDGE LOAN	Disapproved	N/A
	Runway 6-24 Extension (Preliminary Design) - BRIDGE LOAN	Approved	\$369,920.00
	Virginia Tech-Montgomery Executive Airport	Hangar Site Preparation (Design) - INCREASE	Approved
Stormwater Pollution Prevention Plan Update		Approved	\$6,952.00

For Region 2, Mr. Hahn 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
Charlottesville-Albemarle Airport	Terminal Building Debt Service FY15	Approved	\$150,000.00
Ingalls Field	Environmental Study - Hangar Demolition	Approved	\$12,000.00
	Fueling System Upgrade - Self Service / Credit Card Reader	Approved	\$57,849.00
	Spill Prevention Control & Countermeasures Plan Update	Approved	\$2,480.00

Airport	Project Description	VAB Action	Amount
Luray Caverns Airport	Environmental Coordination (Short Form) - Runway 4 LPV Approach	Approved	\$20,000.00
	Runway Safety Area Improvements - Road Relocation Portion (Design)	Approved	\$24,488.00
Orange County Airport	Environmental Coordination (Short-Form) - Runway 26 Obstruction Removal	Approved	\$16,800.00

For Region 3, Mr. Hardwick made motions by airport for the Leesburg Executive, Manassas Regional, Stafford Regional, and Winchester Regional airports to accept staff recommendations for the allocation of capital funds. For the Culpeper Regional Airport, he made a motion to accept staff recommendation for the Land Acquisition Services - Apron Development / Road Extension project and moved to approve funding for the Terminal Building Reconstruction (Design/Construction) project. The motions were appropriately seconded. The board unanimously approved all motions.

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	Land Acquisition Services - Apron Development / Road Extension	Approved	\$11,151.72
	Terminal Building Reconstruction (Design/Construction)	Approved	\$210,000.00
Leesburg Executive Airport	Interior Access Road Rehabilitation & Helipad (Construction) - INCREASE	Approved	\$5,810.00
	Stormwater Management Plan / Drainage Study	Approved	\$8,000.00
Manassas Regional Airport	Environmental Assessment - West Side Development	Approved	\$20,000.00
	Runway 34R Medium Intensity Approach Lighting System (MALS) (Design)	Approved	\$56,000.00
Stafford Regional Airport	Environmental Permitting & Mitigation - Runway 33 Extension	Disapproved	N/A
Winchester Regional Airport	Environmental Coordination (Short Form) - Runway 14 Obstruction Removal	Approved	\$18,000.00

For Region 4, Mr. Inman 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
Louisa County Airport	Airfield Lighting & Vault Rehabilitation (Construction)	Approved	\$60,000.00
	Environmental Coordination (CatEx) - Terminal Building	Approved	\$12,800.00
	Stormwater Pollution Prevention Plan Update	Approved	\$7,200.00
New Kent County Airport	Taxiway Rehabilitation & Taxiway Lighting Installation (Design)	Disapproved	N/A
Richmond International Airport	Airport Geographical Information System (GIS)	Approved	\$354,400.00
	Airport Layout Plan Set Update	Approved	\$20,646.00
	Taxiway 'M' Reconstruction (non-AIP) (Construction)	Approved	\$1,613,656.00

Airport	Project Description	VAB Action	Amount
Tappahannock-Essex County Airport	Box Hangar Site Preparation (Construction) (non-AIP) - CHANGE IN SCOPE & INCREASE	Approved	\$111,577.00

For Region 5, Mr. Oakey 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
Brookneal-Campbell County Airport	Airfield Lighting Rehabilitation and Upgrade (Design)	Approved	\$7,021.00
Danville Regional Airport	Taxilane Rehabilitation (Design)	Approved	\$39,600.00
	Taxiway 'A' Rehabilitation (Design)	Approved	\$16,000.00
	Taxiway 'D' and 'E' Connectors Rehabilitation (Construction)	Approved	\$218,246.00

For Region 6, Mr. Coburn 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
Emporia-Greenville Regional Airport	Environmental Coordination (CatEx) - Partial Parallel Taxiway & T-Hangar Site	Approved	\$28,948.00
	Partial Parallel Taxiway - Phase 4 (Design)	Disapproved	N/A
	Stormwater Pollution Prevention Plan Update	Approved	\$6,625.00
Franklin Municipal Airport	Partial Parallel Taxiway Extension (Design)	Approved	\$9,600.00
	Runway Lighting Rehabilitation & Electrical Vault (Construction)	Approved	\$90,400.00
	Stormwater Pollution Prevention Plan Update	Approved	\$6,639.00
Lake Country Regional Airport	Runway Rehabilitation & Runway Safety Area Stabilization (Design)	Disapproved	N/A
	Stormwater Pollution Prevention Plan Update	Approved	\$7,200.00
Wakefield Municipal Airport	Airport Layout Plan Set Update	Approved	\$18,518.00
	Box Hangar Site Preparation (Design/Construction)	Approved	\$336,000.00
	Fueling System Containment Area (Design)	Approved	\$41,600.00

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	Obstruction Removal - Easement Acquisition Services - Phase 1 - BRIDGE LOAN	Approved	\$60,000.00
	Stormwater Pollution Prevention Plan Update	Approved	\$7,146.40

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	Stormwater Pollution Prevention Plan, Spill Prevention Control & Countermeasures Plan, & Oil Discharge Contingency Plan Updates	Approved	\$12,806.48
Hampton Roads Executive Airport	Easement Acquisition - Runway 10 Approach (5 Pines) - BRIDGE LOAN	Approved	\$226,160.00
	Easement Acquisition - Runway 10 Approach (5 Pines) (non-AIP) - INCREASE	Approved	\$34,000.00
Middle Peninsula Regional Airport	Environmental Coordination (Short Form) - Obstruction Removal Runway 28	Disapproved	N/A
Newport News/Williamsburg International Airport	Garage & Terminal Building Security Cameras (Construction)	Withdrawn	N/A
	Security Checkpoint Consolidation (Construction)	Approved	\$4,619,706.00
	Snow Removal Equipment Broom	Approved	\$407,540.00
Suffolk Executive Airport	Environmental Coordination (CatEx) - Terminal Area Parking Rehabilitation & Expansion	Approved	\$11,798.00
Tangier Island Airport	Environmental Coordination (CatEx) - Terminal Building	Approved	\$8,740.00
	Terminal Building & Site Preparation (Design)	Disapproved	N/A

7. Public Comment Period

John V. Mazza, Jr.
Chairman

No public comments were offered.

8. Board Member Comments and Reports

John V. Mazza, Jr.
Chairman

Mr. Harwick and Mr. Oakey said they were looking forward to working with the board and the airports in their regions.

Mr. Coburn thanked the staff for their efforts on the Wakefield Municipal Airport project and the licensing for the Lawrenceville-Brunswick Municipal Airport and Lunenburg County Airport projects.

9. Adjournment

John V. Mazza, Jr.
Chairman

The chairman adjourned the meeting at 10:45 a.m.