



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, May 18, 2017 at the Hilton Garden Inn, 441 International Center Drive, Sandston, VA. The meeting was recorded, and the video is available through the Virginia Department of Aviation's website, www.doav.virginia.gov. Copies of the presentations are available upon request.

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	Absent
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Absent

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

Chairman Hall called the meeting to order at 10:04 a.m. and welcomed everyone. Chairman Hall noted that Region 5 VAB member, Johnny Mazza, was unavailable to attend today's meeting. He added that Region 7 VAB member, Cheryl McLeskey, was unable to attend the meeting as she was courageously battling cancer, adding that she remains in our thoughts and prayers. Chairman Hall noted that he and Ms. Cox had the opportunity to visit the Leesburg rTower on Monday. He noted that he had been very impressed and contacted FAA Administrator Huerta, who advised that his goal is for the rTower to see active traffic before the end of the year. Chairman Hall stated that it is impressive to see the future of air traffic management at non-towered airports. He added that the cooperation between multiple stakeholders in the Commonwealth speaks volumes. Ms. Cox echoed the Chairman's comments and added that Virginia is to be proud to have the first of its kind in the nation.

2. Review and approve minutes

Roderick D. Hall
Chairman

The February 16, 2017 meeting minutes were unanimously approved with no changes.

3. Updates and Announcements:

a. DOAV Update

Randall P Burdette
DOAV

Mr. Burdette updated the board and attendees on aviation issues and activities across the Commonwealth. He noted airport visitations since the last meeting, adding that more visits will be scheduled in the coming months. He stated that Chairman Hall and VAB member Vicki Cox had participated in a tour of the Leesburg rTower, the first of its kind in the United States. Representatives from Shenandoah Valley Regional Airport, SAAB, FAA, VSATs and DOAV also participated in the tour. Shenandoah Valley Regional Airport management has expressed interest in implementation of an rTower at their location. Mr. Burdette informed the group that the Economic Impact Study is ongoing and remains on target for completion in August. Mr. Burdette provided an overview of drones with regard to FAA statistical data and industry projections. He noted that an Unmanned Aircraft Systems workshop, attended by representatives from 21 state agencies, was held in Charlottesville on February 28. State agency procurement guidelines for drones are being developed in conjunction with VDEM and DGS. Mr. Burdette stated that a meeting was recently held in Staunton to discuss working with local law enforcement regarding drone activities. Participants included DOAV leadership and staff, airport managers from Shenandoah Valley, Louisa, and Virginia Tech/Blacksburg, the FAA, and local law enforcement and legal officials. Work to develop Standard Operating Procedures for airports in dealing with drone activities continues. Mr. Burdette noted that DOAV leadership and staff attended AUVSI's Xponential 2017 in Dallas. Governor McAuliffe was a keynote speaker at the event, where 32 Virginia companies exhibited. Mr. Burdette updated the group on the UAS Mapping Initiative. The Airport Services Division is exploring CASP grant funding to conduct obstruction surveys. He reminded the group of the ADS-B requirement deadline, January 1, 2020. Mr. Burdette shared information on special projects to be completed during 2017 as a result of legislation passed by the General Assembly. With regard to the Workforce Development Study, Mr. Burdette noted the final report is now scheduled for June 2017. Mr. Burdette reviewed upcoming aviation events. In closing, Mr. Burdette congratulated Liberty University on being awarded the Loening Trophy which is presented to the outstanding all-around collegiate aviation program in the nation.

A copy of the presentation is available upon request.

Safety Update

Steve Harris
DOAV

Mr. Harris updated the group on aviation accidents in Virginia since the February meeting. There have been five incidents reported this calendar year, trending lower than last year. Mr. Harris noted that a postcard was mailed to more than 12,000 pilots in Virginia in an effort to obtain email addresses and build a pilot database. To date, more than 500 Virginia pilots have provided contact information for this database. The agency hopes to use this database to promote aviation and safety within the Commonwealth. He reported that Aviation Safety Week programs were held May 1-4 in Hampton, Culpeper, Blacksburg, and Richmond, respectively. Approximately 300 pilots and aviation personnel attended these safety programs. He added that there has been a downward trend in participation. For the fall Safety Week programs, DOAV, in conjunction with other groups, will develop a program to focus on unmanned and manned aircraft integration.

A copy of the presentation is available upon request.

b. FAA

Mike Cook
FAA WADO

Mike Cook, Manager of Operations at the Richmond FSDO office, provided an update on the FSDO Office activities. He stated that the FSDO is receiving drone complaints and sightings at a growing pace. He noted that they do investigate complaints and try to educate people on UAS operation requirements. He noted that the FSDO would be participating at airshow events in June. He informed the group that airman certification standards would be revised in June. These are scenario-based practical test standards for private and instrument pilots and commercial pilots. He noted that BasicMed, an alternative method for pilots to get their medical certificates, rolled out May 1. Instructions for the process are on the FAA webpage. Mr. Burdette encouraged airport managers to help FSDO with drone issues by being familiar with the LEO cards and the Law Enforcement Guidance for Suspected Unauthorized UAS Operations publication. Mr. Quillin asked that Mr. Cook share information on BasicMed with VAB members.

c. VAOC Updates

Hank Rempe, President
VAOC

Mr. Rempe provided a brief update on VAOC activities. He noted that the Virginia Aviation Conference is scheduled for August 15-18 in Roanoke. Registration should be open soon. He reviewed the slate of nominated officers which will be voted on in August. He noted that the VAOC currently offers two scholarships, which were voted on earlier this year.

d. VABA Updates

Bud Oakey
VABA

Mr. Oakey noted that VABA has had a very active quarter. He stated that VABA offers a \$2,000 scholarship to an eligible student in pursuit of a career in aviation. Eleven applications were received, with the recipient to be announced next week. VABA hopes to grow this program and offer additional scholarships in the future. He stated that VABA had a very successful legislative year, with the main goal being the removal of the sales and use tax on aviation parts and supplies. He noted that the passage of this legislation has already started to have an immediate impact with the growth of existing businesses. He noted that there have been numerous meetings with VEDP to promote aviation as an industry in the Commonwealth. He reported that he is in the process of planning visits to Virginia's airports and the businesses on the airport properties. VABA is also planning Listening Tours for June, which will provide opportunities to meet with legislators and educate the communities on its airport's economic impact. He noted that he has met with David Paylor at DEQ. Environmental processes have created obstacles in obtaining permits in a timely fashion. Chairman Hall suggested meeting with Congressional delegations who sit on the committees of jurisdiction with regard to the federal issues involved with environmental concerns.

4. Old Business

There was no Old Business for discussion.

5. New Business

a. Crewe Municipal Airport

Cliff Burnette/Alton Jordan
DOAV

Alton Jordan presented information on the Conditional License issue at the Crewe Municipal Airport. He reviewed the minimum requirements for a standard license and for the day/VFR use only license. He noted that obstructions at the end of Runway 15, which led to the airport being non-compliant with minimum standards, resulted in a downgrade to a Conditional License. The Conditional License is in effect for 180

days, with a mitigation plan required within 60 days. Mr. Jordan reviewed the timeline.

Mr. Bill Wilkerson, a business customer and advocate of the airport, addressed the members of the Board. He stated that they have devised a plan and hope to have it implemented within six months; however, the success depends on the cooperation of the landowners. He noted that the approach on Runway 33 meets minimum standards; however, Runway 15 is the problem. He noted that a great deal of money will be required to fix the obstruction issues on the approach to Runway 15 which is rarely used. He stated that they will make every effort to meet these requirements but asked that the Board consider options should they not be successful. He requested that the VAB consider granting an extension of the Conditional License while work continues to rectify the problems.

Mr. Burdette followed up and stated that the issue is with the licensing criteria and not only approach criteria. The four options for VAB consideration are: 1) extension of the Conditional License; 2) Day VFR only; 3) waiver but there is no criteria to warrant a waiver; and 4) revoke license – the intent is risk mitigation, not to cease operations at the airport. Mr. Burnette added that Day VFR is not a permanent condition. Mr. Hardwick questioned the impact of Day VFR on the airport. Mr. Burdette responded that the airport would only be open during day hours which may negatively impact corporate operations for its business customers. Mr. Hardwick noted that he had discussed the matter with Mr. Mazza, the Region 5 VAB member, who supported an extension to the Conditional License. Ms. Cox asked if there is an option to NOTAM Runway 15 as only available during daylight hours. Mr. Burnette added that the Department had made multiple requests for the airport to hire a professional surveyor to verify any potential additional obstructions. Mr. Hardwick made a motion to grant the 180-day extension and NOTAM Runway 15 as not available (N/A) for day and night operations. The motion was seconded and unanimously approved.

Mr. Burdette thanked the VAB for their recommendation. Mr. Burdette stated DOAV will issue a six month conditional use license.

Mr. Wilkerson thanked the members of the Board for their time, consideration and action. He added that he appreciates the professional and helpful handling of the situation by DOAV staff. Mr. Hardwick thanked Mr. Jordan for his thorough explanation of the situation. Chairman Hall acknowledged the staff's willingness to work with the airport and stressed that there is nothing more important to the safety standpoint than obstruction mitigation. He added that the issue will be revisited at the next VAB meeting.

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

J. Michael Swain
DOAV

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. He reported that if the board approved DOAV's recommendations then no projects would be unfunded under the Air Carrier/Reliever Discretionary Fund and \$271,020.00 in projects would be unfunded under the General Aviation Discretionary Fund. During the last quarter, DOAV did not reimburse any funds for site plan reviews.

For the following Entitlement Utilization Reports, presented to the board by Mr. Swain, Ms. Cox made a motion to accept staff recommendations. Mr. Hall seconded the motion. The board approved the motion.

- Charlottesville-Albemarle Airport for FY2015
- Charlottesville-Albemarle Airport for FY2016

Mr. Swain presented a Virginia Resources Authority (VRA) loan request from Chesterfield County for the fuel farm replacement project at the Richmond Executive-Chesterfield County Airport in the amount of \$2,000,000 for the. Mr. Abbott made a motion to accept the staff recommendation for the VRA loan request. Ms. Cox seconded the motion. The board 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	\$5,717,087.01
General Aviation Discretionary	\$16,226.65

During the review of Region 1, Mr. Swain reported that staff had learned that the Smyth-Wythe Airport Commission, sponsor for the Mountain Empire Airport, had prematurely begun the Spill Prevention, Control, and Countermeasure Plan Update before the board approved the project and this type of environmental project is not eligible for reimbursement after the fact. Mr. Quillin moved that the VAB approve ratification for the project after the fact, after coordinating with DOAV staff and the Office of the Attorney General's representative and confirming that funding is available and the approval of the project would not impact funding for any other project and would otherwise be recommended for approval. Mr. Quillin said he believes in following the rules and there should be consequences for deviations. Given the relatively small amount of the request, \$1,400 of state money, and that the airport staff was trying to do the right thing by saving 75 percent of the project cost by dealing directly with a local surveyor, he asked the board to consider his request. Mr. Quillin said he would work with the VAB chair, DOAV staff, Smyth-Wythe airport staff, and the local airport commission to ensure there are no recurrences.

Mr. Hall asked Mr. Allen if there was precedent for such an action and whether or not he saw any issues with the Board taking the recommended action. Mr. Allen indicated that there was precedent. Ideally board action could only be taken on a project that would have been approved in the normal process; however, authority existed to allow the VAB to ratify the action.

Mr. Hardwick commented that he was surprised by the issue during the meeting as opposed to in advance and hoped that sponsors and staff would work to avoid such surprises in the future, stressing the need to stick to the process. He acknowledged that the sponsor did due diligence to obtain a better cost.

For Region 1, Mr. Quillin made a motion to accept staff recommendation for the Lonesome Pine Airport and a motion to approve ratification after the fact for the project for the Mountain Empire Airport. The motions were appropriately seconded. The board unanimously approved the motions.

Airport	Project Description	VAB Action	Amount
Lonesome Pine Airport	Airport Layout Plan Update	Approved	\$14,800.00
	T-Hangar Taxilane (Design)	Approved	\$29,600.00
Mountain Empire Airport	Spill Prevention, Control, and Countermeasure (SPCC) Plan Update	Approved	\$1,400.00

No project requests were received for Region 2.

No project requests were received for Region 3.

During the review of Region 4, Mr. Swain reported that the bids have been received for the Interior Service Road (West) and Taxiway 'V' Rehabilitation (Design/Construction) at the Richmond International Airport soon after the submission deadline. Mr. Abbott confirmed that funds were available in the Air Carrier/Reliever Discretionary Fund to allocate to the project and not affect any other projects, as well as the eligibility of the project.

For Region 4, Mr. Abbott made a motion to accept staff recommendations except for the Interior Service Road (West) and Taxiway 'V' Rehabilitation (Design/Construction) at the Richmond International Airport and fund that project. The motion was appropriately seconded. The board unanimously approved the

motion.

Airport	Project Description	VAB Action	Amount
Louisa County Airport	Terminal Building (Design)	Disapproved (Lack of Funds)	N/A
	Terminal Site Preparation (Design)	Disapproved (Lack of Funds)	N/A
Richmond International Airport	Interior Service Road (Portugee) Rehabilitation (Design/Construction)	Approved	\$460,550.68 (E) \$176,625.32 (D)
	Interior Service Road (South) Rehabilitation (Design/Construction)	Approved	\$665,592.00 (D)
	Interior Service Road (West) and Taxiway 'V' Rehabilitation (Design/Construction)	Approved	\$1,108,360.00 (D)
	Terminal Overpass & Clarkson Road Improvements (Design/Construction)	Approved	\$510,993.00 (D)

For Region 5, Mr. Hardwick 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
Smith Mountain Lake Airport	Fuel Tank (AvGas) Replacement	Approved	\$52,737.00

For Region 6, Mr. Coburn 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
Wakefield Municipal Airport	Terminal Apron Rehabilitation (Design)	Disapproved (Lack of Funds)	N/A

For Region 7, Mr. Hardwick, after previous discussion with Ms. McLeskey, made a motion to accept staff recommendations for the allocation of capital funds. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	Box Hangar Site Preparation (Design)	Approved	\$68,000.00
Hampton Roads Executive Airport	Replacement Box Hangar Site Preparation (Construction) - INCREASE	Approved	\$66,704.21
	Replacement Runway 10-28 - Phase 4 (Construction) - INCREASE	Approved	\$33,217.99
	Terminal Apron Expansion - Re-Package & Bidding	Disapproved	N/A
Middle Peninsula Regional Airport	Pavement Rehabilitation - Environmental Coordination (CatEx)	Approved	\$20,800.00
	T-Hangar Site Preparation (Re-Bidding)	Approved	\$9,200.00

6. Public Comment Period

Roderick D. Hall
Chairman

No public comments were offered.

7. Board Member Comments and Reports

Roderick D. Hall
Chairman

Region 1: Dr. Quillin thanked the Board members for their flexibility

Region 2: No report

Region 3: No report

Region 4: Mr. Abbott noted that he had visited the Hanover Airport west expansion and that it was coming along nicely.

Region 5: No report

Region 6: No report

Region 7: No report

8. Adjournment

Roderick D. Hall
Chairman

The chairman adjourned the meeting at 12:03 p.m.

DRAFT