



Virginia Aviation Board
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, May 16, 2019, at the Martinsville Speedway Media Center, 340 Speedway Road, Ridgeway, VA. The meeting was audio recorded, and the audio 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	Absent
Marie Therese Dominguez, Region 6	Absent
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 Rod Hall
Chairman

Chairman Hall called the meeting to order at 10:49 a.m. He welcomed all in attendance and thanked the Blue Ridge Regional Airport and Martinsville Speedway for hosting the meeting.

2. Welcome to Martinsville Jason Davis, Blue
Ridge Regional
Airport

The chairman introduced Jason Davis, Blue Ridge Regional Airport manager. Mr. Davis thanked the VAB members for their support and introduced Mr. Dale Wagoner, Deputy County Administrator for Henry County, who welcomed the group and emphasized the importance of the Blue Ridge Regional Airport to the community.

- 3 .Review and approve minutes Rod Hall
Chairman

- A. Review and approve February 21, 2019 minutes

Mr. Abbott moved to accept the February 21, 2019 VAB meeting minutes as presented, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

4. Update and Announcements:

- A. DOAV Update Mark Flynn
DOAV

Mr. Flynn provided an update of department activities highlighting good revenue collections, project approvals due to the removal of funding fences, and staff hirings including Amber Hulsey as the department's aviation technology manager and Saa'dia Douglas as the director of finance and administration.

Mr. Flynn asked John Campbell, the department's director of communications and education, reported on educational opportunities in the Commonwealth to enhance awareness of aviation to students.

- B. Safety Update Watson Felts
DOAV

Mr. Felts provided an update of aviation safety in the Commonwealth, noting the use of social media as a means to partner with pilots to promote safety.

- C. VAOC Report Robert Bowen
VAOC

Robert Bowen provided an update on VAOC activities to include a report on the April workshop in Harrisonburg and noting the upcoming conference in August.

- D. VABA Report Bud Oakey
VABA

Mr. Oakey provided an update on VABA activities noting many projects including economic development, workforce development, and K-12 education.

5. Old Business

- A. Economic Development Strategic Planning Committee Vicki Cox
VAB

Ms. Cox reported that the committee met prior to the Board meeting. She noted it was a very productive meeting including an informative presentation from Virginia Economic Development Partnership and a good briefing on disruptive technologies.

- B. *Airport Program Manual* Update - Airport IT Security - Consideration for Approval Susan Simmers
DOAV

Ms. Simmers reviewed the proposed changes regarding Airport IT Security in the *Airport Program Manual*. Mr. Abbott made a motion to accept the changes presented by staff, seconded by Ms. McLeskey. The motion carried unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

6. New Business

- A. *Airport Program Manual Update - Administrative Changes* Susan Simmers
DOAV

Ms. Simmers presented the proposed administrative changes to the *Airport Program Manual*. Mr. Kennedy made a motion to accept the changes presented by staff, seconded by Ms. Cox. The motion carried unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

- B. Consideration of Amended FY19 Entitlement Utilization Plans Mike Swain
DOAV

Mr. Swain presented a Virginia Resources Authority (VRA) loan request from the Dinwiddie County Airport in the amount of \$1,662,473 for the Corporate Hangars and Site Improvement project. Ms. Cox made a motion to accept the staff recommendation for the VRA loan request, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

Mr. Swain presented revisions to Entitlement Utilization Plans as summarized below. Mr. Abbott made a motion to accept staff recommendations for these revisions, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

Airport	Plan	VAB Action
Newport News-Williamsburg International	FY2019 Entitlement Utilization Plan revision	Approved
Norfolk International	FY2019 Entitlement Utilization Plan revision	Approved
Shenandoah Valley Regional	FY2019 Entitlement Utilization Plan revision	Approved

- C. Virginia Aviation Allocations Review Mike Swain
Tentative Allocations from the Commonwealth Airport Fund 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. To date, the increase in the state match has not adversely impacted the ability to fund projects. During the last quarter, DOAV did not reimburse any funds for site plan reviews.

Mr. Swain reviewed the memorandum on late submittals of scopes of work and bids that described the reason staff was recommending disapproval of 12 funding requests and confirmed that discretionary funds were available to cover all eligible project requests with late submittals. Mr. Swain asked the board to act on an exception for the eligible projects, prior to the review of the projects. Mr. Kennedy made a motion to create an exception to the due dates set out in the program manual for the projects submitted late, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

Mr. Swain presented the project requests and staff recommendations. The board actions are summarized below. These results are available at www.doav.virginia.gov.

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, McLeskey; Nay: none)

Airport	Project Description	VAB Action	Amount
Blue Ridge Regional	Runway Extension Environmental Assessment	Disapproved	n/a
	Terminal Apron Expansion & Road Realignment (Design)	Approved	\$513,565.00
New River Valley	Apron Expansion (Construction) INCREASE	Approved	\$22,744.00
Virginia Highlands	Obstruction Removal - Runway 24 Approach (Construction)	Approved	\$39,920.00
	Replacement Furniture - Vending Area	Approved	\$1,044.00
	Taxilane & Landside Pavement Rehabilitation (Design)	Approved	\$76,528.00
Virginia Tech-Montgomery Executive	Apron Expansion (Design)	Approved	\$112,365.00

For Region 2, no project requests were submitted for consideration.

For Region 3, Mr. Abbot made a motion to accept staff recommendations for the allocation of capital funds, seconded by Ms. McLeskey. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)

Airport	Project Description	VAB Action	Amount
Warrenton-Fauquier	Terminal Building Furniture	Approved	\$56,000.00

For Region 4, no project requests were submitted for consideration.

For Region 5, Ms. McLeskey 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, McLeskey; Nay: none)

Airport	Project Description	VAB Action	Amount
Smith Mountain Lake	Self-Fueling System	Approved	\$11,081.00

For Region 6, no project requests were submitted for consideration.

For Region 7, Ms. McLeskey 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, McLeskey; Nay: none)

Airport	Project Description	VAB Action	Amount
Accomack County	Apron Rehabilitation (Design)	Approved	\$5,600.00
Chesapeake Regional	Corporate Hangar Site Preparation (Construction) INCREASE	Approved	\$148,224.00
Hampton Roads Executive	Perimeter Fence (Bidding)	Approved	\$14,400.00
	Stormwater Pollution Prevention Plan Update	Approved	\$3,200.00
	West Side Main Entrance Hangar Site Preparation (Design)	Approved	\$83,200.00

7. Public Comment Period

Rod Hall
Chairman

No public comments were offered.

7. Board Member Comments and Reports

Rod Hall
Chairman

Region 1: None

Region 2: Ms. Cox thanked Jason Davis, the county, and Martinsville Speedway for hosting our meeting. She noted Cub Scout Aviation Day on April 27 and the Run the Runway event, which raised \$14,000.

Region 3: None

Region 4: Mr. Abbott thanked staff for meeting to discuss the Hanover County Airport terminal building.

Region 5: None

Region 6: None

Region 7: Ms. McLeskey noted the Women Can Fly event at Hampton Roads Airport on June 8. She also indicated support for Suffolk Airport's manager as the nominee for Airport Manager of the Year.

Director: Mr. Flynn stated that the Board's action to allow exceptions due to late submittals should not be expected for future projects and encouraged airports to adhere to the required deadlines.

Chairman: Chairman Hall echoed Mr. Flynn's comments and encouraged sponsors to ensure that deadlines are met to maximize opportunities to receive funding for projects. He thanked John Campbell for his work on the op/ed pieces published in newspapers. He expressed appreciation to the department for hosting 30 young people at the hangar for an aviation careers program. He thanked Jason, Blue Ridge Regional Airport sponsors, and Martinsville Speedway for hosting the Board for this meeting.

8. Adjournment

Rod Hall
Chairman

Mr. Kennedy made a motion to adjourn the meeting at 11:51 am, seconded by Ms. Cox. The motion passed unanimously. (Aye: Kennedy, Cox, Abbott, McLeskey; Nay: none)