



Virginia Aviation Board  
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, February 18, 2016 at the Hilton Garden Inn Richmond, 441 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](http://www.doav.virginia.gov). A copy of the presentations is available upon request.

MEMBERS

John V. Mazza, Jr., Chairman	Present
Charles M. Quillin, Region 1	Present
Robert H. Hahn, Jr., Region 2	Absent
Derek M. Hardwick, Region 3	Absent
Roderick D. Hall, Region 4	Present
Daniel G. Oakey, Region 5	Present
William E. Coburn, Region 6	Present
Cheryl P. McLeskey, Region 7	Present

OTHER ATTENDEES

M. Chad Carper	FAA Washington Airports District Office
Jeffery 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 John V. Mazza, Jr.  
Chairman

The chairman called the meeting to order at 10:00 a.m.

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

The November 12, 2015 meeting minutes were approved with no changes.

3. 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 airport visitations since the last meeting, Virginia Airport Economic Impact Study update, advanced aviation systems studies, the Memorandum of Agreement between Virginia

Department of Military Affairs/Virginia National Guard and the Town of Blackstone, the status of the Airport Program Manual update, legislative updates, communications and education project updates, and upcoming events and meetings.

Steve Harris with DOAV provided an update on the aircraft accidents in Virginia since the last VAB meeting. He noted that only two accidents had been recorded during that time. One of the accidents was due to loss of control, while the other was weather related. After providing data on national and state-wide accidents over the last 15 years, he noted that DOAV was looking at providing safety programs and offered that pilots could present safety programs to groups or organizations.

b. FAA Report

M. Chad Carper  
FAA WADO

Mr. Carper stated that the 2016 Airport Improvement Grant Program has been extended to March 31, 2016. This gives the FAA the ability to begin issuing grants. He encouraged sponsors with projects that can be covered by 50% entitlements to contact their program manager, provided these projects can be completed within the specified limits. Mr. Carper stated that the House Transportation and Infrastructure Committee passed HR4441, the Aviation Innovation and Reform Reauthorization Act. Action is still needed by the full House and Senate. Mr. Hall questioned the process should Congress not pass the bill by March 31, given that construction season was quickly approaching. Mr. Carper responded that typically Congress has approved short-term extensions. If an extension is granted, then awards would be prorated. Progress will be communicated as it is available. Mr. Burdette also asked that if airports have expiring entitlements not being used to notify Mr. Burnette and his team in an effort to have those funds awarded to another Virginia airport. Mr. Carper stated that UAS Frequently Asked Questions has been published for airports and can be found on the FAA website (FAA.gov) under the Airport tab, Special Programs section. If airport managers have specific questions not addressed under the FAQs, please contact WADO or FSDO. Mr. Burdette added that airport managers can contact the local FSDO for assistance in determining if safety issues are valid for those wishing to fly UAS within five miles of the airport. Mr. Hall added that there are now more UAS registered with the FAA than manned vehicles. Mr. Carper noted that the 2016 Airports Conference will be held March 21-23 in Hershey, PA. He encouraged everyone to review the agenda as there are several tracks on engineering and airport management.

c. FAA FSDO Report

Maurice D. Dacey  
FSDO

Mr. Dacey stated that the Richmond FSDO has been very busy. They are currently working on FAA Part 135 Certifications at Hummel and Chesapeake, and a Part 145 Repair Station Certification at Saluda. He noted that Mr. Mike Alexa, inspector, had recently retired at the age of 80. The FAA is operating under a new compliance philosophy. Enforcement investigations will be based on the assumptions that individuals intend to operate their aircraft in compliance and that mistakes do occur. The new investigation process recognizes that if an individual is willing to comply, and this was an inadvertent incident or accident, then the opportunity for remedial training is given. Once training is completed, compliance will be noted, bypassing the enforcement process. A 44709 may be needed based on competence. He added there is a new procedure to obtaining a student pilot license. Mr. Dacey notified the board that a new process for obtaining a Student Pilot Certificate would be in effect April 1. The major change is that the Student Pilot Certificate will no longer be available through the AME. Prior to solo flight, Form 8710 must be completed and submitted to the FAA in Oklahoma City. The individual will receive a hard plastic certificate with their name and student pilot designation. The individual will undergo a TSA check. Mr. Burdette asked that DOAV be notified of safety events offered at airports, so they may be added to the event calendar.

d. VAOC Report

Richard C. Rempe  
VAOC

Mr. Rempe stated that the VAOC had completed their fifth year of visiting legislators. The organization meets prior to the scheduled appointments with legislators to coordinate their message. Copies of their book noting projects that have been completed is available to those interested. The spring workshop will be in Staunton April 13-14, 2016, with registration beginning April 1. The Virginia Aviation Conference will be August 16-19. A maintenance workshop will be held November 2-3 in Culpeper. The next VAOC meeting is scheduled for May 19 following the VAB meeting.

e. VABA Report

David L. Young  
VABA

General Young recognized VABA board members in attendance and thanked them for their work in promoting aviation in Virginia. Over the past year, VABA has been working on promoting, initiating, and supporting various legislative actions. One legislative action opposed by VABA requires non-university enrolled veterans to pay for private certification before starting instrument certification, which has a direct impact on flight schools. VABA has supported the initiative to cease drag racing at Tuck airport. General Young stated that support has been received from Delegate Dan Yancey and Senator Steve Newman in the initiative to remove sales tax from aircraft parts and labor. Delegate Yancey has commissioned an inclusive study through the Joint Commission on Technology and Science on the sales tax initiative. With the assistance of Bud Oakey, Senator Newman has tasked the Joint Legislative Audit Review Committee to look at the sales tax initiative and to how to entice a Maintenance Repair Overhaul facility to Virginia. In closing, General Young acknowledged Jenna Kaitbenski and her efforts in organizing the Legislative Reception.

4. Old Business

- a. Mr. Burnette asked the Board to adopt the Virginia Public Private Transportation Act Manual and Guideline as a reference to the Airport Program Manual. Mr. Oakey made the motion to adopt the Virginia Public Private Transportation Act Manual and Guideline as a reference to the Airport Program Manual as presented. The motion was seconded by Mr. Hall and unanimously approved by the board. The presentation is included as Attachment A.

P. Clifford Burnette  
DOAV

5. New Business

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

J. Michael Swain  
DOAV

Mr. Swain provided an update on the Entitlement Utilization Reports for Fiscal Year 2015, noting that the report for the Charlottesville-Albemarle Airport was under agency review and the report for the Newport News-Williamsburg International had not been received. Mr. Hall made a motion to approve the Entitlement Utilization Report for the Richmond International Airport. Mr. Oakey seconded the motion. The board unanimously approved the motion. Mr. Oakey made a motion to approve the Entitlement Utilization Report for the Roanoke-Blacksburg Regional Airport. Ms. McLeskey seconded the motion. The board unanimously approved the motion.

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 presented the project requests and staff recommendations. The board actions are summarized below. These results are available at [www.doav.virginia.gov](http://www.doav.virginia.gov). After the allocations were awarded, the

following state discretionary funds were available:

Air Carrier/Reliever Discretionary	\$5,065,115.5
General Aviation Discretionary	\$6,322.79

For Region 1, Mr. Quillin made a motion to accept the staff recommendation for the allocation of capital funds to the Blue Ridge Regional Airport. The motion was appropriately seconded. The board unanimously approved the motion.

Regarding the bridge loan requests for the Virginia Highlands Airport, Mr. Swain presented the staff recommendation for the concept of a multi-year bridge loan over four years for the land acquisition services costs and the land acquisition fee simple purchase of the Johnson and Snead parcels. The total funding will be \$1,371,324.15 to be allocated at \$342,831.04 per year. The allocation of the first year funding would be made by the VAB at its August 2016 meeting with the remaining allocations to be made at the three subsequent August board meetings based on the availability of General Aviation Discretionary Funds and without the project having to recompile for funding against other projects. A grant agreement from DOAV shall be made available after the August 2016 VAB meeting and amended for additional funding after the three subsequent August board meetings. A repayment schedule will be included in the grant agreement. It is anticipated that FAA will reimburse the sponsor for the land purchases as the funds are programmed in federal fiscal year 2021. Four annual bridge loan reimbursements to DOAV will begin no later than December 31, 2021, regardless of whether FAA has reimbursed the airport sponsor, with the fourth reimbursement being due no later than December 31, 2024.

Mr. Quillin made a motion to accept the staff recommendations for the allocation of capital funds to the Virginia Highlands Airport. The motion was appropriately seconded. The board unanimously approved the motion.

Airport	Project Description	VAB Action	Amount
Blue Ridge Regional Airport	Storm Water Pollution Prevention Plan Update	Approved	\$6,769.00
Virginia Highlands Airport	Runway 6-24 Extension - Land Acquisition - Johnson (92) (Fee) - BRIDGE LOAN Runway 6-24 Extension - Land Acquisition - Snead (90) (Fee) - BRIDGE LOAN	Approved Multi-Year Bridge Loan Concept	N/A
	Runway 6-24 Extension - Supplemental Environmental Assessment	Disapproved	N/A

No project requests were received for Region 2.

For Region 3, Mr. Hardwick 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
Warrenton-Fauquier Airport	State Route 610 Improvements (Design)	Disapproved	N/A
	Terminal Apron (Design)	Approved	\$32,000.00
	Terminal Area Site Preparation (Design)	Approved	\$56,000.00
	Terminal Building (Design)	Approved	\$188,460.00
	Terminal Entrance Road (Design)	Approved	\$14,400.00

Winchester Regional Airport	North Side Connector (Construction)	Disapproved	N/A
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For Region 4, Mr. Hall 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
New Kent County Airport	Terminal Building Furniture	Approved	\$3,963.00

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
Allen C. Perkinson Municipal Airport	Airport Layout Plan Update	Approved	\$20,000.00

No project requests were received for Region 6.

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	Secondary Airport Control Station Survey Markers	Approved	\$1,312.00
Hampton Roads Executive Airport	Environmental Coordination (CatEx) - Pavement Rehabilitation	Approved	\$12,400.00
	Replacement Box Hangar Site Preparation (Design)	Approved	\$57,200.00
Suffolk Executive Airport	Runway 4-22 Rehabilitation (Design)	Disapproved	N/A
	Terminal Parking Rehabilitation & Expansion (Design)	Approved	\$81,600.00

6. Public Comment Period

John V. Mazza, Jr.,  
Chairman

No public comments were offered.

7. Board Member Comments and Reports

John V. Mazza, Jr.,  
Chairman

Dr. Quillin commended Virginia Highlands' staff, DOAV staff, Charlie Lamb, and Mr. Mazza for their efforts with the runway extension project.

Mr. Hall commended Rose Mooney, who recently served on a policy form, for her showcasing her leadership for UAS and aviation in Virginia.

Ms. McLeskey recognized Wayne Shank, retiring with 44 years of service, and congratulated Robert Bowden on his new position as Executive Director of the Norfolk International Airport Authority.

Mr. Oakey raised the issue of inconsistent storm water management fees as they can have a significant financial impact on airports. The state has authorized localities to charge fees with no consistent matrix on how to charge the fees. This would require legislative oversight. He encouraged support of VAOC and VABA in these efforts. He also stated that the subsidy for Dulles has a direct impact on carrier airports in

Virginia. He added that legislators need guidance in how to support the aviation community. Organizations like VABA and VAOC can provide assistance in providing this guidance. Mr. Mazza encouraged VABA and VAOC to provide such guidance to legislators, if they are not already doing so.

Mr. Mazza commended staff and consultants for their efforts.

8. Adjournment

John V. Mazza, Jr.,  
Chairman

The chairman adjourned the meeting at 11:18 a.m.