



Virginia Aviation Board  
Meeting Minutes

The Virginia Aviation Board held a meeting on Thursday, August 19, 2021, at the Hilton Norfolk The Main 100 E. Main Street Norfolk, VA 23510. The meeting was audio recorded. The audio recording, meeting documents, and presentation materials are available on the Virginia Department of Aviation's website, [www.doav.virginia.gov](http://www.doav.virginia.gov).

MEMBERS

Roderick D. Hall, Chairman	Absent
TBD, Region 1	n/a
Victoria Cox, Region 2	Present
Derek M. Hardwick, Region 3	Present
Alan C. Abbott, Region 4	Present
Maggie Ragon, Region 5	Present
TBD, Region 6	n/a
Vanessa Christie, Region 7	Present

OTHER ATTENDEES

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 Derek Hardwick,  
Vice Chairman

The vice-chairman called the meeting to order at 10:09 a.m.

2. Military Aviation Museum Presentation Nicole Lutz, Military  
Aviation Museum

Nicole Lutz, Military Aviation Museum education coordinator provided a presentation on museum activities. Ms. Lutz noted that a financial contribution from the department has helped in promoting aviation programs throughout the year. Slides from the presentation are available on the DOAV website.

3. Advanced Air Mobility Presentation  
A. Presentation Dr. Michael Patterson  
NASA Langley

Dr. Patterson provided a presentation on Advanced Air Mobility and highlighted opportunities for aviation as a new technology. Slides from the presentation are available on the DOAV website.

B. Resolution

Derek Hardwick,  
Vice Chairman

A resolution declaring the board's acknowledgement of the importance and support of Advanced Airport Mobility was presented. Resolution attached.

Motion to approve: Abbott

Second: Christie

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

4. *Virginia Air Transportation System Plan Update*

Stephanie Ward  
Mead & Hunt

Mr. Burnette introduced Stephanie Ward, of Mead & Hunt, to provide an update on the status of the Virginia Air Transportation System Plan, an FAA requirement for the agency to continue eligibility for federal funding. Ms. Ward presented an update on the status of the plan. Slides from the presentation are available on the DOAV website. Ms. Ward fielded questions about inclusion of advanced air mobility in the plan.

5. Economic Development Strategic Planning Committee Report

Vicki Cox, VAB

A. Report

Ms. Cox provided a report from the Economic Development Strategic Planning Committee meeting, noting that they will continue a deeper dive into Advanced Air Mobility and noted the committee's work in prioritizing lengthening appropriate airport runways to over 5,000 feet.

B. Vacancy

Ms. Cox reported that there is currently a VAB representative vacancy on the Economic Development Strategic Planning Committee due to Jack Kennedy's retirement. She made a motion recommending Vanessa Christie be appointed to the committee to fill the vacancy.

Motion to approve: Cox

Second: Ragon

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

The vice-chairman recessed the meeting for lunch at 11:56 a.m.

The vice-chairman reconvened the meeting at 2:32 p.m.

6. Resolution of Appreciation for Robert Bowen Service to Virginia

Vanessa Christie,  
Region 7 VAB Member

Ms. Christie called upon Robert Bowen, president and CEO of Norfolk International Airport, and presented the VAB's Resolution of Appreciation for his service to Virginia. Mr. Bowen extended his gratitude for the acknowledgement.

7. Resolution for Williamsburg-Jamestown Airport Celebrating 50 Years of Operation

Vanessa Christie,  
Region 7 VAB Member

Ms. Christie called upon Larry Waltrip, owner and operator of Williamsburg-Jamestown Airport, and presented the VAB's resolution to acknowledge the airport's 50 years of operation. Mr. Waltrip extended his gratitude for the acknowledgement.

8. DOAV Director's Update Mark Flynn, DOAV

Mr. Flynn reported on department activities to include an update on VA-FIX, the approval of two emergency regulations mandating take-off and landings for UAS and the new airline incentive fund and Breeze Airways. He complimented the commercial air service airports in working through a very difficult time with the pandemic.

9. Review and approve June 17, 2021 minutes Derek Hardwick,  
Vice Chairman

The minutes were presented for review and consideration of approval.

Motion to approve: Ragon

Second: Abbott

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

10. Old Business

- A. Airport Program Manual

1. Local Service Airport Cliff Burnette, DOAV

Mr. Abbott commented that he would like the board to have time to review information recently presented before a final decision was made. He made a motion to table action until the next meeting.

Motion: Abbott

Second: Cox

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

2. Promotional Grant Term Date John Campbell, DOAV

Ms. Christie made a motion to approve the staff recommendations.

Motion to approve: Christie

Second: Abbott

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

- B. Airport Licensing Issues - Falwell Airport Vernon Carter, DOAV

Staff provided an update on the work accomplished at the airport and recommended issuing to Falwell Airport a standard license with waivers for the normal 7-year cycle, so the license and waiver would expire September 30, 2026.

Motion to approve: Ragon

Second: Christie

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

11. New Business

- A. Consideration of FY21 Entitlement Utilization Reports and FY22 Entitlement Utilization Plans Mike Swain, DOAV

Mr. Swain presented the following FY21 Entitlement Utilization Reports and FY22 Entitlement Utilization Plans. Staff recommended approval of the reports and plans.

Airport	Recommendations for FY21 Entitlement Utilization Reports	Recommendations for FY22 Entitlement Utilization Plans
Charlottesville-Albemarle Airport	Approved	Approved
Lynchburg Regional Airport	Approved	Approved
Newport News-Williamsburg International Airport	Approved	Approved
Norfolk International Airport	Approved	Approved
Richmond International Airport	Approved	Approved
Roanoke-Blacksburg Regional Airport	Approved	Approved
Shenandoah Valley Regional Airport	Approved	Approved
Washington Dulles Airport	Approved	Approved

Motion to approve: Abbott  
 Second: Ragon  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

- B. Virginia Aviation Allocations Review Mike Swain, DOAV  
 Tentative Allocations from the Commonwealth Aviation Fund

Mr. Hardwick noted that federal legislation is continuing to move forward with 100 percent funding for AIP projects and made the following recommendations.

- If a sponsor receives a tentative allocation from the Virginia Aviation Board, and then receives an FAA AIP grant offer for 100 percent of the project costs, the tentative allocation shall be automatically revoked, and the Department is directed to withdraw the tentative allocation.
- If a sponsor executes a state grant offer and then receives an FAA AIP grant offer for 100 percent of the project costs, the sponsor must repay the Department of Aviation for any reimbursements previously received, and the Department of Aviation will close the state grant.

Motion to approve: Abbott  
 Second: Christie  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

Mr. Swain reported that a six-month estimate for the Commonwealth Aviation Fund (CAF) was used as the basis for funds available for the board to award at the meeting. He also reported that entitlement payments in Fiscal Year 2022 will be made at the end of the quarters, based on available CAF funds in the bank.

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).

For Region 1, staff recommended the following:

Airport	Project Description	VAB Action	Amount
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New River Valley Airport	Taxiway Crack Seal (Construction)	Approved	\$29,600.00
Tazewell County Airport	Easement Acquisition Services - Obstruction Removal - BRIDGE LOAN - INCREASE	Approved	\$11,520.00

Motion to approve: Cox  
 Second: Abbott  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 2, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Front Royal-Warren County Airport	Terminal Roof Replacement (Construction)	Approved	\$67,626.00
Luray Caverns Airport	T-Hangars & Taxilane Site Preparation (Design)	Approved	\$75,000.00
Shenandoah Valley Regional Airport	Land Acquisition (Parcel 37B)	Approved	\$798,800.00 (E)

Motion to approve: Cox  
 Second: Ragon  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 3, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Culpeper Regional Airport	Apron Lighting - Phase 2 (Construction)	Approved	\$187,068.00
	Greenhouse Road Extension - Phase 1 (Construction)	Tabled	N/A
Manassas Regional Airport	Runway 16L-34R Remarketing (Construction)	Approved	\$37,780.00

Motion: Abbott  
 Second: Cox  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 4, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Louisa County Airport	Environmental Assessment (Re-Evaluation) for Southside Hangars	Disapproved	N/A
Richmond Executive - Chesterfield County Airport	Terminal Apron Rehabilitation (Design)	Approved	\$13,480.00

Motion to approve: Abbott  
 Second: Cox  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 5, staff recommended the following:

Airport	Project Description	VAB Action	Amount
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Farmville Regional Airport	Runway Safety Area Grading (Construction)	Approved	\$119,444.00
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Motion to approve: Ragon  
 Second: Cox  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 6, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Mecklenburg-Brunswick Regional Airport	Helicopter Parking Apron and Hangar Taxiways (Design)	Approved	\$15,200.00

Motion to approve: Abbott  
 Second: Cox  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

For Region 7, staff recommended the following:

Airport	Project Description	VAB Action	Amount
Chesapeake Regional Airport	T-Hangar Taxilanes Rehabilitation - Phase 2 (Construction)	Approved	\$842,400.00
Hampton Roads Executive Airport	Apron & Wash Rack (Construction)	Approved	\$888,000.00
	Wash Rack (Design) - INCREASE	Approved	\$3,842.00
James City County	Access Road Rehabilitation / Reconstruction (Construction) - INCREASE	Approved	\$79,408.91
Middle Peninsula Regional Airport	Access Road & Box Hangar Site (Environmental)	Approved	\$22,400.00
Suffolk Executive Airport	Easement Acquisition Services - Obstruction Removal - BRIDGE LOAN - INCREASE	Approved	\$36,860.00

Motion to approve: Christie  
 Second: Ragon  
 Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none

12. Public Comment Period Derek Hardwick,  
Vice Chairman

No public comments were offered.

13. Board Member Comments and Reports Derek Hardwick,  
Vice Chairman

Region 2: Ms. Cox thanked the department and everyone involved in setting up the conference. She noted it was nice to be back.

Region 4: Mr. Abbott noted that he enjoyed lunch and the opportunity to meet with the airports.

Region 5: Ms. Ragon thanked all the airport representatives for keeping everything going through it all. She expressed her thanks to Courtney Beamon and her team as well as Norfolk International Airport for the efforts in organizing the conference.

Region 7: Ms. Christie echoed everyone's comments.

Director: Mr. Flynn stated that he would be polling board members on the next meeting date, since one board member is unavailable for two weeks in November. December 9 may be an option.

Vice Chairman: Mr. Hardwick stated that everything was outstanding all the way around.

14. Adjournment

Derek Hardwick,  
Vice Chairman

The meeting adjourned at 3:25 pm.

Motion to approve: Abbott

Second: Cox

Vote: Aye: Cox, Abbott, Ragon, Christie; Nay: none