

**REGULAR MEETING MINUTES OF THE  
CHESTERFIELD COUNTY  
AIRPORT ADVISORY BOARD**

March 17, 2022 – 5:00 p.m.

Hybrid Meeting – In-Person and via Microsoft Teams

1. **Welcome and Opening Remarks:**

The meeting was called to order at 5:03 p.m. Airport Advisory Board (AAB) members present were Daphne Berkowitz, John Mazza, Andrew McEnhimer, Rick Young, General Services Director John Neal and Airport Manager Jeremy Wilkinson.

General Services Director John Neal was introduced and welcomed. He formerly served as Henrico County’s Assistant Director and Director of General Services.

2. **Approval of Minutes:** Meeting minutes from November 18, 2021, were unanimously approved, as submitted.

3. **Airport Manager’s Report – Jeremy Wilkinson:**

Upcoming Projects –

- Rehabilitate Airfield Drive (Design) – The project will entail a mill and overlay of the road and is currently in the design phase. Construction is estimated to begin in Summer 2023.
- Rehabilitate Main Ramp (Design) - The project is currently in the design stage. Construction is estimated to begin in Fall 2022 or Spring 2023.

Facilities Project Updates –

- Facility lighting upgrades to LED took place over the winter months.
- State Police Hangar upgrades are underway. The hangar floor is being recoated. The roof replacement will begin once roofing materials are received.
- Hardwire lighting is being quoted for the Airfield Drive streetlight project due to challenges with the solar lighting that was previously tested.

South Ramp Development – The airport received a Virginia Department of Aviation grant for the apron design. A separate grant request for the design of the hangar site area will be considered at the May 2022 Virginia Aviation Board meeting.

Land Acquisition/Runway Extension – Avigation easement acquisition efforts continue in support of the runway extension.

Unforeseen Occurrences – C-130 aircraft continue to utilize the airport during local military and regional events. The Virginia State Police recently conducted training utilizing Extra-300 aircraft, which generated several noise complaints from county residents.

4. **Proposed FY 2023 Airport Operating Budget – Jeremy Wilkinson**

An overview of the proposed FY 2023 airport operating budget was provided.

5. **Proposed 2022-2027 Airport Capital Improvement Plan (ACIP) – Jeremy Wilkinson**

An overview of the proposed ACIP for 2022-2027 was provided.

6. **FBO Reports:**

**Dominion Aviation Services (DAS)** – Kim Kessler provided the FBO report for DAS.

**Richmond Executive Aviation (REA)** – Mark Hackett provided the FBO report for REA.

7. **AAB Member Comments and Discussion:**

The AAB members extended a warm welcome to Mr. Neal and also expressed that they are happy to hear that both FBOs are doing well.

8. **Public Comments:** There were no public comments.

9. **Adjournment:** The meeting adjourned at 5:30 p.m. The next meeting is scheduled for June 23, 2022.

Respectfully submitted: Faye Lewis, Scribe