

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

April 9, 2019 – 5:00 p.m.  
2<sup>nd</sup> Floor Conference Room, Terminal Building

1. **Call to Order and Roll Call:** The meeting was called to order at 5:00 p.m. Airport Advisory Board (AAB) members present were Dunn Dillard, Andrew McEnhimer, John Mazza, Will Shewmake, General Services Director Clay Bowles and Airport Manager Pat Driscoll. AAB member Rick Young was absent.
2. **Approval of Minutes:** The board approved the minutes of December 4, 2018, as submitted.
3. **Airport Manager’s Report – Pat Driscoll:**

Fuel Farm Replacement – Construction is underway. The contractor had a challenging start due to the amount of rain, but they have made good progress. Estimated completion is Fall 2019.

Runway Extension Obstruction Removal Preparations and Construction – A Limited Notice to Proceed for obstruction removal has been issued. The next step is issuance of a formal Notice to Proceed.

Runway Extension Land Acquisition – Property assessments are nearing completion. Discussions and negotiations with property owners for property acquisition and easement execution (tree removal) are underway. The consultant land services proposal was approved by the Federal Aviation Administration (FAA), and the Virginia Department of Aviation grant is approved.

The airport received a new tractor in March. The snow blower will be installed before the next snow season.

A state security self-assessment audit was completed in March 2019.

A Young Eagles event is scheduled at the airport on May 4, 2019.

Recent Maintenance Completed –

- Infrared heater installed in the State Police hangar.
- Relocation/consolidation of Kings Korner storage from the old fuel farm location.
- Completion of annual T-Hangar inspections with the Fire Marshal.
- Completion of storm water and spill plan inspections and training.

Upcoming Maintenance Projects –

- Runway restriping in May 2019. A Virginia Department of Aviation grant was approved by the Board of Supervisors.
- North ramp storm water basin upgrade.
- Airfield infrastructure inspections.
- Preparations for spring and summer grass cutting.
- The terminal building HVAC study is complete; the engineer is preparing a design proposal for upgrades.

4. **Quarterly Report – Proposed Airport Capital Improvement Plan 2020-2025 – Pat Driscoll:**

Highlights of the proposed Airport Capital Improvement Plan were presented.

2019 – New fuel farm built and operational; begin land acquisition for runway extension.

2020 – Land acquisition and relocation services for runway extension; taxi lane rehabilitation for T-Hangars E and F; rehabilitation of Airport Drive.

2021 – Preparation for runway extension-design and wetland mitigation; rehabilitate terminal apron.

2022 – Runway extension phase one-obstruction removal, utilities, NAVAID; update Disadvantaged Business Enterprise (DBE) Plan.

2023 – Runway extension construction-install obstruction lights; expand equipment storage building.

2024 – Rehabilitate airport rotating beacon; rehabilitate south apron.

2025 – Relocate Runway 33 glideslope; update DBE Plan; rehabilitate Runway 15-33 (design).

5. **FBO Reports:**

**Dominion Aviation Services (DAS) – Mike Mickel** – Mr. Mickel was unable to attend; no FBO report for DAS was given.

**Richmond Executive Aviation (REA) – Mark Hackett** – The FBO report for REA was given.

6. **AAB Member Comments:**

Mr. Shewmake initiated discussion on how the airport can more positively impact the county's economic development. County staff will request a representative from the Department of Economic Development attend the next AAB meeting. Mr. McEnhimer inquired regarding an airport audit.

Clay Bowles introduced Al Pace, Assistant Director of General Services. Following internal reorganization in the Department of General Services earlier this year, the airport is one of the divisions that Mr. Pace oversees.

7. **Public Comments**: There were no public comments.
8. **Adjournment**: The meeting adjourned at 5:45 p.m. The next meeting is scheduled on June 18, 2019. The topic will be Airport Rules and Regulations.

Respectfully submitted: Faye Lewis, Scribe