

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

October 6, 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 5:04 p.m. Airport Advisory Board (AAB) members present were Daphne Berkowitz, Dunn Dillard, John Mazza, Andrew McEnhimer, Rick Young, General Services Director John Neal and Airport Manager Jeremy Wilkinson.

2. **Approval of Minutes:** Meeting minutes from March 17, 2022, were unanimously approved, as submitted.

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

Project Updates –

- Rehabilitate Airfield Drive – The design portion of the project is complete. Construction bids are under review by the Procurement Department. Construction is estimated to begin in Summer 2023.
- Rehabilitate Main Ramp – The design portion of the project is complete. The award of the construction contract is underway. Construction is estimated to begin in Spring 2023.
- Roof replacements for the State Police Hangar and B Hangar are complete.
- South Ramp Development – State grants were received for the design of the apron expansion and the hangar site preparation. Construction is estimated to begin in Spring 2024.
- Land Acquisition/Runway Extension – Avigation easement acquisition efforts continue in support of the runway extension. Runway extension design is estimated to begin in 2023 and construction in 2024.
- Executive Hangars – The County is investigating the potential for four 60-foot-by-60-foot insulated hangars to be constructed. There is a long wait time for those on the large T-hangar (B Hangar) waiting list. The executive hangars would be constructed adjacent to the current B Hangars.
- Unforeseen Occurrences –
 - There was one instance of a blown tire on the runway. Staff utilized the aircraft recovery dolly, making aircraft removal efforts quicker and easier.

- Airport staff have received questions and concerns about the construction area in the vicinity of Route 10 and Whitepine Road. The construction is related to the Route 10 road widening project, not to the Airport. However, the County did allow VDOT to have a lay-down area for their materials at the corner of the Airport property near that intersection. Once the road widening project is complete, the equipment and debris will be removed, and the field will be reseeded.
- Heavy rains as a result of storms caused some flooding in the Airport Terminal due to the failure of the Airport Terminal roof drains. The repairs are complete, and staff is working with the County Risk Management Department regarding any claims.

4. **Airport Rules and Regulations Update – Jeremy Wilkinson**

Airport Rules and Regulations were updated and are posted on the Airport’s website.

5. **Facility and Major Maintenance Update – Jeremy Wilkinson**

The Airport has 586 acres, approximately 400 acres of which are maintained by three Airport Maintenance staff, managed by the Airport Operations Manager. Facility and grounds maintenance encompasses grass cutting, custodial services, fuel farm system maintenance, mechanical and electrical maintenance, snow removal, project management, maintenance of 110 T-hangars and hangar door operators, as well as inventory and stock management. We maintain much of our equipment. The Airport utilizes funding from the Virginia Department of Aviation’s Maintenance Program whenever possible.

6. **Special Event:**

Mr. Wilkinson recognized Airport Operations Manager Hollie Baron for a successful, first-ever Airport Open House and Movie Night held on October 1, 2022. The attendance was estimated at approximately 400. The Airport has received positive feedback from the community and those who attended.

7. **FBO Report:**

Dominion Aviation Services (DAS) – Mike Mickel provided the FBO report for DAS.

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

Ms. Berkowitz inquired about the status of the hangars adjacent to the Airport Terminal.

Mr. Dillard commended the Airport maintenance staff on their prompt response in his experience.

Mr. Mazza inquired about DAS’s maintenance operation.

Mr. McEnhimer inquired about the T-hangar occupancy rate.

Mr. Young inquired about the T-hangars, and he also thanked staff for the update on Airport projects and activities and commended them on a successful open house and movie night event.

9. **Public Comments**: There were no public comments.
10. **Adjournment**: The meeting adjourned at 5:45 p.m. The next meeting is scheduled for November 17, 2022.

Respectfully submitted: Faye Lewis, Scribe