

Virginia Aviation Board *Airport Program Manual* Advisory Subcommittee  
August 24, 2006 Hotel Roanoke, Roanoke

Minutes

Subcommittee attendees:

John Beall, OAG  
Cliff Burnette, DOAV  
Rick Franklin, VAB  
Bill Kelly, VAOC – community airports  
Joe Love, VAOC – reliever airports  
Renny Manuel, VAOC – regional airports  
Terry Page, FAA  
Hank Rempe, VAOC – local service airports  
Jacque Shuck, VAOC – air carrier airports  
Mike Swain, DOAV  
Susan Simmers, DOAV  
Alan Wagner, VAB

Minutes:

Alan Wagner welcomed the members of the Virginia Aviation Board *Airport Program Manual* Advisory Subcommittee. The members introduced themselves.

Cliff Burnette provided an overview of the status of the *Airport Program Manual*. The manual's predecessor, the *Airport Sponsor Information Guide*, needed to be updated to reflect current Virginia Aviation Board (VAB) policy and Virginia Department of Aviation (DOAV) procedures and to present the contents in a more user-friendly format. In a January meeting with representatives of the VAB, the Virginia Airport Operators Council (VAOC), and DOAV, all parties agreed that a new base document was needed. To provide further information on the implementation of policies and procedures, DOAV will provide airport sponsors and managers with guidance bulletins. Copies of the *Airport Program Manual* and the first guidance bulleting were provided to the members in their subcommittee notebooks.

Alan Wagner opened the group discussion on the committee guidelines and the submission form for proposed changes. Alan Wagner asked for guidance on what documents would be considered public record and what should be the subcommittee's record retention schedule. John Beall said that whatever the subcommittee writes, including email, is open as public record. He recommended following the general state guidelines of two years for record retention.

Alan Wagner asked if the subcommittee felt the form was usable. Jacque Shuck noted that it will be easier to provide feed back on the form once the members have used the form to submit proposals for consideration. Alan Wagner said he felt a standardized

form would generate consistent submittals and provide a useful tool for the subcommittee's current work and future considerations by others. Cliff Burnette told the subcommittee that DOAV's goal in developing the form was to prevent a suggestion being made and the subcommittee and DOAV staff having to do all the research on the topic.

Alan Wagner asked if the subcommittee felt the requirement for submittals to be made 30 days in advance of a meeting was reasonable. Jacque Shuck and John Beall offered comments supporting the requirement, given the overall process proposed.

Joe Love asked for a review of the process and whether proposals would be voted on. Cliff Burnette read the submission and consideration process from the guidelines, highlighting points of timing and subcommittee recommendations. John Beall noted that the subcommittee may be reporting recommendations and actions, as each proposal submitted may not generate a recommendation. Alan Wagner said he will report the results of any votes to the VAB for their use as a resource.

Alan Wagner raised a question on whether all proposal submissions should be sent to DOAV for distribution to all the subcommittee members or whether the submission should be sent to DOAV for distribution to the subcommittee member representing the submitter's airport group. The consensus of the subcommittee was for the submissions to be sent to the representatives. Bill Kelly noted that the individuals submitting the proposals should still prepare the forms. Hank Rempe suggested adding the airport role to the submission form. Cliff Burnette offered to send to all the airport sponsors and managers a list of subcommittee members with the airport roles they represent.

Jacque Shuck raised a concern with the timing of the subcommittee meetings with VAB workshops being held in the afternoon and VAB meetings being held the following morning, and she asked how far in advance the VAB calendar is set. Alan Wagner said the subcommittee meetings would fall between the VAB workshop and meeting. Rick Franklin added that perhaps the meetings could be held in the mornings before the VAB meetings. He also noted that dates for the VAB meetings had been set through the end of the calendar year.

Jacque Shuck asked if the VAB would be bringing proposals through the subcommittee. Alan Wagner responded that the purpose of the subcommittee is not to usurp the authority of the board but to facilitate communication with the VAB in a forum that is different than the public comment portions of the VAB workshop and meeting agendas. Recommendations and actions made by the subcommittee would be presented to the VAB as suggestions. Bill Kelly noted that he wants to see the VAB use this subcommittee as a tool.

Jacque Shuck asked if decisions before the VAB could be given to the subcommittee to address instead of the VAB having a conversation and making a decision on an issue in a regular meeting. Mike Swain noted that DOAV staff has heard complaints from airport

sponsors and managers that often the first time they hear of an issue is when the VAB adopts a new policy and they do not have time to share their concerns. Jacque Shuck asked Alan Wagner to have a conversation with the VAB regarding this.

Hank Rempe asked if there will be a way to track changes in the manual, perhaps with a revision page in the manual. Susan Simmers has been working on a system to document the changes and the reasoning behind the changes, to post changes to the website, and to provide guidance bulletins to highlight changes as needed.

Jacque Shuck asked if it is possible to name an alternate for each airport role representative so each type of airport could be represented at every subcommittee meeting, noting that the guidelines would need to be changed. Alan Wagner offered to bring this request to the VAB.

Joe Love suggested that, in addition to the random input provided through the proposal submissions, the subcommittee review the manual in sections, identifying which sections are to be discussed in advance so members can prepare before meetings. The consensus of the subcommittee was to follow this suggestion, with the following review assignments being made:

October	Chapters 1-5, Chapter 10
December	Chapter 6, Appendices A-D
February	Chapters 7-10, Chapter 13
April	Chapters 11-12
June	Chapter 14, Appendix E

Alan Wagner asked if the subcommittee needed additional education on why certain policies and procedures are included in the manual and if DOAV can be a resource on the evolution of the document. Cliff Burnette said DOAV can assist. He also noted that many policies are based on code requirements.

Alan Wagner adjourned the meeting at 1:55 p.m.

Note to the Minutes:

After the VAB meeting on August 25, Alan Wagner spoke with Roger Oberndorf regarding the appointment of alternatives for the representatives of the different airport roles. Roger Oberndorf agreed to the request and noted that since he in his position of VAB chair had designated the advisory subcommittee, the VAB did not need to take action on the request.

In addition, Roger Oberndorf agreed with the request of John Beall and Terry Page to be ex officio members instead of regular members of the advisory subcommittee.