

**VIRGINIA TECH/MONTGOMERY REGIONAL  
AIRPORT AUTHORITY  
TUESDAY, FEBRUARY 13, 2024 MEETING MINUTES**

**CALL TO ORDER**

The February 13, 2024 meeting of the Virginia Tech Montgomery Regional Airport Authority (the "Authority") was called to order at 3:33 p.m.

Chairperson Biggs called the meeting to order. In addition to the Chair, Mrs. Biggs, the following Board members were present: Mr. Ross, Dr. Bishop, Mrs. Belshe, and Mr. Stipes.

The following individuals were in attendance during the public portion of the meeting:

**Authority Members:**

- Mrs. Mary Biggs, Chair (Montgomery County) – attended in person
- Mr. Steve Ross (Blacksburg) – attended in person
- Mr. Brad Stipes (Christiansburg) – attended in person
- Mrs. Lynsay Belshe (Virginia Tech) – attended in person
- Dr. Nathaniel Bishop (at-large member) – attended in person

**The following people also attended:**

- Mr. Keith Holt, Airport Director – attended in person
- Mr. Jon McCalmont, Parish and Partners – attended via Zoom
- Mr. Andrew Kratzer, WK Dickson – attended in person
- Mr. Scott Stansfield, Airport Director of Operations – attended in person

**CONSENT AGENDA**

On a motion by Mrs. Belshe, seconded by Dr. Bishop, the consent agenda that included approval of the February 13, 2024 agenda, minutes of the January 9, 2024 meeting, and the establishment of the next meeting on March 12, 2024, was approved by unanimous voice consent.

**PUBLIC COMMENTS**

There was no public comment.

**MANAGERS REPORT**

Conflict of Interest/Financial Disclosure Statement Reminders

Mr. Holt reminded the board members of their annual Conflict of Interest/Financial Disclosure Statements which are due.

### Possible State Funding Policy Change on Funding Percentage

Mr. Holt mentioned that the Virginia Aviation Board is considering a temporary policy adjustment that would increase the state match for certain grant-funded projects from 80% to 90%. The proposed program will be going to the VAB for consideration at their February meeting. If implemented, it is anticipated the program will be implemented for the August and November 2024 Board meetings and will end after that time. One project we have that has been identified as a potential applicant for this program would be our Apron expansion project. Based on the engineer's estimates, the change in funding percentage would result in a roughly \$210,000 savings in matching funds for the airport. There was discussion about the apron project, its timeline for construction, and how recent and up-to-date the engineer's estimate is. There was consensus to continue to pursue the project, meeting the necessary funding deadlines in the event the better funding percentage is approved and working towards actual construction cost numbers to determine the actual project costs.

### Misc. Updates

Mr. Holt provided some miscellaneous updates including the replacement of the parking lot lights and the upgrade to LED that made a tremendous improvement in the parking lot. Also, he showed some branded clothes including jackets, polo shirts, and hi-visibility sweatshirts he was able to acquire for the staff. He also provided some staffing updates for a current semester intern and the filling of some part-time airport operations positions.

## **OPERATIONS AND FINANCE REPORT**

Mr. Holt reported that the financial reports for January were reflective of a slower flight activity month. The reduced flight activity was expected, as we historically see a dip in flight activity in the winter months. He also reported on the fuel sales for January which included 916 gallons of AvGas and 13,066 gallons of Jet Fuel.

### **NEW BUSINESS**

No new business was brought before the Airport Authority.

### **OLD BUSINESS**

Mr. Holt mentioned that site work is underway for the other SHAH hangar. The foundation and building plans are moving through the approval process for the airport's executive hangars and plans are still being developed and moving along nicely for the other potential corporate hangar.

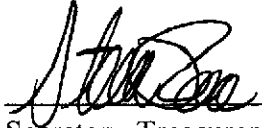
Mr. McCalmont provided a progress update on the Master Plan. He reported that the aircraft traffic data has been released by the FAA and they are compiling that information. He discussed some next steps to include public meetings and the Advisory Committee formation.

## **BOARD MEMBERS COMMENTS**

There was a general discussion among the board members about the current events in each locality.

**ADJOURN**

There being no further business to come before the Airport Authority, the meeting adjourned at 4:12 p.m.

A handwritten signature in black ink, appearing to be "Steve", written over a horizontal line.

Secretary-Treasurer