

**VIRGINIA TECH/MONTGOMERY REGIONAL
AIRPORT AUTHORITY
TUESDAY, MARCH 12, 2024 MEETING MINUTES**

CALL TO ORDER

The March 12, 2024 meeting of the Virginia Tech Montgomery Regional Airport Authority (the “Authority”) was called to order at 3:34 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. Dan Siegel, Legal Counsel – attended via Zoom
- Mr. Jon McCalmont, Parish and Partners – attended in person
- Mr. Mark McGuire, 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 March 12, 2024 agenda, minutes of the February 13, 2024 meeting, and the establishment of the next meeting on April 9, 2024, was approved by unanimous voice consent.

PUBLIC COMMENTS

There was no public comment.

MANAGERS REPORT

State Funding Policy Change/Ramp Expansion Project

Mr. Holt mentioned the Virginia Aviation Board approved a temporary increase in state funding for certain programs from 80% state share to 90% state share. The program goes into effect for the May, August, and November Virginia Aviation Board meetings. Mr. Holt mentioned that

therefore he has advertised the Ramp Construction expansion project out for bid, with final bids being due before the April 16 deadline for the May Virginia Aviation Board meeting.

Airport Director Annual Evaluation Reminder

Mr. Holt reminded the Authority that we will begin the process of the Airport Director's annual evaluation with the goal being an April/May completion so that any adjustments can be made effective with the fiscal year.

FY25 Budget Update

Mr. Holt mentioned his desire for the purpose of the FY2025 budget planning to incorporate the same cost of living increase that would be adopted by the Town of Blacksburg. Since the Town of Blacksburg is the airport's fiscal agent for payroll, this would make the wage adjustments easier to implement. Hearing no objections, he shall proceed with implementing the same cost of living adjustment as the Town of Blacksburg for FY2025.

Misc. Updates

Mr. Holt reported that he provided an airport tour to a homeschool group, and gave a presentation to the Kiwanis Club. He is scheduled to give a presentation to the Christiansburg Town Council tonight. Mr. Stipes, Dr. Bishop, and Jon McCalmont all said they would be there for that presentation. Mr. Holt also mentioned that there is a helicopter that will be at the airport for the next 2-3 months that is on contract with the Forest Service for forest fire protection. Finally, Mr. Holt elaborated on the airport's first fully electric aircraft operation, which utilized the airport's charging station, that occurred on February 14, 2024.

OPERATIONS AND FINANCE REPORT

Mr. Holt reported that the financial reports for February were reflective of a typical rebound from the winter months. He also reported on the fuel sales for February which included 2,025 gallons of AvGas and 20,032 gallons of Jet Fuel.

NEW BUSINESS

No new business was brought before the Airport Authority.

OLD BUSINESS

Mr. Holt mentioned that the building permit for our executive hangars will be re-applied for this week, and hopefully, the foundation work will start in April. He mentioned the building delivery is delayed and isn't expected to arrive until August or September. Mr. Holt and Mr. Siegel discussed the progress on the final set of revised agreements with Hangar Properties LLC that is being crafted through an earlier airport authority motion that allows for the transfer of the lease and the dividing of the single lease into two separate leases.

Mr. McCalmont provided a progress update on the Master Plan. He reported that a draft of the technical working paper #1 was sent to the airport director today for his review. A few items that still need to be addressed is how to properly show and highlight the increased traffic associated with football games. This working paper will ultimately go to the FAA for their


review and approval of the forecasts. Work is being finalized to establish the first meeting of the Airport Users Committee to discuss draft outcomes of the forecasts.

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 4:44 p.m.


Secretary-Treasurer