

**VIRGINIA TECH/MONTGOMERY REGIONAL  
AIRPORT AUTHORITY  
TUESDAY, OCTOBER 14, 2025 MEETING MINUTES**

**CALL TO ORDER**

The October 14, 2025, Virginia Tech Montgomery Regional Airport Authority (the “Authority”) meeting 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. Stipes, Mrs. Belshe, and Dr. Bishop.

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

Authority Members:

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

The following people also attended:

Mr. Keith Holt, Airport Director - attended in person  
Mr. Scott Stansfield, Director of Operations - attended in person  
Mr. Jon McCalmont, Parrish and Partners – attended in person  
Mr. Hunter Boniface, Parrish and Patners – attended in person  
Mr. Dan Siegel, Sands Anderson – attended via Zoom

**CONSENT AGENDA**

On a motion by Mrs. Belshe, seconded by Dr. Bishop, the October 14, 2025, agenda and the establishment of the next meeting on December 9, 2025, and the minutes of the September 9, 2025, meeting as presented were approved unanimously on a voice vote. The November meeting was cancelled and moved to December due to Veterans Day Holiday being on the date of our normal meeting time.

**PUBLIC COMMENTS**

There was no public comment.

**MANAGERS REPORT**

Governance Communication Letter from Auditors for FY25 Audit

Mr. Holt provided the required Governance Communication Letters from Brown Edward CPA regarding the FY2025 Audit scope and understanding of services provided for the audit.

Misc. Updates

Mr. Holt provided a variety of updates, including a synopsis of a productive meeting with Tourism to discuss marketing and Air Force ROTC to discuss better coordination of future

orientation rides. Mr. Holt mentioned he will be presenting to the Christiansburg Town Council on October 28. In addition, he is working to secure a Virginia Department of Aviation grant to replace the dump bed on the airport's dump truck. Mr. Holt mentioned the formation of an Experimental Aircraft Association (EAA) chapter in Blacksburg. The EAA is a good organization with local chapters that can help to host a variety of aviation promotion events, including their Young Eagles programs. Regarding events, Mr. Hot discussed a possible Chamber of Commerce Event and WWII Museum of the New River Valley ribbon-cutting event, the latter of which is anticipated to include a flyover of WWII aircraft. Finally, Mr. Holt gave a recap of the recent home football games.

### **OPERATIONS AND FINANCE REPORT**

Mr. Holt reported that in September, the airport sold 4,824 gallons of Avgas and 33,898 gallons of Jet Fuel, setting a new single-month Jet A sales record.

### **NEW BUSINESS**

#### Approval for Signature Amendment General Engineering Services Contract

Mr. Holt presented Amendment 1 to the General Engineering Services Contract. The amendment is to align with state law, removing the cost-plus fee method for state contracts, and sets the maximum allowable costs and terms in alignment with state law. On a motion by Mr. Stipes, seconded by Dr. Bishop, Amendment 1 to the General Engineering Services Contract was approved for signature.

### **OLD BUSINESS**

#### Construction Project Update

Mr. Holt reported that the construction of the executive hangar is moving along final landscaping and grading of the site, as well as the concrete in front of the pedestrian doors being done. For the Apron expansion project, final documentation is being done for project close-out. The wheelchair ramp is being completed for the BETA Charge Pad building, and the storm drain near the airport dumpster has been repaired.

#### Master Plan Update

Mr. McCalmont provided an update on the Master Plan project. He mentioned that the Alternatives Analysis and the Capital Improvement Plans are being finalized. The drawing sets are being internally checked and reviewed, and the Public Information Meeting is scheduled for November 25<sup>th</sup>.

### **ADJOURN**

There being no further business to come before the Authority, the meeting adjourned at 4:28 p.m.



Secretary-Treasurer