

**STAFFORD REGIONAL AIRPORT AUTHORITY**  
**March 12, 2024**  
**Meeting Minutes**

**CALL TO ORDER:**

The monthly meeting of the Stafford Regional Airport Authority was called to order at 8:30 a.m. by Mr. Chris Hornung in the Edward G. Wallis Conference Room, 95 Aviation Way, Fredericksburg, Virginia 22406.

**The Invocation:** Mr. Arnaiz conducted the Invocation, which was followed by the Pledge of Allegiance.

**Members Present:** Mr. Chris Hornung, Mr. Samer Shalaby, Mr. Charles Kirkland, Mr. Desi Arnaiz, Mr. Hank Scharpenberg, and Mr. Robin Dreeke.

**Members Absent:** Mr. Rod Hall

**Staff Present:** Mr. James Stover, Airport Director

**Engineers Present:** Mr. Steve Peterson and Mr. Jeff Tarkington, Talbert & Bright, Inc.

**Public Present:** Mr. Phil Hornung, Langley Flight Foundation, MSgt Steve Hartka, Quantico Marine Corps.

**Additions/Deletions/Modifications to the Agenda:**

**Changes Discussed:** The Chairman added a closed session and inserted the session to follow the Treasurer's report.

**Public Presentations:**

**Items Discussed:** None

**Meeting Minutes:** Mr. Shalaby moved to accept the February minutes. Mr. Scharpenberg seconded the motion. Motion passed 6-0.

**CHAIRMAN'S REPORT:**

**Items Discussed:** Mr. Hornung reported.

1. Mr. Stover briefed the Authority regarding the award of a Virginia Department of Aviation grant toward partial payment of a Scully system for installation at the fuel farm. Mr. Hornung requested a motion to accept the grant up to \$3,600. Mr. Arnaiz so moved and Mr. Shalaby seconded. The motion passed 6-0. Mr. Hornung agreed to electronically approve the motion and Mr. Stover will send a draft copy of the minutes to the SRAA attorney of record, Mr. Franklin, for his approval.
2. Mr. Stover briefed the Authority regarding the self-serve fuel farm and Disadvantaged Business Enterprise (DBE) grant. This grant will utilize funds earmarked for SRA under the Bipartisan Infrastructure Legislation. The initial grant will cover the environmental assessment and DBE report required by the FAA. Mr. Stover requested the Authority approve the grant in the amount not to exceed \$45,000. Mr. Shalaby so moved and Mr. Scharpenberg seconded the motion. The Authority passed the motion 6-0.

**TREASURER’S REPORT:** Mr. Stover reported.

**Items Discussed:**

1. Mr. Stover reported that the airport’s net operating profit for February was well above the forecast, even with several projected costs factored into the amount.
2. He also reported that overall fuel sales were greater than expected.
3. Mr. Shalaby suggested that Mr. Stover investigate any DOJ grant money that might be available to install a sliding gate at the entrance from Airport Way to hangars 51 and 57.

**CLOSED SESSION:**

At 8:48 a.m., the Authority went into Closed Session under Code of Virginia Freedom Information Act. Act under negotiation of sitting agreement 2.2-3711A4 discussion of personnel matter not related to public business.

**MOVING BACK INTO OPEN SESSION:**

At 9:05 a.m., Mr. Kirkland moved that the Authority return to open session and the motion passed 4-0. The Authority moved back into Open Session

**Whereas**, this Board convened in a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the Virginia Freedom of Information Act; and

**Whereas**, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed meeting was conducted in conformity with Virginia law; and

**Whereas**, no member has made a statement that there was a departure from the lawful purpose of such closed meeting or the matters identified in the motion were discussed.

**Now, therefore be it resolved** that the Board hereby certifies that, to the best of each member’s knowledge, (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed meeting to which this certification applies; and (2) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting to which this certification applies.

**Items Discussed:** There were no discussions following the closed session. Mr. Hornung moved to accept salary and bonus proposals as discussed in closed session. Mr. Dreeke seconded the motion and the Authority approved the motion by a vote of 6-0. Following the vote, Mr. Dreeke needed to depart the meeting.

**LANGLEY AERODROME REPORT (LFF):**

**Items Discussed:** Mr. Hornung reported.

1. Mr. Hornung confirmed that he has initiated plans for a VIP presentation of Aerodrome #5. This event is now planned for Monday, May 6.
2. Mr. Hornung briefed the Authority that there will also be an open house on Saturday, May 11. Among the planned supporting elements will be the following.

- a. EAA Chapter 1099 will cook breakfast and conduct Young Eagles flights, weather permitting.
- b. SRA will announce a Fly-In to other airports in the area.
- c. Other agencies that will be contacted for support include Civil Air Patrol, the tenant aircraft owners and Americans in Wartime Museum

### **QUANTICO REPORT:**

#### **Items Discussed:**

1. Nothing significant to report.

### **PLANNING AND ZONING REPORT:**

#### **Items Discussed:** No report.

### **ENGINEERS' REPORTS:**

**Talbert & Bright, Inc.:** Mr. Peterson reported.

#### **Items Discussed:**

1. Runway Extension Phase II Construction. Chemung Contracting Corporation is still addressing Erosion and Soil issues at the NW end of the runway. Chemung has been on-site to address these issues. The Flight Check took place February 20-22. The PAPI, REIL and HIRLs lights all passed and are now on and operational. The ILS passed and the data collected during the flight will now be sent to the FAA for publication of the ILS procedure which is expected to be distributed on May 16.
2. Site Survey Major Site Alteration Plan for building sites 6, 7 & 8 requires two minor items to be addressed prior to Stafford County's final approval. Mr. Stover will coordinate with Mr. Peterson to complete these two items. One involves digging an exploratory hole to determine the exact location of a water utility line. The second is a requirement to conduct a water systems pressure analysis to confirm that the water pressure required for fire hydrants is adequate.
3. Runway Rehabilitation Project. The Independent Fee Evaluation has been submitted to the FAA for approval. The next step in the process is to apply for FAA funding. This will occur within the next 60 days since the timeframe for federal grant application would normally be in May. There is some uncertainty due to questions about a federal budget being enacted in time.

**AIRPORT DIRECTOR'S REPORT:** Mr. Stover reported.

#### **Items Discussed:**

1. The Director provided a detailed brief regarding fuel sales for each of the different types. Corporate fuel sales were below average as compared to the average of the previous seven-year average. DLA and AVGAS were above expectations and for the year-to-date overall fuel sales are ahead of the average by over 24,000 gallons.

2. The Director briefed the status of all funded projects, including maintenance, capital improvements and federal projects. There are no projects that are behind schedule or not making progress.
3. The Director hosted a tenant meeting on March 9. Sixteen tenants attended. Tenants illuminated findings regarding the gutter system and effectiveness of the hangar drainage system. In the last month all the gutters for hangars 1, 2, 3 and 5 have been cleared of significant amounts of dirt and vegetation. The Director agreed to investigate possible structural issues as well as sealing the gutters.

**OLD BUSINESS:**

Items Discussed: None.

**NEW BUSINESS:**

Items Discussed: The Authority requested an update of information regarding the conditions necessary to build T-Hangar 6. Mr. Stover will provide an update prior to the next SRAA meeting.

**ADJOURNMENT:** Mr. Shalaby made a motion to adjourn; Mr. Arnaiz seconded. Motion passed 5-0. The meeting was adjourned at 9:28 a.m.

**NEXT MEETING:** The Stafford Regional Airport Authority's next regularly scheduled meeting will be held Tuesday, April 9, 2024, at 8:30 a.m. in the Edward G. Wallis Conference Room at Stafford Regional Airport.