

June 13, 2011

Mr. Ken R. Spirito, Executive Director  
Newport News/Williamsburg International Airport  
900 Bland Blvd Ofc J  
Newport News VA 23602-4389

**Re: Entitlement Utilization Report; July 1, 2010 - June 30, 2011**

Dear Mr. Spirito:

Enclosed you will find the package of information required to complete your Entitlement Utilization Report (EUR) for FY2011. The attached EUR form indicates the amount of unexpended resources that you reported as available for at the end of FY2010 and the entitlement funds that were allocated for FY2011. Instructions and an example of a completed report are also attached.

You will note a section addressing Passenger Facility Charge (PFC) reimbursements. This item is for those Sponsors that have used entitlement funds to pay for project costs in prior years that will ultimately be paid for with PFC's collected in subsequent years.

Please submit your completed utilization report by July 16, 2011. Timely submission of your report is of utmost importance if you have requested discretionary funds for approval at the August Virginia Aviation Board meeting. If you elect to use a reporting document of your own making, please assure that all requested information is included.

If there should be any questions or comments, please contact Mike Swain at 800-292-1034, 804-236-3632, extension 114, or email at [mike.swain@doav.virginia.gov](mailto:mike.swain@doav.virginia.gov).

Sincerely,

P. Clifford Burnette, Jr.  
Director  
Airport Services Division

Enclosures (3)  
Copy: Randall P Burdette  
J. Michael Swain  
Alan L. Wagner