

AIRPORT COMMISSION MINUTES

October 14, 2014

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, October 14, 2014.

Attendees:

Marc Adelman, Director
John Lippert, Chairman
Charles Ellis
Joseph Miller

Helm Dobbins
Stephen Daniel
Ken Larking, Deputy City Mgr.

Alan Spencer, Asst. City Atty.
Libby Rembold, General Aviation
Bruce Newcomb, Maintenance Supt.
Lisa Bivens, Admin. Asst.

Approval of Minutes

Stephen Daniels moved that the minutes of the September 9, 2014 meeting be accepted as presented and Helm Dobbins seconded the motion. All were in favor and the motion passed.

Public Comment

Libby Rembold expressed concern that the public comment period is scheduled before other items are discussed by the Airport Commission.

Topic: Runway 2/20 Rehabilitation Project

Action: The general contractor and engineering firm are working on unresolved responsibilities.

Disposition: Additional seeding work is needed to meet specifications and project approval is still required by the FAA to begin the obstruction survey analysis and Airport Layout Plan update.

The general contractor is still addressing several punch list items related to the project. Previous grass seeding efforts by the general contractor have not been successful and large areas of the field require additional attention especially on the east side of Runway 2/20 and the east side of Taxiway A along the slopes. Where the contractor has used matting grass is developing however, additional seeding work is needed in other areas to meet specifications.

The Federal Aviation Administration (FAA) has requested the engineering firm multiple times to submit a scope of work to complete an obstruction survey analysis and to update the Airport Layout Plan. The last two submissions provided by the engineering firm were rejected by the FAA. Adelman said that the FAA provided a lengthy response to the last submission in an effort to clarify their requirements for this work. Discussion continued.

Topic: PAPIS Flight Check

Action: Runway 31's PAPI and Runway 20's PAPI are not operational.

Disposition: Flight checks are on hold until funding and procurement issues are resolved.

On September 7, 2014 the FAA approved the engineering firm's request to obtain a quote for a change order to install new PAPIS for Runway 20. As of this past week the airport engineering firm has yet to provide a quote to the FAA to get a change order approved. Adelman said he sent an email to the project manager, Robert Soriano concerning this issue but a quote from the general contractor has not been received to date for this work.

PAPIS Flight Check (continued)

Currently, four flight checks have failed with respect to testing Runway 31's PAPIS. The city must enter into a new reimbursable agreement with the FAA that would require the city to provide supplemental funds in advance to complete additional flight checks. However, Michael Baker has agreed to cover a portion of the failed flight checks. After payment is received from the engineering firm the airport will pursue executing a new agreement with the FAA to complete other flight checks. According to the engineering firm the city should receive payment by the end of this month. Barnes and Powell, the electrical subcontractor has already reimbursed the city \$1,300 for a failed flight check that they agreed was their responsibility.

Topic: Review of Minimum Operating Standards

Action: Establish a review process for the airport's Minimum Operating Standards.

Disposition: The current standards will be distributed to airport tenants for review.

Copies of the Minimum Operating Standards were provided to the Commission members for review. Chairman Lippert commented that he feels the document requires review and advised that necessary changes should be made. It was also discussed that input should be received from airport users such as General Aviation Inc., Averett University and hangar tenants. After discussion it was decided that written comments regarding the standards should be submitted to Marc Adelman. Comments received by the airport will be provided to the Commission. Adelman said that copies of the Minimum Operating Standards will be mailed out to all tenants requesting their input. In addition, the document will be placed on the airport's webpage for review.

Topic: Review of the FY2015 Airport Operating Budget

Action: Establish process to evaluate the FY2016 airport operating budget

Disposition: FY2014 year-end and FY2015 quarterly financial data will be reviewed to provide recommendations for the FY2016 budget.

Copies of the current FY2015 airport's operating budget were distributed for review. Adelman discussed different account line items with the Commission. Discussion continued. It was recommended to provide financial information regarding the FY14 year-end budget and expenses as well as first quarter expenses for the current fiscal year for review at the next meeting.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 4:45 p.m.

The meeting was reconvened from the closed meeting and adjourned at 5:10 p.m.

The next meeting is scheduled for **Tuesday, November 11, 2014 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**