

AIRPORT COMMISSION MINUTES

January 20, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, January 20, 2015.

Attendees:

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

Helm Dobbins
Stephen Daniel
Hampton Wilkins
Richard Bailey, General Aviation

Libby Rembold, General Aviation
Bruce Newcomb, Maintenance Supt.
Lisa Bivens, Admin. Asst.

Approval of Minutes

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

Public Comment

No public comment received.

Topic: Runway 2/20 Rehabilitation Project

Action: Conference call completed with the FAA to discuss outstanding issues.

Disposition: Documentation will be processed by Baker to assess liquidated damages for construction management fees and to initiate other work activities.

Marc Adelman informed the Commission that Robert Soriano, project manager for Michael Baker International has left the company. The new project manager for the Runway 2/20 project is James Farthing, who has been with the LPA Group and Michael Baker International for over twenty years. Recently, a conference call was completed with Kyle Allison of the Federal Aviation Administration (FAA) and representatives from Michael Baker International concerning outstanding issues with the runway project. Two work items that must be completed as part of the project include an obstruction survey analysis and revisions to the Airport Layout Plan. Liquidated damages must also be addressed since the general contractor did not complete the project in a timely manner and the FAA will not pay for some construction management and inspection fees due to this situation. A change order must be issued by the engineering firm and executed by the general contractor to resolve this issue.

Topic: PAPIS Flight Check – Runway 20 and Runway 31

Action: Bid documents for the Runway 20 PAPIS were sent to the City's Purchasing office.

The flight check for Runway 31 PAPIS passed inspection.

Disposition: Quotes expected in February to replace the Runway 20 PAPIS.

Approval has been received from the FAA to complete a change order to the Runway 2/20 project to purchase and install new PAPIS for Runway 20 due to their age and condition. The bid documents have been sent to the city's purchasing office from Michael Baker International. This project should be awarded by the end of February and the PAPIS for Runway 20/20 should be installed in March.

Topic: PAPIS Flight Check – Runway 20 and Runway 31 (continued)

Last week a flight check was completed by the FAA for Runway 31's PAPIS which passed inspection.

Topic: Public Meeting to discuss Minimum Operating Standards

Action: Memo being mailed to tenants regarding the open public meeting.

Disposition: Public meeting is scheduled for Thursday, January 29, 2015.

A memo will be mailed tomorrow morning inviting all airport tenants to attend an open public meeting to discuss the airport's current Minimum Operating Standards. This meeting will be held on January 29th at 7:00 pm in the airport's Eastern Conference Room. Representatives from Averett University and General Aviation Inc. have confirmed they could attend the meeting. Adelman said he hopes there will be good representation from the hangar tenants and the Airport Commission and identified this meeting will provide an opportunity to sort through various issues that could impact tenants and generate specific recommendations to change the wording of the Minimum Operating Standards.

Topic: Status of the Airport's Operating and Capital Budgets

Action: A meeting with the City Manager and the budget team was held to discuss the FY2016 proposed budgets.

Disposition: FY2016 capital projects are under further review.

Adelman said that he recently met with the City Manager and the budget team to review the airport's proposed budget for FY2016 and to discuss capital improvement projects that were recommended by the Commission for consideration. The City is going to be contending with some state funding cutbacks which could impact some of the proposed projects. Adelman indicated he hopes funding will be approved to refurbish and rehabilitate the two oldest t-hangar buildings and replace the General Aviation Maintenance Hanger roof as previously discussed with the Commission. Adelman also mentioned that the Runway 13/31 rehabilitation project, which is programmed for FY2017 was also discussed with the city's budget team. Discussion continued.

Topic: Airport Marketing Activities

Action: Reviewed website pages of other airport's for comments.

Disposition: Airport website to be updated after revisions to City's website are completed.

Adelman reviewed with the Commission website documentation from other general aviation airports to generate discussion and solicit input for possible changes to the Danville Regional Airport's website. Airport Commission members recommended the following changes for the Danville Regional Airport's webpage; include an aerial view of the airport on the first page, identify a link to airport NOTAMS and also include a link to review Airport Commission meeting minutes and agendas. Other recommendations included renaming the links to the websites for Averett University's Aeronautics Department and General Aviation Inc. and provide a link to the Civil Air Patrol's website. Discussion continued. Revisions to the airport website could be completed after the city's website is updated in March.

The next meeting is scheduled for **Tuesday, February 10, 2015 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**