

AIRPORT COMMISSION MINUTES

March 10, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, March 10, 2015.

Attendees:

Marc Adelman, Director	Joseph Miller	Richard Bailey, General Aviation
Hampton Wilkins	Gene Jackson	Libby Rembold, General Aviation
Charles Ellis	Stephen Daniel	Bruce Newcomb, Maintenance Supt.
Helm Dobbins	Alan Spencer, Asst. City Attny.	Lisa Bivens, Admin. Asst.

Approval of Minutes

Charles Ellis served as Chairman for the meeting due to the absence of Dr. Lippert, Airport Commission Chairman. Helm Dobbins moved that the minutes of the February 10, 2015 meeting be accepted as presented and Hampton Wilkins seconded the motion. All were in favor and the motion passed.

Public Comment

Libby Rembold expressed concern regarding the ability to provide comments effectively concerning agenda items due to the general description of some agenda items and because the Public Comment period is listed before new business. Richard Baily asked if the agenda format could follow the City Council meeting format.

Topic: Runway 2/20 Rehabilitation Project

Action: Additional quality assurance testing received from the general contractor and sent to the consultant

Disposition: Pavement evaluation results should be received from Applied Research Associates by the end of March

Marc Adelman indicated additional cores were extracted from the primary runway in February to assist with the pavement evaluation effort that will be completed by Applied Research Associates. During March quality assurance documentation was received from Rifenburg Inc., regarding construction activities. This information was provided to Applied Research Associates to assist with the pavement evaluation effort and the airport is expecting to receive their findings by the end of the month.

Topic: Update on Runway 20 PAPI Project

Action: Bids received for the project

Disposition: The contract should be executed and the purchase order should be issued by the end of March

The bid results for the Runway 20 PAPI project were distributed for the Commission's review. This project will be funded as a change order to the Runway 02/20 project. Barnes and Powell Electrical was the low bidder to provide and install the new PAPIs on Runway 20. Currently, the airport engineering firm for the runway rehabilitation project is reviewing the bid documents and will provide a recommendation to the city's Purchasing office so a purchase order can be issued.

Topic: Update on Minimum Operating Standards
Action: A letter was mailed to airport tenants regarding a follow up meeting to discuss the remaining sections of the Minimum Operating Standards.
Disposition: The second open public meeting is scheduled for March 16th at 7:00 pm.

A letter was mailed this week to airport tenants regarding the next planned open meeting to review the remaining sections of the existing Airport Minimum Operating Standards. This meeting is scheduled for next Monday, March 16th at 7:00 pm.

Topic: Consideration of a request to modify a corporate hangar rental fee
Action: Discussion regarding the airport's corporate hangar rental fees
Disposition: A survey of hangar rental fees for other airports will be compiled

Currently, Danville's large corporate 80' x 80' hangar is rented as a shared use facility for \$400 per month for each aircraft on a month to month basis. Recently, the airport was made aware that JR Atkinson who is renting this space will take delivery of a new aircraft, a Pilatus PC12 NG which is much larger than the current aircraft based in the hangar. Due to this acquisition the company recently requested exclusive use of the hangar through an annual lease agreement and also requested a reduction in the monthly fee from \$1,015 per month to \$815 per month.

Adelman said that he informed the company that he would seek input from the Commission regarding their request for a reduced rental fee. A handout was distributed to the Commission that compares the rental fees and amenities of the 80' x 80' hangar to the 65' x 60' corporate hangars located at Danville Regional. Discussion continued. After discussion several of the Commission members expressed interest to review additional hangar fee information from other airports in the surrounding area. *A motion was made by Joseph Miller and seconded by Hampton Wilkins requesting additional information on hangar fees from other airports in the area. Five Commission members were in favor and one opposed the motion.* Adelman said that staff will complete additional research to provide rental fee data from other airports.

Topic: Capital Improvement Plan submission
Action: Review of airport capital improvement projects
Disposition: Submit Capital Improvement Plan to the Virginia Department of Aviation and Federal Aviation Administration (FAA)

By April 1st each year all Virginia airports are required to submit online a program of projects for capital funding for a six year period to the Virginia Department of Aviation. These projects are then reviewed by the state with the FAA. A draft Capital Improvement Program was distributed for the Commission's review.

Adelman informed the Commission that state funding was received this fiscal year for making repairs to the Taxiway D & E connections to the south ramp. The airport maintains a tentative funding allocation from the state based on a previous bid however the project had to be rebid since the low bidder, Rifenburg, Inc. requested to withdraw their bid. Bid results should be completed next month with construction work hopefully being completed by the end of June.

Topic: Capital Improvement Plan submission (continued)
Action: Review of airport capital improvement projects
Disposition: Submit Capital Improvement Plan to the Virginia Department of Aviation and Federal Aviation Administration (FAA)

For next fiscal year, FY2015-2016 the T-hangar Taxi-lane Rehabilitation Design project and the Airport Buildings and the Airport Grounds Storage Facility project are proposed to be considered as state-only funded projects since the FAA will not provide funding for these projects. In addition, funding would be requested for the Taxiway A Rehabilitation Design project using both state and federal assistance. Adelman commented that he anticipates the airport would have a better chance of securing reduced bid prices for the T-hangar Taxi-lane project if it is bid at the same time as the Taxiway A project. Also, for next fiscal year the city will consider providing funds to rehabilitate the older t-hangar buildings and install a new roof on the FBO's maintenance hangar. This project will be funded with local dollars only and will be reviewed by City Council during the budget process.

For FY2016-2017, planned projects include construction work to rehabilitate the t-hangar taxi-lane area and the majority of Taxiway A. In addition, the airport would like to seek funding to begin the design work to rehabilitate the Terminal Apron. Another state-only funded project that is proposed for consideration is the Taxiway A Fillet Widening project. During FY2016-FY2017 the city will also consider providing funds to rehabilitate Runway 13/31 as a city-only funded project since neither the state or the FAA would provide funding to complete a major rehabilitation of a crosswind runway for a general aviation airport. The options for providing funding options to rehabilitate Runway 13/31 were discussed at length.

For FY2017-2018, the airport is proposing to request funds to complete the construction portion of the Terminal Apron Rehabilitation project. *After discussion of the program of projects a motion was made by Gene Jackson and seconded by Joseph Miller to accept the Capital Improvement plan as presented. All were in favor and the motion passed.*

The next meeting is scheduled for **Tuesday, April 14, 2015 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**