

AIRPORT COMMISSION MINUTES

May 12, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, May 12, 2015.

Attendees:

Marc Adelman, Director
John Lippert
Charles Ellis

Helm Dobbins
Stephen Daniel
Alan Spencer, Asst. City Attny.

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

Approval of Minutes

Helm Dobbins moved that the minutes of the March 10, 2015 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

Topic: Status of Airport Commission Membership and City Code

Action: City Code Sections were reviewed regarding the Airport Commission.

Disposition: City Clerk's office is working to fill the position left vacant by the resignation of Donna Benz by July 1, 2015. Suggested changes to sections of the City Code will be submitted to the City Attorney's office for consideration.

Marc Adelman informed the Commission that Donna Benz has resigned as a member of the Commission. The City Clerk's office is working to fill this position by July 1, 2015. Currently, there are seven active Commission members. As a result, a total of four members must be in attendance to support a quorum until the vacant position is filled. Certain City Code sections pertaining to the Airport Commission were reviewed. *After review a motion was made by Charles Ellis and seconded by Helm Dobbins to recommend that City Council amend the City Code regarding the items below. All members present were in favor of the recommended changes.*

Sec. 6-31. -

(a) (2) Add ***At least*** two (2) members shall be licensed pilots

(a) (3) Change name from Danville Development Council to current name if it has changed.

Sec. 6-32. -

.....change with a maximum eligibility for two (2) full terms to ***four (4) full terms***. (This change should make the code for the Airport Commission in line with current city code regarding terms for boards and commissions.)

Topic: Consideration to Change the Public Comment Period

Action: Voted to move the Public Comment Period on the agenda to follow New Business.

Disposition: The agenda will be modified to reflect this change.

The Commission discussed moving the public comment period agenda item to after New Business is completed.

Topic: Consideration to Change the Public Comment Period (continued)

After discussion a motion was made by John Lippert to give opportunity for public comment for each agenda item prior to voting on the item. No second to the motion was received. A motion was made by Stephen Daniel to move the public comment period to the end of the meeting. No second to the motion was received. A motion was made by Helm Dobbins to amend the preceding motion to move the public comment period to immediately follow the New Business agenda item. The motion was seconded by Charles Ellis. All members in attendance were in favor of the amendment. All members in attendance were in favor of approving the newly amended motion.

Topic: Review of Airport Hangar Rental Fees

Action: The survey data of rental fees for other airports was provided and reviewed by the Commission.

Disposition: No further action necessary at this time.

Adelman said during the March meeting the Commission requested that airport staff obtain additional fee information from other airports in the area regarding hangar rental fees. This survey information was distributed for the Commission's review. Adelman also commented that since the last meeting the tenant renting the 80' x 80' hangar has executed the annual lease agreement that involves a \$1,015 monthly fee.

Topic: Status of Taxiway D and E Construction Rehabilitation Project

Action: Bids were received for the project.

Disposition: The State is currently recommending that the project be rebid due to the bid amount received.

The bid tab results for the Taxiway D and E rehabilitation project were distributed for the Commission's review. This project was bid last year however the contractor who submitted the low bid withdrew their bid. The project was rebid this spring and only one bid was received from Adams Construction. As identified, the company's bid price increased approximately seventy-seven percent (77%) compared to last year's bid. The bid results were provided to the State and they are recommending that this project be bid again at the same time as the Taxiway A Rehabilitation project during the winter of 2016 to hopefully improve the opportunity to receive more bids.

Topic: Update on Runway 20 PAPIS Project

Action: Purchase order issued to Barnes and Powell for the project.

Disposition: Contractor will update the airport concerning when the PAPIS will be delivered .

A purchase order was issued to Barnes and Powell Electrical to install PAPIs for Runway 20. The company was required to provide detailed submittal documentation to the engineering firm for approval. The initial documentation submitted was rejected however subsequent submittals have been approved. Currently, the airport is waiting for an update from Barnes and Powell regarding the status of the project.

Topic: Update on review of Minimum Operating Standards (MOS)

Action: Copies of the comments and recommendations received regarding the airport's MOS were distributed to the Commission.

Disposition: The June Commission meeting will be dedicated to the review of the MOS.

In March the second open meeting was held to receive comments concerning the remaining sections of the existing Airport Minimum Operating Standards. Adelman said that documentation has been prepared to facilitate the Commission's review of the Airport Minimum Operating Standards which compiles input received to date from tenants. Discussion continued. After discussion it was decided to dedicate the entire Commission meeting in June to discuss this issue.

Topic: Possible Cancellation of Instrument Approach Procedures

Action: Information with instructions to submit a public comment was distributed to the Commission

Disposition: Marc Adelman will submit comments as identified in the motion.

Information received from the State regarding the possible cancellation of underutilized instrument approach procedures was distributed for the Commission's review. As identified the Federal Aviation Administration is recommending canceling Danville's VOR approach for Runway 02. Adelman said that a public comment period exists through May 28th regarding the possible cancellation of Instrument Approach Procedures. Travis Williams of Averett's Flight School has been made aware of this information and stated that he would like to keep the approach if possible. Discussion continued. Adelman informed the Commission that if there were any specific comments they would like communicated to send him an email and he will forward the information to the Department of Transportation. *Charles Ellis made a motion that comments be submitted to DOT stating that the Danville Regional Airport Commission would like to see the VOR be not decommissioned due to training purposes for our local flight school and also for pilots to use as back up when the GPS approach is not accessible. All were in favor and the motion passed.*

Public Comment

Libby Rembold commented that if they were going to allow more than two licensed pilots to be on the Commission that the following section should be removed from the City Code, Sec. 6-31. (b) A majority of the Commission shall have business interests and not be licensed pilots. *After discussion, a motion was made by Helm Dobbins and seconded by Stephen Daniel to recommend that City Council amend the City Code to delete the last five words of the section and read as follows: A majority of the Commission shall have business interests.*

Libby Rembold also commented that she did not agree with the term of the Airport Commission being changed to 12 years.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 5:10 p.m.

The meeting was reconvened from the closed meeting and adjourned at 5:50 p.m.

The next meeting is scheduled for **Tuesday, June 16, 2015 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**