

# AIRPORT COMMISSION MINUTES

June 16, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, June 16, 2015.

## Attendees:

Marc Adelman, Director  
John Lippert  
Charles Ellis  
Helm Dobbins

Joseph Miller  
Stephen Daniel  
Gene Jackson

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

## Approval of Minutes

Before the minutes were approved Marc Adelman and Chairman John Lippert asked the Commission for clarification regarding the motion below from the minutes of the last meeting: 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.* After discussion it was confirmed that this motion was accurate and stands as stated.

Helm Dobbins moved that the minutes of the May 12, 2015 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

**Topic:** Review of Minimum Operating Standards (MOS)

**Action:** The Commission reviewed the recommendations made during the public meetings regarding the Minimum Operating Standards and offered input for proposed changes.

**Disposition:** A Special Meeting of the Airport Commission will be scheduled to draft the language to make proposed revisions to the Minimum Operating Standards. After the proposed revisions are made the document the Commission will review the document again for approval before it is submitted to City Council for consideration.

## **Hangars/Parked Aircraft (Chapter II Section 2):**

The first item discussed concerning possible revisions to the Minimum Operating Standards involved whether the standards should state that hangars should primarily be used for aeronautical purposes. It was suggested to add an additional paragraph for clarification using the language provided by Chairman Lippert as a guide as identified below.

Hangars located on airport property must be used for an aeronautical purpose, or be available for use for one, unless otherwise approved by the FAA. Aeronautical uses for hangars include: Storage of operational aircraft, final assembly of aircraft, short-term storage of non-operational aircraft for purposes of maintenance, repair or refurbishment.

### **Maintenance of Aircraft (Chapter II Section 3):**

A handout was distributed to Airport Commission members regarding aircraft maintenance activities that can be completed at other airports. It was noted that Danville Regional's standards should clarify that tenants are not allowed to complete aircraft maintenance in their hangars for commercial activity. After discussion it was the consensus of the Commission to refer to Shenandoah Valley's standards in drafting language for scheduled and unscheduled maintenance of aircraft.

- Owner and employee can complete maintenance under FAR Part 43
- Scheduled maintenance shall not be contracted out unless service is not provided by the FBO (add language to item #2 under Shenandoah Valley to protect the FBO)
- Unscheduled maintenance – Include provision for warranty issues and ensure provider is meeting requirements.

### **Fire Code:**

It was further suggested that all maintenance activities should be guided by the fire code. Marc Adelman indicated the Fire Marshal will support activities that are completed in hangars as long as those activities meet the fire code. Adelman also stated that the underwriter for the airport's insurance policy views maintenance activities as being acceptable contingent that appropriate insurance coverage is provided and that the city is named additional insured. It was agreed that it is the responsibility of the tenants to be aware of the fire code and that copies of the fire code should be made available to tenants in some way (hard copy or electronic copy). Alan Spencer said that making a reference to the fire code should be sufficient. A copy can be made available in the airport administrative office.

### **Fueling Operations (Chapter III Fire Prevention and Aircraft Self- Fueling):**

Airport Commission members discussed issues related to aircraft self-fueling. Specific suggestions included the following;

- Require an application or require the person to submit a written request to self-fuel
- Require that equipment be inspected and approved by the Fire Marshal
- Restrict self-fueling to the use of fuel not provided by the FBO on the field such as auto gas
- Specify the location of where self-fueling can be done (predetermined site)

It was also discussed whether a fuel flow fee should be required for tenants who self-fuel their aircraft. Some members identified it would be extremely difficult to administer a fuel flow fee for self-fueling activities.

### **Flight Instruction (Chapter IV Section 8):**

Airport Commission members discussed issues related to flight instruction. Specific issues identified regarding this item included the following;

- A Flight Instructor must have a proper license, insurance and a business license (running a business on the airfield)

**Flight Instruction (Chapter IV Section 8) - continued:**

- Whether flight instruction can be provided using the instructor's aircraft and/or the aircraft that is owned by the person taking instruction

**Report an Accident or Incident (Chapter II Section I, B):**

Airport Commission members discussed modifying the Airport Minimum Operating Standards to include language that would identify when to report an accident or incident. Specific suggestions included identifying the following;

- Refer to 49 CFR Part 830
- If property damage or injuries occur then the local Emergency Services Agency (911) will notify the appropriate agencies (reference 49 CFR Part 830).

**Public Comment:**

Libby Rembold asked for clarification regarding items discussed during the self-fueling section and asked if self-fueling will be allowed on the ramp. She also asked if those persons completing self-fueling will be required to pay a flow fee of \$.04 per gallon like the FBO is paying. Adelman said he will look into what other airports are doing regarding flow fees for self-fueling and will report back to the Commission.

**Adjournment:**

The meeting adjourned at 5:30 p.m.

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