

AIRPORT COMMISSION MINUTES

November 10, 2015

4:00 P.M.

Eastern Conference Room

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

Attendees:

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|------------------------|---------------------------------|----------------------------------|
| Marc Adelman, Director | Gene Jackson | Richard Bailey, General Aviation |
| John Lippert, Chairman | Helm Dobbins | Libby Rembold, General Aviation |
| Charles Ellis | Alan Spencer, Asst. City Attny. | Bruce Newcomb, Maintenance Supt. |
| Hampton Wilkins | Ken Larking, Deputy City Mgr. | Lisa Bivens, Admin. Asst. |
| Joseph Miller | | |

Approval of Minutes

Gene Jackson moved that the minutes of the October 13, 2015 meeting be accepted as presented and Joseph Miller seconded the motion. All were in favor and the motion passed.

Topic: Update on Airport Maintenance Projects

Action: The low bidder for the FBO maintenance hangar roof replacement project was Triad Roofing. The purchase order for this project should be issued soon. Mattern & Craig, a structural engineering firm will provide a scope of work and proposed fees to develop bid specifications for the t-hangar renovations project.

Disposition: The distance-to-go signs for Runway 2/20 should be installed by the end of the week. A purchase order will be issued to Mattern & Craig by next month to assist with the t-hangar renovation project.

Bruce Newcomb informed the Commission of the status of different airport maintenance projects. Newcomb said that the low bidder to repair the roof for General Aviation Inc.'s maintenance hangar was Triad Roofing. This company is located in Winston Salem, North Carolina. The purchase order for this project should be issued within the next few weeks. Newcomb also stated that the new airport maintenance storage building has been ordered by Quality Construction. The company plans to pour the concrete pad and erect the building in December.

Marc Adelman informed the Commission that an architect recently reviewed the t-hangar buildings that are scheduled for rehabilitation. After review the architect suggested that the airport should hire a structural engineer to develop bid specifications for the project. The city's purchasing office recommended a couple of companies to contact including Mattern & Craig, a firm based in Roanoke. A representative from Mattern & Craig recently looked at the t-hangars and will provide a scope of work and fees to develop the bid specifications for the project. Adelman said he is hoping to have Mattern & Craig on board by next month. He also stated that the fees for Mattern & Craig will be paid out of the airport's operating budget. It is anticipated that t-hangar renovation project will be bid by early March 2016.

Bruce Newcomb informed members that the distance-to-go signs for Runway 2/20 have been delivered to the airport. Cedar Peaks Enterprises is planning to install the signs this week and it is estimated it should take the company one to two days to complete the work.

Topic: Update on Airport Maintenance Projects (Continued)

The Virginia Department of Aviation recently approved funding to complete repairs to the south ramp, which involves shot blasting and applying lithium nitrate to a fifty foot by fifty foot area of the concrete ramp. Eve, Inc. provided the low quote for this project and a purchase order was issued for this work yesterday. As previously discussed, it was recommended by the airport's engineering firm to experiment with this repair process on a small area of the concrete and then analyze whether the treatment aided in maintaining the strength of the concrete. The analysis will involve extracting and testing cores from the concrete six months after the ramp is shot blasted and treated. Another state funded project that will be completed this fiscal year concerns the update of the airport's Stormwater Pollution Prevention Plan. Dewberry Inc. is the contractor for this project. Newcomb said that Dewberry has already contacted him for information and has started work on the update. In addition, Marc Adelman suggested that the airport carpeting should be considered for replacement in advance or as part of a larger renovation effort of the terminal using state funds.

Topic: Review Draft Minimum Operating Standards (MOS)

Action: A final mark-up draft of the MOS was provided to Commission members for review in advance of the meeting.

Disposition: A motion was made by Helm Dobbins and seconded by Charles Ellis to recommend the proposed draft Minimum Operating Standards document to City Council to be considered for adoption.

The Commission did not have any further comments regarding the draft Minimum Operating Standards document. *A motion was made by Helm Dobbins and seconded by Charles Ellis to recommend the proposed draft Minimum Operating Standards document to City Council to be considered for adoption. All were in favor and the motion passed.* Adelman said that he hopes Airport Commission members will be in attendance when the document is reviewed by City Council in case they seek input from the Commission. It was discussed to provide both the marked up copy and the final draft of the MOS to Council for the work session. It was also discussed to send a copy of the final draft to airport tenants and inform them that the document will be reviewed by City Council during a Work Session and identify the date of the meeting when it is determined.

Topic: Consideration of the airport's FY 16-17 Operating budget

Action: Copies of the draft airport's FY16-17 budget were provided for the Commission to review.

Disposition: The airport's operating budget must be submitted to the city's Budget Office by December 14th.

Handouts of the airport's operating budget were distributed to members showing individual line item expense accounts and descriptions of each account for the Commission's review. Adelman said that a flat budget is proposed for FY 16-17. He mentioned that operating expenses typically do not vary greatly on an annual basis unless there is a special project planned or a capital item is funded using operating funds. He also stated certain line items are not under control of the airport and are entered by the city's budget office such as salaries and wages, information technology fees, insurance and utility expenses. Discussion continued. The FY14-15 year end statement of expenses was also reviewed with the Commission.

Topic: Consideration of the airport's FY 16-17 Capital Projects

Action: A review of capital projects to be submitted as part of the city's FY16-17 capital improvement budget was completed.

Disposition: Final cost estimates and input from the state and others will be obtained regarding capital projects that could be included as part of the city's FY16-17 capital budget.

Adelman identified that one of the capital projects that will be submitted as part of the city's Capital Improvement Plan (CIP) includes the rehabilitation of Runway 13/31 which was discussed at length during the last meeting. John Lippert asked if the airport is required to obtain approval from the Federal Aviation Administration (FAA) to proceed with the Runway 13/31 project. Adelman said that the city could make the FAA aware of the project but the FAA does not provide any maintenance funding for the runway. *After discussion a motion was made by Charles Ellis and seconded by Joseph Miller for the airport to contact the state regarding the project to gain input whether the project needs approval from the FAA. All were in favor and the motion passed.*

The rehabilitation of Taxiway A will also be included as a CIP project. Adelman stated that he is currently waiting on the airport engineering firm to provide final cost estimates for this project and others including repairs to Taxiway connections D and E and rehabilitation of the T-hangar taxi-lane project. The repair work planned for Taxiway D and E connections was initially bid in 2014 and Rifenburg Construction was the low bidder at \$333,000. Rifenburg withdrew their bid and when the project was rebid the low bidder was Adams Construction at \$558,000. Adelman said he believes the timing of the bid contributed to this increase and hopes rebidding the project again in conjunction with the Taxiway A and T-hangar Taxilane projects should hopefully produce better prices.

Adelman also commented that Randy Burdette, the Director of the Virginia Department of Aviation recommended that the airport should consider making renovations to the terminal building. As part of this effort David Brandon, Public Works Director of Building and Maintenance has suggested replacing the terminal's heating and air conditioning system. Adelman stated that a meeting has been scheduled with architects from Dewberry Inc. and David Brandon to discuss renovations to the building. Adelman requested input from the Commission regarding other possible renovations. Other items discussed included enlarging the Eastern Conference Room to make it more versatile for large meetings. It was mentioned that a larger conference room could better support safety seminars held at the airport and also assist with meeting Averett's classroom needs. A cost estimate for architectural services from Dewberry will be requested for budget purposes. Discussion continued.

Public Comment

Libby Rembold commented that she hopes that the FBO area will be included in the terminal renovations. She also mentioned that something should be done to promote aviation and to make the general aviation public want to come to Danville. In addition, Rembold recommended that information such as brochures should be available for the public and visitors flying in regarding things they can do while in Danville.

Communications

There were no additional communications from the Commission members.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 4:55 p.m.

Closed Meeting (continued)

The meeting was reconvened from the closed meeting and adjourned at 5:05 p.m.

Adjournment

The Commission meeting adjourned at 5:05 pm.

The next meeting is scheduled for **Tuesday, December 8, 2015 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**