

AIRPORT COMMISSION MINUTES

January 12, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, January 12, 2016.

Attendees:

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

Approval of Minutes

Gene Jackson moved that the minutes of the December 8, 2015 meeting be accepted as presented and Hampton Wilkins seconded the motion. All were in favor and the motion passed.

Topic: T-hangar Building Rehabilitation Project

Action: Bid documents have been provided to the city by the engineering firm. Door modification options were discussed by the Commission.

Disposition: The project will be advertised for bid through the City's Purchasing Office.

Airport staff informed the Commission of the status of the T-hangar building rehabilitation project and the roof project for General Aviation Inc.'s maintenance hangar. Adelman indicated that the city's Capital Improvement Plan included \$265,000 to rehabilitate the older t-hangar units (1-20) and to recover the General Aviation Maintenance Hangar roof. A purchase order has been awarded to a roofing contractor and the contractor has delivered materials to the site. The roofing contractor is expected to begin work on the project this week.

Marc Adelman stated that Mattern & Craig provided structural engineering services for the t-hangar building rehabilitation project. The engineering company has prepared the final bid documents and a cost estimate for the project. The base bid for this project consists of removing and replacing the exterior panels of the buildings, modifying the doors for hangars 9-20 to operate more reliably and painting the interior of the door frames. The project alternates that will be bid pertain to replacing the roof panels. However, Adelman mentioned that it is very unlikely that there will be sufficient funds to complete the roof work. He added that the city's inspector reviewed the roofs for both t-hangar buildings and indicated that there should be five years of useful life left for each roof based on their current condition. Discussion continued

Several options were discussed regarding the repairs that will be made to the t-hangar doors. After discussion it was the consensus of the Commission to move forward to include option #3 that was identified by Mattern and Craig as part of the bid document to modify the t-hangar doors.

Topic: Terminal Building Improvement Project

Action: Engineering cost estimate information has been provided to the Virginia Department of Aviation for funding consideration through the Airport Maintenance Grant program.

Disposition: The engineering proposal will be reviewed by the Virginia Department of Aviation

Adelman said a proposal to complete engineering services for terminal building improvements for the heating air conditioning system and to complete flooring upgrades was prepared by Dewberry and submitted to the Virginia Department of Aviation (DOAV) for funding consideration as an Airport Maintenance project. To date, the airport has not heard back from the State however this project was discussed in great detail during a recent visit with a group of state aviation representatives and the Virginia Aviation Board member who represents this district. A copy of the updated estimate was provided to the Commission for review. Dewberry estimated that construction costs for the project would be \$439,565 and related engineering fees that include construction management expenses are estimated at \$78,315.

The engineering firm indicated that it will be challenging to complete required engineering work to receive bids by the end of May in order to meet grant deadlines. Adelman said hopefully the State will respond in a timely manner regarding the engineering funding request.

Topic: Airport Minimum Operating Standards

Action: The Minimum Operating Standards were discussed by City Council during a Work Session on January 5th. Council had a few questions primarily regarding the maintenance sections of the Airport Minimum Operating Standards.

Disposition: The Airport Minimum Operating Standards will be considered for adoption by City Council at the next business meeting on January 19th.

On January 5, 2016 the updated Minimum Operating Standards were discussed with Council members during a City Council Work Session. Adelman said he addressed several questions from Council mainly concerning aircraft maintenance issues. A final draft of the Minimum Operating Standards was sent out to all airport tenants for review two weeks in advance of the Work Session and a notice was provided to make tenants aware of the Council meeting. Only a couple of minor comments were received from tenants requiring grammatical edits. City Council will vote to adopt the Airport Minimum Operating Standards at the next business meeting on January 19th.

Topic: Virginia Department of Aviation – Visit and input regarding Capital Projects

Action: Capital Improvement Projects were discussed with State representatives

Disposition: All projects will be bid as planned and future consideration of a terminal building feasibility study will be pursued.

On January 5th six representatives from the Virginia Department of Aviation including Randy Burdette, the Director of the Department and Bud Oakey, Virginia Aviation Board member attended a meeting in Danville. Adelman indicated that the focus of the meeting primarily concerned a review of the airport's capital improvement projects that DOAV will consider for funding this summer. Danville is requesting over \$1,200,000 in state aid to finance projects and the DOAV only has \$3,000,000 in state funding to allocate to all Virginia general aviation airports. However, the State suggested moving forward with bidding all projects to see how they score through their evaluation process.

Topic: Virginia Department of Aviation – Visit regarding Capital Projects (Continued)

Randy Burdette, Director of the Virginia Department of Aviation also mentioned the possibility of using airport maintenance funds for part of the heating and air conditioning repairs that are needed. The State provides up to \$100,000 in funding for airport maintenance each year.

Another item of significance that was discussed during the meeting with state representatives concerned the possibility of completing a terminal building feasibility study. The State would consider providing 70% funding to build a new general aviation terminal building. In order to construct the new terminal Burdette suggested demolishing the Averett University Flight Center building to allow space for the new terminal building. Adelman said that he discussed this concept with Travis Williams of Averett and General Aviation Inc. prior to the Commission meeting. Williams indicated that the project would support their interest to maintain additional space for class rooms and aircraft storage due to the program's growth. Discussion continued.

Adelman said that during the meeting with state representatives that it was suggested that the existing terminal building could be used by Averett for additional classrooms and that some space in the terminal could also be leased to the Chamber of Commerce. If this project was implemented General Aviation Inc. could move into the new terminal building that could possibly maintain more space than their current area. Discussion continued. Adelman said that he believes the feasibility study would be financed by the State with eighty percent funding requiring a local contribution of twenty percent. This work would be completed by a consulting firm and could potentially be completed in six months to a year. Gene Jackson commented that he would like to see Averett University utilize the south ramp to develop a new facility.

A motion was made by Joseph Miller and seconded by Helm Dobbins to move forward and obtain more information and a potential timetable to complete a terminal feasibility study to possibly build a new terminal building. All were in favor and the motion passed.

Travis Williams and several of the Commission members commented that the public conference room usage at the airport causes problems and does not promote a good image of the airport. *A motion was made by Charles Ellis and seconded by Helm Dobbins to reconsider conference room usage at the airport.*

Public Comment

Richard Bailey commented that he would like to see Averett University establish a facility on the south ramp. He also commented that the landscaping in front of the FBO should be considered as a significant site like other intersections in the city.

Communications

There were no additional communications from the Commission members.

Adjournment

The Commission meeting adjourned at 5:10 pm.

The next meeting is scheduled for **Tuesday, February 9, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**