

AIRPORT COMMISSION MINUTES

November 8, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, November 8, 2016.

Attendees:

Marc Adelman, Director	Joe Miller	Brian Salyers, TB&E
Gene Jackson, Chairman	Scott Brown	Alan Spencer, Asst. City Attny.
Michael Duncan, Vice-Chair.	Stephen Daniel	Libby Rembold, General Aviation
Charles Ellis	Brian Dunevant, Public Works	Bruce Newcomb, Maintenance Supt.
	Ken Gillie, Planning Director	

Approval of Minutes

Joe Miller moved that the minutes of the September 13, 2016 meeting be accepted as presented and Michael Duncan seconded the motion. All were in favor and the motion passed.

Topic: Status of Airport Drive Walking Trail Project

Action: Ken Gillie, Division Director of Planning and Brian Dunevant, Division Director of Public Works Engineering were in attendance to update the Commission on the status of the Airport Drive walking trail project.

Disposition: The Commission will be updated as the walking trail project develops. Once design drawings are complete they will be made available for the Commission to review.

Adelman introduced Kenny Gillie, Division Director of Planning and Brian Dunevant, Division Director of Public Works Engineering who updated the Commission on the status of the Airport Drive walking trail project. Dunevant said the city currently has funding available to extend the Stinson Drive trail to airport property along Airport Drive. In addition, an application was recently submitted to the Virginia Department of Transportation (VDOT) to secure funding to rework the sharp curve near the operations tower on Airport Drive. If this funding is approved construction work would begin next summer. The third project that was submitted last week by Public Works to VDOT would extend the walking trail along Airport Drive to the intersection of South Boston Road.

Adelman identified that City Council approved a resolution for a grant request to secure additional funds for the walking trail and to modify the sharp curve on Airport Drive. The Federal Aviation Administration (FAA) has been informed of the walking trail project and advised the city that an environmental assessment would need to be completed. Adelman said that a meeting was held today to discuss how the completion of the environmental assessment could involve the city's Engineering office and Talbert, Bright and Ellington. The airport engineering firm would be responsible for modifying the Airport Layout Plan to show that ownership of the property along Airport Drive to extend the walking trail has been released to the City of Danville. Construction of the walking trail project would most likely begin in 2019.

Topic: Status of Airport Drive Walking Trail Project (continued)

The walking trail project includes a planned parking lot that would be located across from the operations tower at the corner of Airport Drive and Stinson Drive. Brian Dunevant mentioned additional funds would be requested to install a signalized crossing from the parking lot to the walking trail. As soon as design drawings are complete they will be made available for the Commission to review. Discussion continued.

Topic: Consideration of FY 17-18 Airport Capital Improvement Projects (CIP)

Action: Brian Salyers of Talbert, Bright and Ellington discussed capital projects that will be considered as part of the City's FY2018 Capital Improvement Plan.

Disposition: Projects approved by the Commission will be included in the airport's CIP budget for FY2018 and considered for funding by City Council in 2017.

Brian Salyers of Talbert, Bright and Ellington was present for the meeting to discuss projects that would be considered for the airport's FY2018 Capital Improvement Program. Two rehabilitation projects that were not recommended for funding by the state earlier this year (Taxiway D and E and the T-hangar taxi-lane) will need to be moved forward for consideration next fiscal year. Adelman recommended that another project that should be considered again for funding is the airport terminal heating and air conditioning project. Bids received for this project were significantly over budget. As a result, it was decided to phase the project and seek airport maintenance funds through the Virginia Department of Aviation to finance a new chiller at the cost of \$120,000 to ensure the terminal maintains reliable air conditioning.

Adelman identified that the new cost estimate to reconfigure the terminal building's heating and air conditioning system and complete floor repairs on the north side of the building is anticipated to be over \$900,000. Reconfiguring the existing heating air conditioning system would involve replacing the current two pipe system with a four pipe system that would allow for a faster transition when it is necessary to use heat and air conditioning during the same day. Related duct work would also be replaced during the project. Discussion continued.

Adelman indicated that certain planned capital improvement projects for FY18 that were previously rejected for state funding could be rejected again and would need to be pushed back unless they were funded in full by the city. However, one project that is likely to be approved for federal and state funding is the terminal apron rehabilitation design and construction project. Adelman said that it has been approximately eighteen years since the ramp has been rehabilitated. However, he added that the area located along the terminal ramp that is adjacent to hangars and that can be used for aircraft parking is not considered eligible for federal funding. Therefore, a separate state grant request would need to be submitted to finance design and construction costs for that area of the ramp.

Other projects that were discussed for the airport capital improvement plan included the completion of a conceptual plan for a new general aviation terminal building. Adelman was informed by the state that the ability to secure funding for this project will be challenging since the Virginia Department of Aviation is receiving more grant requests than funding is available. However, he was also informed that once a conceptual plan is approved for funding and completed it is typically much easier to obtain funding for construction activities.

Topic: Consideration of FY 17-18 Airport Capital Improvement Projects (continued)

The last capital project discussed with the Commission involved the Runway 13/31 rehabilitation project. A recent pavement study analysis completed by the state identified that the majority of Runway 13/31's pavement is in poor condition. Adelman said that he anticipates that the pavement may be in failing condition within the next five years due to the slurry seal that was applied over 20 years ago. The current cost estimate for this project to mill 2" of existing pavement, install a geotextile fabric down and replace 2" of new surface course is \$2,572,021. The project also will include shoulder work, erosion and sediment control and pavement marking. The importance of maintaining this runway was discussed by the Commission.

The Commission ranked the capital improvement projects with respect to priority as follows:

Terminal Apron Rehab- design and construction- high priority

Conceptual plan for terminal building – moderate priority

T-Hangar Taxilane Rehab – moderate priority

Taxiway D&E Repairs – high priority

Terminal Building Improvements – moderate priority

Runway 13/31 Rehab – high priority

Topic: Consideration of the airport's FY 17-18 Operating budget

Action: Copies of the airport's operating budget were reviewed by the Commission.

Disposition: The FY17-18 airport operating budget was approved by the Commission and will be submitted to the city's Budget Office by December 16th.

Handouts of the airport's current operating budget were distributed to members. The report data identified individual line item expense accounts and descriptions of each account for the Commission's review. Adelman said that a flat operating budget is proposed for next fiscal year. He mentioned that airport 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 outside the control of the airport and are entered by the city's budget office such as salaries and wage adjustments, information technology fees, insurance and utility expenses. Discussion continued. The FY15-16 year end statement of expenses was also reviewed with the Commission.

Adelman informed the Commission that a request from General Aviation Inc. was received to replace the existing heating system in the maintenance hangar with a waste oil heater. A cost estimate was received from a contractor to complete the work for \$12,120. Adelman recommended that the repairs and maintenance buildings account should be increased for next year by \$14,000 to purchase and install this heating system. All other accounts were recommended to remain at their current levels. Discussion continued.

A motion was made by Charles Ellis and seconded by Joe Miller to recommend the proposed FY17-18 operating budget. All were in favor and the motion passed.

A motion was made by Michael Duncan and seconded by Joe Miller to recommend the proposed FY-17-18 capital budget. All were in favor and the motion passed.

Topic: Aircraft Owner/Operator Survey Update
Action: Jet aircraft operators were surveyed concerning the length of Runway 2/20
Disposition: Survey results were discussed with the Airport Commission

The Commission was briefed on the request by the city manager's office to survey airfield users concerning whether the reduced length of the primary runway has impacted flight plans and access to the field. Adelman indicated that airport staff retrieved data from the FAA aircraft registry database to complete a phone survey of jet aircraft operators. However, a significant number of the owners are listed as LLC's and their contact information could not be obtained.

An email was received from Al Ball, NetJets Manager of Operational Intelligence and Analysis concerning the length of the runway on NetJets' operations. He stated that he does not believe the reduced runway length has adversely affected their operations in Danville. In addition, Adelman indicated that Goodyear's chief pilot informed him that Goodyear does not have any problems with the current runway length due to existing stage length requirements. Adelman said that he also asked Brian Salyers to provide a cost estimate to extend the runway length to its original length of 6,500 feet and to extend the primary runway to 7,000 feet. The estimated cost to extend the runway to 6500 feet is approximately \$11,000,000 and to extend it to 7,000 feet would cost approximately \$16,000,000. Salyers indicated that a major cost associated with extending the runway is the required fill material. Discussion continued.

Topic: Consideration of hangar lease modifications for inactive aircraft
Action: A draft lease was distributed for the Commission's review.
Disposition: New leases will be sent out to tenants in December

A draft lease was distributed for the Commission's review that incorporates a provision requiring lessees to furnish to the airport on an annual basis documentation to support that their stored aircraft is airworthy per the aircraft manufacturer's maintenance requirements. *A motion was made by Scott Brown and seconded by Michael Duncan to approve the lease modification. All were in favor of the motion.* Adelman said that new leases will be sent out in December.

Public Comment

Libby Rembold expressed concern that the people using the walking trail will be parking on airport property and also using the restrooms. She also stated that there are several aircraft that do not come to Danville due to the runway length and fueling requirements.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 5:19 p.m. The meeting was reconvened from the closed meeting at 5:39 p.m.

Communications

No additional communications.

Adjournment

The Commission meeting adjourned at 5:40 pm.

The next meeting is scheduled for **Tuesday, December 13, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**