

AIRPORT COMMISSION MINUTES

December 13, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, December 13, 2016.

Attendees:

Marc Adelman, Director	Joe Miller	Alan Spencer, Asst. City Attny.
Gene Jackson, Chairman	Scott Brown	Libby Rembold, General Aviation
Michael Duncan, Vice-Chair.	Stephen Daniel	Bruce Newcomb, Maintenance Supt.
Charles Ellis	John Lippert	

Approval of Minutes

Joe Miller moved that the minutes of the November 8, 2016 meeting be accepted as presented and Stephen Daniel seconded the motion. All were in favor and the motion passed.

Topic: Consideration of airport's maintenance projects for the FY 2018 budget
Action: The majority of the Commission members supported the proposed projects
Disposition: Airport Maintenance grant funds will be appropriated this summer

Background information regarding the state's airport maintenance program was discussed with the Commission. Marc Adelman recommended different projects for the Commission's consideration that could be subsidized with state aviation maintenance funds next fiscal year. The first project that Adelman recommended would involve the replacement of the carpeting in the terminal building. He mentioned that the carpet tiles are approximately twenty years old and appear faded and worn in many areas of the building. The carpeting would be eligible for funding at 28.1% by the state. It is anticipated that the total project cost to complete flooring improvements for the entire terminal would be between \$60,000 and \$70,000. Floor repairs for the north end of the terminal building are included as part of the terminal building renovations project which is included in the city's Capital Improvement Plan. However, Adelman indicated this project may not be recommended for funding next year due to the associated cost with replacing the heating air conditioning system.

Another recommended project for Airport Maintenance grant funding involves replacing the airport's dump truck. The airport presently maintains a 1995 GMC 3500 model dump truck with a gross vehicle weight rating of only 11,000 pounds. Although the truck has not accumulated a significant number of miles to date, it has been very unreliable over the last couple of years during snow removal activities. Adelman said that the transit system ordered a Ford 750 dump truck this fiscal year and the low bid was \$100,000 which included a snowplow and a salt brine tank. This truck maintains a gross vehicle weight rating of 36,000 pounds. However, the Virginia Department of Aviation will only provide funding for vehicles that maintain a gross vehicle weight rating of 29,000 pounds or less. The proposed dump truck would include a F650 chassis and would be more effective for snow removal efforts. In addition, since it can transport much heavier loads than the current dump truck it would be more efficient when moving dirt or mulch for building and grounds needs. Bruce Newcomb recommended that a salt spreader should also be purchased to put on the dump truck.

Topic: Consideration of airport's maintenance projects for the FY 2018 budget (*continued*)

The estimated total cost for the flooring project and truck replacement would be \$170,000. Adelman indicated that he anticipates the state would provide \$70,000 in aid and the city's local share would be \$100,000 for both projects. Other projects that could be financed through the maintenance grant program would include unscheduled repairs that would be reviewed by the state on an as needed basis.

Topic: Status of hangar lease modifications

Action: New leases were mailed to all hangar tenants in December 2016

Disposition: Follow up with tenants will be completed as needed by airport staff

Packages were mailed out today to all hangar tenants which included a cover letter, revised lease and background documentation from the Federal Aviation Administration's (FAA) website concerning FAA Policy on Use of Hangars at Obligated Airports. Adelman said that he thought it might be helpful to include this information with the package in case tenants were not aware that the new policy identifies airports are supposed to rent hangars to owners of active aircraft. The cover letter states that tenants have until December 31, 2017 to comply with the new requirement to provide supporting aircraft maintenance documentation. Adelman recommended that the airport should follow up with tenants in September 2017 and remind them of the requirement if we have not received their maintenance documentation by that time.

Non-agenda Item Information

Adelman said that the city is pursuing additional options to obtain federal funding to rehabilitate Runway 13/31. He requested input from the Commission concerning the importance of improving the runway's pavement condition. Several Commission members commented that the crosswind runway offers flexibility for pilots and that it is a very important training tool especially for Averett University's program. Adelman said he is also seeking input from Travis Williams, Averett University's Chief Flight Instructor concerning the importance of Runway 13/31. Discussion continued.

Adelman informed the Commission that he will be seeking approval from City Council next month to appropriate federal and state funds for the Taxiway A and Taxiway A Fillet Widening projects. It was also discussed to hold a meeting with tenants to discuss the project prior to the March 2017 start date.

Public Comment

No public comment.

Communications

No additional communications.

Adjournment

The Commission meeting adjourned at 4:24 pm.

The next meeting is scheduled for **Tuesday, January 10, 2017 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**