

# AIRPORT COMMISSION MINUTES

February 14, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, February 14, 2017.

## Attendees:

Marc Adelman, Director  
Gene Jackson, Chairman  
Charles Ellis

Scott Brown  
Joseph Miller  
Hampton Wilkins

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

## Approval of Minutes

Joe Miller moved that the minutes of the January 10, 2016 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

**Topic:** Update on City's FY-18 Budget and Capital Improvement Projects (CIP) and the Terminal Area Plan

**Action:** Marc Adelman provided an update on the City's FY2018 Capital Improvement Plan regarding projects that were reviewed by the City's budget team.

**Disposition:** Projects approved by the city's budget team will be considered by City Council later this spring.

Adelman said he recently met with the City's budget team to review the proposed FY18 CIP budget for the airport. The information identified in the table on the following page was provided to the Commission and identifies the proposed funding status for individual airport projects for FY18.

The City's budget team was in favor of providing funding next fiscal year to complete design services and construction work to rehabilitate the terminal apron. This project is eligible for 90% federal funding and 8% state funding. The budget team also approved including the Federal Aviation Administration's non-eligible portion of the terminal ramp project for funding consideration for next year's budget. The FAA defines aircraft parking space located in front of rental hangars along the terminal ramp as ineligible for federal aid.

The budget team was also very supportive of completing the conceptual plan for a new terminal building due to the associated cost with completing extensive heating and air conditioning improvements to the terminal building. As discussed previously, the state will provide up to seventy percent funding to build a new 5,000 square foot terminal building. Due to this possibility and the cost to replace the existing heating air conditioning system the terminal building improvements project will not be considered for funding in FY18. The Runway 13/31 Rehab Project was recommended to be considered for funding in future years but will not be considered as part of the FY18 CIP. This project is estimated presently to cost the city \$2,572,021 since it is not eligible for federal or state aid.

<b>Project Description</b>	<b>FAA Funding</b>	<b>State Funding</b>	<b>Local Funding</b>	<b>Total Cost</b>	<b>FY18 Funding Status</b>
Design Services to rehab terminal apron (FAA eligible portion)	\$81,000	\$7,200	\$1800	\$90,000	To be considered by City Council
Construction work – rehab terminal apron (FAA eligible portion)	\$1,144,398	\$101,724	\$25,431	\$1,271,553	To be considered by City Council
Design services to rehab apron in front of hangars. <i>(Ineligible for FAA funding)</i>		\$13,624	\$3,406	\$17,030	To be considered by City Council
Construction work – rehab apron in front of hangars <i>(Ineligible for FAA funding)</i>		\$192,488	\$48,122	\$240,610	To be considered by City Council
Conceptual Plan for new Terminal Building		\$83,200	\$20,800	\$104,000	To be considered by City Council
Terminal Building Improvements		\$269,780	\$639,720	\$963,500	Will not be considered by City Council for FY18
Runway 13/31 Rehab				\$2,572,021	Will not be considered by City Council for FY18

Brian Salyers of Talbert, Bright and Ellington participated in the meeting by conference call. Adelman showed a layout of the terminal area to discuss the planned apron rehabilitation project and the development of a terminal area plan. Brian Salyers also provided an estimated fee summary and scope of work to complete the conceptual terminal area plan. A grant application for the plan would be submitted to the state in May and the project would be considered for approval at the August 2017 Board Meeting. Salyers said that he utilized the FAA’s planning document for a terminal area study to complete a cost estimate and based on input received from the state earlier this year he feels that the estimate would be consistent with other similar state funded projects.

Discussion continued regarding the apron rehabilitation project and the possibility of expanding the ramp. If this project is approved for funding it is anticipated that design work would be completed during the fall of 2017. Adelman asked the Commission to offer recommendations for terminal area development that could be provided to Talbert, Bright and Ellington. Discussion continued regarding the possibilities of use for the current terminal building if a new terminal building is constructed.

**Topic: Hangar Rental Fees**

**Action:** The possibility of increasing hangar rental fees was discussed with the Commission.

**Disposition:** Hangar rental fees and options for reducing the budget will be provided at the next meeting.

Adelman said he received an email today from the City's Budget Director requesting that all departments look at reducing their operating budgets for FY18. He mentioned that the airport's operating budget is extremely lean and there are no viable options for reducing operating costs without terminating services such as the UNICOM operation. However, it was discussed that hangar rental fees could be adjusted to reduce the city's cost to operate the airport. The airport's hangar rental fees are very competitive to other airports and have not increased since 2009.

After discussion it was decided for airport staff at the next meeting share with the Commission possible options for reducing the operating budget and increasing hangar rental fees.

**Public Comment**

No public comment.

**Communications**

No additional communications.

**Adjournment**

The Commission meeting adjourned at 4:40 pm.

The next meeting is scheduled for **Tuesday, March 14, 2017 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**