

AIRPORT COMMISSION MINUTES

June 13, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, June 13, 2017.

Attendees:

Marc Adelman, Director	Michael Duncan	Alan Spencer, Asst. City Attny.
Gene Jackson	Joseph Miller	Libby Rembold, General Aviation
Charles Ellis	John Lippert	Bruce Newcomb, Maintenance Supt.
Scott Brown	Earl Reynolds, Deputy City Mgr.	
Steven Daniel		

Approval of Minutes

Joe Miller moved that the minutes of the May 9, 2017 meeting be accepted and Charles Ellis seconded the motion. All were in favor and the motion passed.

Topic: Unmanned Aircraft Vehicle (UAV) Operator Request

Action: The company has withdrawn their request to use the airfield to operate an unmanned aircraft.

Disposition: Adelman recommended that the Commission consider developing a policy for possible future unmanned aircraft activities.

Adelman said that KSI Video's request to use the airfield to operate an unmanned aircraft has been withdrawn due to timing issues. Adelman circulated handouts that addressed drone activity at other airfields. Adelman mentioned he received input from the Virginia Department of Aviation and the Federal Aviation Administration concerning this request and it was suggested that a UAV pilot should only operate during times that an aircraft is not taking off or landing. The state indicated that South Carolina is already using drones to identify obstructions and recommended that UAV pilots should not operate at more than 200 feet above ground level. Adelman also recommended that the Commission should consider developing a policy on unmanned aircraft activities in the near future. Discussion continued.

Topic: Update on Taxiway A Rehabilitation Project

Action: Bruce Newcomb completed a presentation concerning the status of the Taxiway A Rehabilitation project.

Disposition: Notices will be sent to tenants in advance of construction activities beginning at the intersection of Taxiway and Taxiway H, which will impact the t-hangar area.

Adelman stated that he sent an email today to the airport engineering firm to obtain confirmation when the general contractor will impact the t-hangar area in conjunction with the Taxiway A rehabilitation project. Notices and emails will be sent to tenants as soon as a date is identified by the general contractor. Bruce Newcomb completed a presentation on the status of the Taxiway A Rehabilitation project which impacted the south end of Taxiway A to the intersection of Taxiway E. Adelman informed the Commission that Bruce Newcomb will be retiring on August 1st. Bruce's replacement has been hired and will begin training on June 19th.

Topic: **Comparison of Hangar Rental Fees and Personal Property Tax Rate Data**
Action: A motion to recommend hangar rental fee increases of \$25 to begin January 1, 2018 was passed with a majority vote.
Disposition: Adelman said he will make the city manager's office aware of the Commission's recommendation.

As previously discussed, the Airport Commission wanted to learn whether City Council approved a personal property tax rate increase on aircraft before offering a recommendation regarding a possible hangar rent fee increase. Adelman said that the airport's total fees including hangar rental fees and personal property tax fees are extremely low compared to other airports in our area. Adelman said that based on this information and building maintenance costs that have been incurred by the airport in recent years there is justification to consider a hangar rental fee increase. Discussion continued.

Steven Daniel commented that he is in favor of the hangar fees remaining the same. Scott Brown and Charles Ellis commented that they are in favor of an increase. *After further discussion a motion was made by Charles Ellis and seconded by Joseph Miller to recommend to City Council to increase hangar rental fees by \$25.00 effective January 1, 2018 and to provide tenants with a sixty-day advance notice.* The motion was approved by majority with Stephen Daniel voting no and Michael Duncan and John Lippert abstaining from the vote. Adelman said he will make the city manager's office aware of the Commission's recommendation.

Topic: **Review of Hangar Lease Provisions**
Action: Possible lease revisions were reviewed and discussed with the Commission
Disposition: Edits to the t-hangar lease were accepted as presented by the sub-committee. All were in favor of the motion.

A sub-committee was formed to provide recommendations to the Commission regarding changes to the current t-hangar lease. This sub-committee included Joe Miller, Scott Brown, Marc Adelman and Alan Spencer. Adelman provided copies of the lease document that included proposed changes for the Commission's review. *After discussion a motion was made by Scott Brown and seconded by Michael Duncan to accept the edits to the t-hangar lease as presented by the sub-committee. All were in favor of the motion.*

Recognition of Charles Ellis

Chairman Gene Jackson presented a plaque to Charles Ellis for twelve years of dedicated service to the Danville Airport Commission.

Public Comment

Libby Rembold asked if the hangar fee increase would also include the CAP hangar.

Communications

No additional communications.

Adjournment

The Commission meeting adjourned at 5:10 pm.

The next meeting is scheduled for **Tuesday, July 11, 2017 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**