

AIRPORT COMMISSION MINUTES

August 8, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, August 8, 2017.

Attendees:

Marc Adelman, Director	Michael Duncan	Alan Spencer, Asst. City Attny.
Gene Jackson	Joseph Miller	Libby Rembold, General Aviation
Charles Ellis	John Lippert	Todd Pinekenstein, Bld. & Grounds Supt.
Scott Brown	Hampton Wilkins	

Approval of Minutes

Alan Spencer, Assistant City Attorney called the meeting to order and entertained a motion to approve the minutes of the June 13th meeting. Hampton Wilkins moved that the minutes of the June 13, 2017 meeting be accepted as presented and Gene Jackson seconded the motion. All were in favor and the motion passed.

Election of Officers

Alan Spencer, Assistant City Attorney, opened the floor for nominations to elect a chairman and vice-chairman for FY2018. *Hampton Wilkins nominated Gene Jackson to serve as chairman. All members in attendance were in favor of the nomination. Gene Jackson nominated Michael Duncan to serve as vice-chairman. All members in attendance were in favor of the nomination.* The meeting was turned over to the newly elected chairman.

Topic: Update on Maintenance Projects

Action: Todd Pinekenstein updated the Commission on the status of current maintenance projects.

Disposition: Preventive maintenance work for hangar doors will be scheduled with a contractor next month.

Todd Pinekenstein stated that a preventive maintenance plan is being developed for certain hangar doors with the help of the Overhead Door company. An initial quote has been received to complete preventive maintenance for the bi-fold door hangars and an additional quote has been requested to complete preventive maintenance for other hangars, which should be received before the next Commission meeting.

Pinekenstein identified that Gamewood Technologies has replaced the gate operator for the automatic vehicle gate located between the Averett hangar and the Civil Air Patrol Building. He indicated that the gate is operating smoothly and is able to be reset much easier. In addition, the waste oil heater has been installed in General Aviation's maintenance hangar by Morris Distributing. It is anticipated that Elliott Electric will complete the electrical work for the heating unit over the next few weeks. After the electrical work is complete the vendor will set a date to come back and operate the heater to make sure everything is working properly.

Topic: Update on Maintenance Projects (continued)

Pinekenstein also said he completed an inventory of all the runway and taxiway lights that are in need of replacement and plans to start on this work immediately. The windsock will also be replaced this week.

Topic: Update on Taxiway A Rehabilitation Project

Action: Todd Pinekenstein completed a presentation on the status of the Taxiway A Rehabilitation project.

Disposition: The last two phases of the project will be combined to accelerate the completion of the project.

Todd Pinekenstein completed a presentation on the status of the Taxiway A Rehabilitation project. Construction activities for the current phase of the project will proceed during the next two weeks. Related work will involve crack sealing, paving and running conduit for the lights. This phase of the project is anticipated to finish by August 22nd.

Pinekenstein mentioned that at the last progress update meeting it was suggested by the general contractor and the airport engineering firm to possibly combine the final two phases of the Taxiway A project. By combining the last two phases together the pavement would include one less seam and could possibly serve to expedite project completion by one week. This concept is supported by Averett University and General Aviation Inc. The only drawback in combining the two phases is that additional back-taxiing is required for aircraft. The anticipated completion date for the last phase of the project is September 11, 2017 and punch list activities should be completed by the end of September. Discussion continued

Topic: Proposed hangar rental fee increase

Action: A comparison of airport hangar rental fees and personal property tax rate fees on aircraft were discussed that included the proposed \$25 per month hangar rental fee increase.

Disposition: The proposed hangar rental fee increase will be discussed with City Council during a Work Session on September 19th.

Marc Adelman shared additional information with Commission members concerning airport fees in advance of discussing the proposed hangar rental fee increase with City Council. He reviewed data tables that compared Danville Regional's fees to other airport fees that included personal property tax rate fees on aircraft. The fee comparisons were based on aircraft assessed at \$100,000 and \$1,000,000 and factored in t-hangar and corporate hangar rental fees and the proposed \$25 per month hangar rental fee increase.

The financial information shows that Danville's combined fees are still very competitive compared to other airports in our area. Adelman said that a public hearing will be held regarding the proposed fee increase if City Council decides to take action after discussing this issue at a Work Session. If the hangar rental fee increase is approved by City Council the rental fee increase would go into effect on January 1, 2018. Discussion continued.

Topic: Status of Airport Capital Improvement Grant Requests

Action: Notice was received from the Virginia Department of Aviation regarding grant requests made by the City of Danville.

Disposition: The airport will move forward to get under grant for federal and state funds for the Terminal Apron Design project.

Adelman indicated that the Virginia Department of Aviation (VDOA) recently notified the airport regarding their review of capital grant requests that would be submitted for consideration to the Virginia Aviation Board. The state indicated that project requests made by general aviation airports far exceeded available funds. As a result, the only project submitted by Danville that was recommended for funding to the Virginia Aviation Board by the state was the Terminal Apron Rehabilitation Design project request for both federal Airport Improvement Program funding and non-Airport Improvement Program state funding. The Federal Aviation Administration (FAA) does not consider the section of the ramp that is located in front of hangars as eligible for funding since that area can be used for aircraft parking. However, the state will provide funding for design services to rehabilitate this section of the ramp. It is anticipated the airport should be under grant for this project by the end of August.

Projects that were not recommended for funding by the state included rehabilitating Taxiway D and E connections to the south ramp, rehabilitating the T-hangar taxi-lane and completing a Terminal Area Study. The Terminal Area Study is a project that must be completed before design work and construction activities will be funded by the state to develop a new terminal building. Of the projects that were not recommended for funding, the Terminal Area Study received the lowest score based on the state's criteria used to evaluate projects.

Topic: Planned Projects for the FY 18 Airport Maintenance Grant Program

Action: Adelman reviewed projects for consideration to be funded by the Airport Maintenance Grant Program.

Disposition: A motion was made and passed to recommend to City Council projects discussed for funding through the Airport Maintenance Grant Program.

Adelman said that since the state did not recommend funding the Terminal Area Study to develop a new terminal building that he would strongly recommend that airport maintenance grant funds should be used to finance improvements for the terminal building. Adelman said that he plans to meet with City Council in September to appropriate funds for this year's airport maintenance grant program. In summary, the Virginia Department of Aviation will provide up to \$100,000 in state aid annually for approved maintenance projects including building and grounds equipment.

Adelman recommended that airport maintenance funds should be used to replace an old tractor and complete landscaping improvements. In addition, Adelman said he would like to include up to \$115,000 for terminal building improvements. The Commission previously approved to move forward with completing flooring improvements for the terminal building. Adelman also recommended other improvements including replacing the wallpaper in the men's restroom located across from the FBO. Discussion continued.

**Topic: Planned Projects for the FY 18 Airport Maintenance Grant Program
(Continued)**

A motion was made by Joe Miller and seconded by Scott Brown to recommend to City Council for their consideration the projects discussed to be funding through the Airport Maintenance Grant program. All were in favor and the motion passed.

FY18 Airport Maintenance Grant Program

- The Virginia Department of Aviation will provide up to \$100,000 in aid annually
- During last fiscal year the Airport Maintenance program provided funding for the following projects; chiller replacement (28.1% funding), tractor transmission repair (50% funding), Runway 13 VASI repairs (80% funding), South ramp core evaluation (80% funding), replaced airfield sign panels (80%), terminal sliding door repair (28.1% funding)
- Total airport maintenance cost for last fiscal year - \$147,341
- Total state aid for last fiscal year - \$44,901
- Total local funding for last fiscal year - \$102,440
- For the current fiscal year the following projects and repairs are proposed:
 - Building and grounds equipment - \$75,270 (maximum amount state will finance)
 - Unscheduled repairs/ Landscaping - \$37,562
 - Terminal Building Improvements - \$115,000 (flooring, bathroom and HVAC)
- Total estimated cost - \$227,832
- Total possible state aid - \$100,000
- Total local funding - \$127,832

14

Topic: Unmanned Aircraft Systems (UAS) Policy

Action: Adelman discussed the possibility of developing a policy for the use of unmanned aircraft systems on airport property.

Disposition: It was decided to request additional information from the FAA regarding this issue before a policy is developed.

Adelman updated the Commission on information provided from the FAA regarding unmanned aircraft. After discussion it was decided to obtain more information from the FAA regarding possible items that can be identified in the policy.

Public Comment

No public comments.

Communications

No additional communications.

Adjournment

The Commission meeting adjourned at 5:00 pm.

The next meeting is scheduled for **Tuesday, September 12, 2017 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**