

# AIRPORT COMMISSION MINUTES

September 12, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, September 12, 2017.

## Attendees:

Marc Adelman, Director	Stephen Daniel	Alan Spencer, Asst. City Attny.
Gene Jackson	Joseph Miller	Libby Rembold, General Aviation
Michael Duncan	John Lippert	Todd Pinekenstein, Bld. & Grounds Supt.
Scott Brown	Hampton Wilkins	
Ken Carlson	Earl Reynolds, Deputy City Manager	

## Approval of Minutes

Michael Duncan moved that the minutes of the August 8, 2017 meeting be accepted as presented and Joe Miller seconded the motion. All were in favor and the motion passed.

## **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 begin on September 18<sup>th</sup>. The waste oil heater for the FBO maintenance hangar has been installed and is working properly. Other maintenance projects will be bid this year.

Todd Pinekenstein stated that Overhead Door will begin preventive maintenance inspection activities on bi-fold, stack and sliding hangar doors on September 18<sup>th</sup>. Tenants affected by this work will be notified in advance. He also mentioned that the waste oil heater for the FBO maintenance hangar has been installed and is working properly.

Also, Campbell Oil Company recently inspected the fuel farm facility when the company replaced a fuel arm clutch. It was identified that the fuel filters needed to be replaced. Currently, the airport is waiting to receive a quote from Campbell Oil Company to complete this work.

Pinekenstein identified that Public Works is in the process of installing sod in the infield area along Taxiway A due to soil erosion issues that occurred during the Runway rehabilitation project. In addition, the airport is currently working with an architect and Danville's Purchasing Office to develop bid documentation to complete terminal building improvements. Specifically, bids will be reviewed to complete flooring improvements and renovations to the men's restroom in the FBO area. The airport will also obtain quotes to install a mini-split system in the Piedmont Conference room. The second reading for City Council's approval to appropriate funds for these planned projects and other unscheduled repairs will occur on September 19<sup>th</sup>.

**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 phase of the project should be complete by September 20th. After this work is completed the general contractor will need to return in thirty days to permanently stripe the taxiway and resolve pavement deficiencies identified by the Federal Aviation Administration (FAA) located on the south end of Taxiway A.

Todd Pinekenstein completed a presentation on the status of the Taxiway A Rehabilitation project. Construction activities for the final phase of the project should be complete by September 20<sup>th</sup>. When the general contractor returns in thirty days to complete permanent striping they will also need to address deficiencies associated with the smoothness of the pavement along the south end of Taxiway A. This work will require Taxiway A to be closed south of Taxiway E.

**Topic: Possible Addition of Directional Signage**

**Action:** Dr. Lippert discussed issues with the Commission regarding the need for additional signage to direct traffic from the primary runway to connecting taxiways.

**Disposition:** The airport will make a request to Virginia Department of Aviation to use surplus state funds from the Taxiway A fillet widening project to finance the installation of additional signage.

Adelman provided an exhibit that was prepared by Talbert, Bright and Ellington that shows where additional directional signs could be placed to help pilots identify connecting taxiways via Runway 2/20. Adelman indicated that Dr. Lippert recommended that additional directional signage should be installed due to operational issues that occurred with transient aircraft during a VIR race while the Taxiway A project was under construction. He indicated that transients struggled to find the correct taxiway to exit the runway that were identified in the NOTAMS. Discussion continued. During the Runway 2/20 project the city was required to finance the full cost of additional signage that was not approved by the FAA.

Adelman said that Brian Salyers of Talbert Bright and Ellington suggested that additional signage could be financed due to the surplus of funds that exists with the state funded Taxiway A fillet widening grant. Adelman said he discussed this possibility with the Virginia Department of Aviation and was informed that the airport would need to make a request by the end of September to amend the grant since the installation of signage is outside the scope of the original project to rehabilitate the taxiway. *A motion was made by Michael Duncan and seconded by Scott Brown to move forward to make a request to the state for the funding to add additional signage. All were in favor of the motion and the motion passed.*

**Topic: FBO Lease Update**

**Action:** No formal agreement was reached between Averett University and General Aviation.

**Disposition:** Adelman said a supplemental FBO review committee meeting will be scheduled.

**Topic: FBO Lease Update (Continued)**

Marc Adelman updated the Commission on the status of the FBO lease. At the FBO Review Committee meeting in July it was agreed that Averett University and General Aviation Inc. would meet to develop a transition agreement for FBO services. However, no formal agreement was reached between the parties. Adelman said as a result, an additional FBO review committee meeting will be scheduled. Once the meeting is scheduled he will inform the Commission.

**Topic: Unmanned Aircraft Systems (UAS)**

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

**Disposition:** Based on FAA input few options are available for airports to develop a policy to control UAS activity except directing pilots to use a closed runway and require a certificate of insurance.

Adelman updated the Commission on information provided from the FAA regarding unmanned aircraft. He commented there is very little guidance concerning how airports can impact UAS activity. Adelman communicated via email with the FAA's Flight Standards District Office as well as the FAA's Eastern Region Office. Information received from the FAA concerning the Commission's questions to establish a policy to control UAS activity were discussed with the Commission. A summary of the information received from the FAA is identified below:

**FAA Input**

- Drones as well as manned aircraft have a right to operate in the National Airspace System.
- Waiver requests from Unmanned Aircraft pilots are processed by the Air Traffic Organization (ATO).
- Air Traffic will notify the airport of a waiver request and at that time any concerns about safety should be identified.
- Concerns about drone safety must be addressed on a case by case basis versus a blanket prohibition.
- The airport cannot deny manned or unmanned flights in the National Airspace System on a blanket basis.
- UAS pilots could be restricted to operate on closed Runway 24 and provide a certificate of insurance.

**Public Comment**

Libby Rembold asked for clarification regarding a few issues discussed regarding the UAS. She also thanked Todd Pinekenstein for all his efforts getting things done at the airport.

**Communications**

Chairman Gene Jackson welcomed Ken Carlson as a member of the Commission. Stephen Daniel said he had a call from someone asking if mats could be put down when a plane lands. Libby Rembold said that General Aviation has mats available if requested. He also asked about a loaner car when someone lands. Libby Rembold said General Aviation has a crew car that is available for persons to get lunch but passengers would need to rent a car to go to other locations.

**Adjournment**

The Commission meeting adjourned at 4:50 pm.

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