

AIRPORT COMMISSION MINUTES

October 10, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, October 10, 2017.

Attendees:

Marc Adelman, Director	Stephen Daniel	Alan Spencer, Asst. City Attny.
Michael Duncan	Joseph Miller	Libby Rembold, General Aviation
Scott Brown	John Lippert	Todd Pinekenstein, Bld. & Grounds Supt.
Ken Carlson	Hampton Wilkins	Lisa Bivens, Admin. Assistant

Approval of Minutes

Hampton Wilkins moved that the minutes of the September 12, 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: T-hangar door repair work will be scheduled with Overhead Door and tenants. Installation of sod in the infield is complete. The terminal building improvements project will be advertised for bid within the next month.

Todd Pinekenstein said Overhead Door has completed an inspection of the hangar doors as identified at the last meeting. Related deficiencies have been reported and the airport is currently awaiting quotes to complete the repairs. The majority of the required repair work will involve the replacement of cables or belts. As soon as the repairs are scheduled tenants will be notified in advance of the work. In addition, a quote has been received from Campbell Oil Company to replace the Jet A and Avgas filters at the fuel farm. Currently, the jet A filters are on order and the work will be scheduled once they arrive.

Pinekenstein identified that Public Works has completed the process of installing sod in the infield area along Taxiway. As previously discussed, this work was due to soil erosion issues that occurred during the Runway rehabilitation project. In addition, Pinekenstein said this fall airport staff are redirecting their efforts toward curb appeal. Recently, the grass in front of the terminal was aeriated, detached and seeded. Currently, the airport is waiting for quotes to be received by the city's purchasing office to complete three landscaping projects at the airport. This work will include rehabilitating landscape beds along Highway 58 and the elimination of one of the beds due to its condition. This project will also include rehabilitating the bed in front of the terminal building and the bed located adjacent to the airside entrance to the FBO area.

Pinekenstein said he has received reports of inadequacies with the lighting at the t-hangar area. He plans to try and use higher output bulbs first but if that does not improve conditions then he plans to replace the old fixtures with LED fixtures.

Topic: Update on Maintenance Projects (continued)

The city's purchasing office is expecting final documentation to be received from the architect to advertise the airport terminal building improvements project. Adelman said he hopes the bids will be received by the end of November.

Topic: Update on Taxiway A Rehabilitation Project

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

Disposition: The airport engineering firm indicated that certain areas of Taxiway A did not meet Federal Aviation Administration (FAA) smoothness construction requirements. Seal coat will be applied in these areas and the final inspection for the project is scheduled for October 25th.

Todd Pinekenstein completed a presentation concerning the status of the Taxiway A Rehabilitation project. Grinding work was completed along the south end of Taxiway A to mitigate pavement deficiencies and seal coating will be applied in these areas tomorrow. The FAA and State will complete a final inspection of the project on October 25th.

Topic: Self-Fueling Facility Project

Action: Commission members directed staff to explore the possible installation of a self-fueling facility for consideration as part of the FY18-19 budget process.

Disposition: Airport staff will obtain additional information concerning the feasibility of acquiring a self-fueling facility.

Adelman stated that Gene Jackson requested that the Commission should discuss the possibility of acquiring a self-fueling facility. Adelman reviewed the Airport Layout Plan with the Commission regarding possible areas to develop a facility. An article regarding the popularity of self-fueling facilities and related cost estimates were distributed for review.

The Virginia Department of Aviation will provide limited funding to airport sponsors to acquire a self-fueling facility relative to the number of gallons of fuel sold at an airport. The more gallons of fuel sold the less state funding is available to subsidize the cost of the facility. As a result, the state could potentially provide thirty percent funding for a facility at the Danville airport. Brian Salyers of Talbert, Bright and Ellington identified that self-fueling facility projects can cost between \$322,000 and \$400,000.

Adelman suggested that it would be timely for the Commission to consider such a project given the city's budget must be submitted in December. Michael Duncan asked for an opinion on this issue from Libby Rembold. She stated that she does not feel the cost to install the self-fueling facility makes it economically feasible. She also stated she sees it as extra work for the FBO because fuel will have to be checked at a second location every day. *After discussion, a motion was made by Scott Brown and seconded by Ken Carlson to instruct airport staff to look into the self-fueling facility during the budget process for FY19. All members in attendance were in favor of the motion except for John Lippert who voted nay.*

Topic: FBO Lease Update

Action: A response letter based on the FBO Review Committee's recommendations was approved for City Council's review.

Disposition: The Airport Commission's response letter will be sent to the City Manager for City Council's review.

Marc Adelman informed the Commission that the FBO Review Committee recommended by a vote of 3 to 2 to extend the contract with General Aviation Inc. for a period of time between eighteen months and two years and to issue a new request for proposal for FBO service coincident to the termination of the lease or prior. This recommendation will be discussed with City Council during the October 17th work session. Discussion continued.

Hampton Wilkins abstained from the vote recusing himself due to his position with Averett University.

Michael Duncan said that since the work session is only seven days away, Gene Jackson wanted to ask how the Commission might want to respond to the findings of the Review Committee. Also, at his request and after receiving feedback from several Commission members Duncan said he crafted a draft letter of response for their review. Discussion continued. The draft letter was distributed for review by the Commission. During this review, two minor edits were recommended. *After review a motion was made by Scott Brown and seconded by Stephen Daniel to send the letter with the edits from the Commission to City Council. All members in attendance were in favor of the motion with Hampton Wilkins abstaining from the vote.*

Public Comment

Libby Rembold commented that this Commission is not diverse because no women or people of color are included as members. She also said the twelve-year terms are too long.

Communications

There were no additional communications.

Adjournment

The Commission meeting adjourned at 5:12 pm.

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