

# AIRPORT COMMISSION MINUTES

November 14, 2017

4:00 P.M.

Eastern Conference Room

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

## Attendees:

Marc Adelman, Director  
Gene Jackson  
Michael Duncan  
Scott Brown  
Ken Carlson

Stephen Daniel  
John Lippert  
Hampton Wilkins

Alan Spencer, Asst. City Attny.  
Libby Rembold, General Aviation  
Todd Pinekenstein, Bld. & Grounds Supt.  
Lisa Bivens, Admin. Assistant

## Approval of Minutes

John Lippert moved that minutes be amended to reflect that a copy of the final version of the response letter sent to City Council regarding the Fixed Based Operator's Review Committee's recommendations be included as part of the minutes. The motion was seconded by Scott Brown and all in attendance were in favor of the motion. Michael Duncan moved that the minutes of the October 10, 2017 meeting be accepted as amended and Ken Carlson 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:** Repairs are currently being made to areas along the fence line by airport staff to reduce wildlife activity on the airfield. The National Weather Service is exploring the possibility of equipping the Automated Surface Observation System (ASOS) so operational messages can be broadcasted. The Virginia Department of Aviation has recommended that surplus funds from the Taxiway A project can be used to install additional directional signs.

Todd Pinekenstein said that airport staff is currently working to reduce wildlife activity on the airfield by making repairs to areas along the fence line. A representative from the United States Department of Agriculture Wildlife Services' office visited the airfield and offered input on strategies to mitigate wildlife activity. Also, Raywood Landscaping started work today on the landscape beds along Highway 58 and Airport Drive. The area in front of the FBO will also be rehabbed as part of this project.

Pinekenstein identified that the National Weather Service is evaluating whether the airport's ASOS system could be equipped with a broadcast feature. A representative from the National Weather Service in Blacksburg met with Marc Adelman and Todd Pinekenstein on November 8<sup>th</sup> regarding this issue. Pinekenstein said he plans to follow up with that office by the end of November. Per the representative's suggestion, Adelman mentioned that he provided additional justification for this request to the manager of the Blacksburg National Weather Service office.

## **Topic: Update on Maintenance Projects (Continued)**

Pinekenstein said a meeting was held with Steve Dishman, Assistant Fire Chief last week to begin the process to schedule a live emergency response drill on the airfield. This drill would include the Fire Department, Police Department, State Police, Emergency EMS, Averett University, General Aviation Inc. and airport personnel. The first step is to complete a roundtable discussion with all of the agencies involved to coordinate the drill. Adelman said that closed Runway 24 would be the site used for the drill so that normal airport operations would not be disrupted.

Adelman said he was informed today that the state has recommended allowing the airport to use the surplus funds from the Taxiway A project to install additional directional signs along Runway 2/20. After a grant amendment is completed a change order can be issued to the contractor to install the additional signage.

A pre-bid was held this week regarding the airport terminal building improvement project. Adelman said it was initially the intention of the city to use state maintenance funds for project activities, which includes the rehabilitation of the men's restroom located across from the FBO. However, recently the airport was informed that state maintenance funds have been frozen due to reduced revenue proceeds.

The state indicated that airport maintenance projects would be considered on a first come first serve basis once the grant program is reopened. Adelman said his plan is to submit the request for funds after bids are opened and hopefully secure project funding from the state in December. However, if funds are not released by the state then it is possible to use the local funds appropriated by the city for this project, which may require the project to be scaled back relative to bid prices received. If this occurs, Adelman said his recommendation would be to focus on the north end of the terminal including the men's restroom located across from the FBO due to customer use. The city's Purchasing Office did indicate it is possible to negotiate with the low bidder to reduce the scope of the project if necessary.

### **Topic: FY18-19 Operating Budget**

**Action:** The airport's draft FY18-19 operating budget was reviewed by the Commission.

**Disposition:** *After discussion, a motion was made by Michael Duncan and seconded by Hampton Wilkins to recommend the FY18-19 budget as presented. All were in favor and the motion passed.*

Adelman provided financial data related to the FY18-19 airport operating budget for the Commission's review. He indicated that the budget information developed to date is preliminary and could be revisited in December if the Commission has any questions or concerns. *After discussion, a motion was made by Michael Duncan and seconded by Hampton Wilkins to recommend the FY18-19 budget as presented. All were in favor and the motion passed.*

**Topic: Airport Capital Improvement Plan FY18-19 Budget**

**Action:** The airport's Capital Improvement Plan was reviewed.

**Disposition:** Brian Salyers of Talbert, Bright & Ellington will be in attendance for the December meeting to discuss the proposed FY18-19 projects in detail.

Adelman completed a Powerpoint presentation regarding the preliminary Airport Capital Improvement Plan and discussed possible projects that could be finished over the next six years. He also informed the Commission that Brian Salyers would attend the December meeting to discuss projects planned over the next few years in more detail.

Adelman indicated that during FY18-19, the capital improvement plan calls for funds to be requested to rehabilitate the terminal ramp. The city is presently under grant to complete design services for this project which will be completed this fiscal year. State funds would also be requested to rehabilitate areas of the terminal apron that are not eligible for federal funds as well as funds to expand the apron. Other projects for consideration for FY18-19 include a conceptual plan, which is required to develop a new terminal building. In addition, it was proposed to rehab the t-hangar taxilane area during FY18-19, which has already been bid twice to date. This project was rated well this year by the state but due to funding constraints it was not approved.

Adelman said he also included a new project for consideration for FY18-19, which would involve site prep design work to build an 80' x 80' hangar. This request is to support Averett University's interest to develop a hangar for additional aircraft they plan to purchase. The Airport Commission suggested the possibility of the city purchasing the Daniel Group hangar instead of building a new hangar to support Averett's plans for fleet expansion. Adelman said he will discuss this option with Averett University. In addition, the Commission discussed including a self-fueling facility as part of the capital improvement plan but suggested it should not be a high priority project due its associated cost. It was also discussed that the self-fueling facility could take up space that could be used for a new terminal building. Adelman mentioned that an Airport Layout Plan update should also be factored in as a project for the Capital Improvement Plan to address related issues.

Repairs to the south ramp were also discussed as a potential project for the airport capital improvement plan. John Lippert questioned the viability of the needed repairs. Adelman said that the Economic Development office markets the south ramp to prospective firms and that it would be difficult to secure a tenant if the repairs were not completed. Discussion continued.

**Topic: FBO Lease Update**

**Action:** General Aviation, Inc. confirmed their interest to accept the lease as proposed.

**Disposition:** Council is scheduled to vote on this issue on November 21, 2017.

Marc Adelman said that during a recent City Council Work Session that it was identified that General Aviation, Inc. confirmed their interest to accept the lease as proposed. This item will be further considered at the November 21, 2017 City Council Business meeting. Adelman said he also wanted to make the Commission aware that some City Council members have also suggested that an analysis should be completed to evaluate the possibility of establishing an airport authority. Adelman indicated that he will update the Commission if this is pursued further by the City of Danville.

**Public Comment**

No public comments were received.

**Communications**

There were no additional communications.

**Adjournment**

The Commission meeting adjourned at 5:10 pm.

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