

AIRPORT COMMISSION MINUTES

September 11, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, September 11, 2018.

Attendees:

Marc Adelman, Director	Ken Carlson	Libby Rembold, General Aviation
Jessie Barksdale, Chairman	Michael Duncan	Alan Spencer, Asst. City Atty.
Joe Miller, Vice-Chairman	Philip Hall	Todd Pinekenstein, Bld. & Grounds Supt.
William Allgood		Lisa Bivens, Administrative Assistant

Approval of Agenda

Jessie Barksdale requested as part of the meeting process that the agenda be approved by the Commission in addition to the minutes. Michael Duncan moved that the agenda for the September 11, 2018 meeting be accepted as presented and Joe Miller seconded the motion. All were in favor and the motion passed.

Approval of Minutes

Joe Miller moved that the minutes of the August 14, 2018 meeting be accepted as presented and William Allgood 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 ongoing maintenance projects.

Disposition: Crack sealing and seal coating work for the terminal parking lot areas is still underway and will be completed in phases.

Todd Pinekenstein informed the Commission that the core sampling along Runway 02/20 has been completed. Brian Salyers of Talbert, Bright & Ellington will receive a report on Monday from GEO Technologies that will assist with making recommendations to address ponding and cracking issues related to the primary runway.

Renovations to the women's restroom in the FBO area are still underway. The contractor plans to begin installation of the wall tile within the week. Work to complete crack sealing and seal coating of the terminal parking lot areas recently began. To date, the long-term parking lot and the area north of Averett University's Flight Center building has been crack sealed. Due to hot weather conditions, the curing has been slow but work will continue as soon as conditions allow.

Todd Pinekenstein said that he recently met with the city's plumbing inspector to review the punch list items associated with terminal renovations and the acquisition of the Daniel Group hangar. Currently, all the punch list items for the hangar have been resolved. The bid document to complete heating air conditioning modifications on the south end of the terminal building was sent to the city's purchasing office to be advertised.

Topic: Update on Maintenance Projects (*continued*)

Todd Pinekenstein said the representative from the National Weather Service will return to the airport to meet with a Verizon representative to further investigate the issues with the Operations Tower monitor that displays automated surface observation system (ASOS) information for weather advisories.

Topic: FBO Request for Proposal (RFP) Review Process

Action: Marc Adelman provided an update on the Aviation Consultant RFP process.

Disposition: Interviews with prospective consultants will be completed in October.

Marc Adelman informed the Commission that the Request for Proposals (RFP) to secure an aviation consultant firm to assist with the FBO evaluation process was issued last month through the purchasing office. Two consultants attended an informational meeting concerning the required services, which was held on September 5. Another interested consultant submitted questions regarding the project. Proposals are due on September 20. He indicated that the selection committee will be represented by the following persons; Jessie Barksdale, Airport Commission Chairman, Earl Reynolds, Deputy City Manager, Gary Via, Purchasing Director, Michael Adkins, Finance Director and Marc Adelman, Transportation Services Director.

Marc Adelman identified that the criteria to evaluate proposals received from aviation consultants include qualifications, prior experience, quality of proposal and ability to complete work in a timely manner. In addition, proposals should identify the consultants understanding, price and approach to the scope of work. Firms will be expected to develop the RFP document, identify interested parties and assist with the evaluation process. The plan is to complete interviews with consultants in October and award a contract in late October or November. The goal is to have a draft RFP available for the Commission to review by the December 11, 2018 Commission meeting. Discussion continued.

Topic: Update on FY19 Capital Improvement Projects

Action: Marc Adelman updated the Commission on the status of FY2019 capital projects.

Disposition: The Terminal Ramp Rehabilitation project is expected to begin in October 2019.

Marc Adelman updated the Commission on the FY2019 capital projects. The Terminal Ramp Rehabilitation project has been delayed due to federal funding issues. The Federal Aviation Administration (FAA) engineer indicated that insufficient funding exists to finance the rehabilitation work because bids for other construction projects in the Dulles region came in much greater than anticipated. However, the FAA also informed the airport of a supplemental grant program that could be applied to financing the project and if awarded, the funding level would be 100% instead of 90%. This application was submitted but the earliest the project could begin would be October 2019 given the interest of the Commission to work around the Virginia International Raceway (VIR) calendar to support jet traffic activity.

Marc Adelman said that a recent review of the pavement condition of the north terminal ramp area showed significant cracking and as a result, he recommended this area of ramp should be crack sealed this fall. Quotes will be requested for this work and submitted to the State to secure aviation maintenance funds.

Topic: Update on FY19 Capital Improvement Projects (continued)

Marc Adelman provided slides of the construction sequencing plan previously approved for the Terminal ramp rehabilitation project and also described a revised plan that he feels may be a better option to facilitate jet aircraft parking. He indicated that the current construction plan was developed by the consultant before it was determined that the project should begin in October. The proposed revisions to the sequencing arrangement would improve the probability of completing work where jet aircraft park along the ramp before the expected winter shutdown so this area would be available for spring VIR events. After further discussion, it was the consensus of the Commission to move forward with the new sequencing plan.

The closing for the purchase of the Daniel Group hangar has not yet been set. Currently, a title search is in the process of being completed.

Topic: Security Improvement Project Update

Action: Marc Adelman updated the Commission on the status of the security improvements currently underway at the airport.

Disposition: The project should be complete later this month or in early October.

Marc Adelman updated the Commission on the status of the security improvement project. Police and Fire personnel now have access to the gates. The interior cameras, card readers and intercoms have been installed. The majority of the cameras have been installed except for the fire station camera, gate controller and intercom. The majority of the gate cards were provided to t-hangar tenants over a two-week period before the new t-hangar gate card reader was activated on September 7. Currently, the airport is waiting for the south gate controller to be replaced and for the terminal fire and security equipment to be installed.

Topic: FY20 Capital and Promotional Projects

Action: Marc Adelman discussed special event planning activities and development of a viewing area for the public adjacent to the terminal ramp.

Disposition: Plans for an Airport Open House and Young Eagles Day will continue to be developed and cost estimates will be obtained for the viewing area.

Marc Adelman said that once the project timeline for the Terminal Ramp project was determined he sent out email messages to fifteen Experimental Aircraft Association (EAA) chapters in North Carolina and Virginia regarding their possible participation in a Young Eagles Day event in Danville. The Apex, North Carolina EAA Chapter confirmed interest in participating. After checking online, Marc Adelman mentioned that the Apex Chapter is number two in the United States for completing the most Young Eagle flights and have flow in excess of 16,000 children.

Marc Adelman also made the Commission aware of a state Aviation Promotion grant program that the airport could make application to finance \$20,000 in expense at a fifty percent funding level to support an Airport Open House and Young Eagles Day. Marc Adelman said he would recommend combining an Airport Open House and Young Eagles Day event together and pursuing the state's Aviation Promotion grant to help fund the event. It was also discussed to request the involvement of General Aviation Inc., Civil Air Patrol, Averett University and the Danville Science Center to support Open House activities.

Topic: FY20 Capital and Promotional Projects (*Continued*)

Jessie Barksdale mentioned that during the time the Goodyear blimp was at the airport recently he could see where a public viewing area would be a great asset to have at the airport. Marc Adelman mentioned that a cost estimate for this project would be obtained to provide to the Commission at the next meeting. The scope of this project was previously described to the Commission by Ken Carlson.

Public Comment

Libby Rembold said General Aviation Inc. has been at the airport for seventy years and the company has always done their job well and will continue to do it well.

Communications

Sid Allgood commented that he sees the role of the Commission as working to get the airport back to the status it once was and to keep that as the goal to build it up. He also mentioned that Ernie Rogers who was a National Intercollegiate Flying Association (NIFA) judge during the competition here last year provided positive comments to him about the airport. He also mentioned the possibility of having the competition at the airport again.

Ken Carlson commented that it is important for the Commission to remember its mission is to offer our opinion and guidance to City Council and help to increase the public's interest in aviation.

Michael Duncan commented that this airport is a gem of a jewel and an economic development tool that is underutilized. He added that the Airport Commission should help our governing bodies and local political leadership to understand and recognize the value this airport can contribute.

Philip Hall commented that his involvement with the Commission has been a pleasant experience so far and he is learning more with each meeting. He added that he would like to learn more about the objectives of the Commission and how the Commission can work with economic development. As a member of the Danville Development Council (DDC), he suggested a joint meeting could be held to make the DDC more aware how much the airport is an asset.

Joe Miller commented that it has been an ambition of his since he has been on the Commission to build the airport into something that truly shows what the airport offers and what it is capable of for economic development.

Adjournment

The Commission meeting adjourned at 4:55 pm.

The next meeting is scheduled for **Tuesday, October 9, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**