

AIRPORT COMMISSION MINUTES

October 9, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, October 9, 2018.

Attendees:

Marc Adelman, Director	Ken Carlson	Libby Rembold, General Aviation
Jessie Barksdale, Chairman	Stephen Daniel	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

William Allgood moved that the agenda for the October 9, 2018 meeting be accepted as presented and Philip Hall seconded the motion. All were in favor and the motion passed.

Approval of Minutes

William Allgood moved that the minutes of the September 11, 2018 meeting be amended in the Public Comment section to include that Libby Rembold asked why a Request for Proposals for Fixed Based Operator Services was being done. Philip Hall seconded the motion. Five members were in favor and the motion passed. One member opposed.

Topic: Update on Maintenance Projects

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

Disposition: Seal coating and striping work for the terminal parking lot areas is still underway due to weather delays. The crack sealing work will be scheduled for the north section of the apron after building modifications are completed to Hangar 400.

Todd Pinekenstein informed the Commission that the security systems project is nearing completion. All cameras, network video recorder, gate card readers, gate intercoms, south gate controller, fire and burglar alarm systems are now functional. In addition, the new gate access system provides activity reporting and the gates can also be opened remotely from the airport administrative office computers. An intercom is also available on each card reader pedestal that is linked to a dedicated phone in the airport administrative office to support communication requirements if assistance is needed.

Renovations have been completed for the women's restroom that is located across from General Aviation Inc. on the north end of the terminal. The bid opening to complete heating air conditioning modifications for the south side of the terminal is scheduled for Friday, October 12, 2018. This work includes installing mini-split systems in the conference rooms, offices and replacing the existing two-pipe system with a four-pipe system to support the simultaneous use of heat and air conditioning in the common area. In addition, heating and air conditioning improvements to Hangar 400 should be completed by the end of this week.

Topic: Update on Maintenance Projects (continued)

The Automated Surface Observation System (ASOS) monitor located in the operations advisory tower is now operating properly. The problem was identified as a phone line issue in which two cards were not communicating. Crack sealing work has been completed in the overnight and terminal parking lots. Related seal coating and striping work has been impacted by weather related delays. The remaining work for this project should be completed within the next week. The crack sealing work to be completed on the north section of the apron will be scheduled after modifications are completed to Hangar 400.

Topic: Update on selection of Aviation Consultant Firm

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

Disposition: Interviews with prospective consultants will be completed October 18 and 19, 2018.

Marc Adelman informed the Commission that the selection committee met recently to review the three proposals received for providing consultant services to assist with the FBO evaluation process. Committee members include Jessie Barksdale, Airport Commission Chairman, Earl Reynolds, Deputy City Manager, Gary Via, Purchasing Director, Michael Adkins, Finance Director and Marc Adelman, Transportation Services Director. The committee decided to interview all three firms that submitted proposals and those interviews have been scheduled for October 18 and 19, 2018.

William Allgood questioned the need and viability of making an investment in procuring consultant services to assist with evaluating proposals. He also doubted the integrity of previous lease negotiations and commented that it does not make sense to put a company out of business who has been at the airport for seventy years and indicated that the planned Request for Proposals process is not business friendly. *William Allgood made a motion to postpone choosing an aviation consultant firm until the next Commission meeting on November 13, 2018 and give City Council and management time to come up with legitimate and fair reasons for issuing such an RFP. No second on the motion was received.*

Topic: Joint meeting with Danville Development Council

Action: Marc Adelman updated the Commission on ideas for a presentation to be completed to the Danville Development Council on November 20, 2018.

Disposition: The presentation will be developed with input received from the Commission.

Marc Adelman updated the Commission on the status of a joint meeting with the Danville Development Council. The meeting has been scheduled for November 20, 2018 at the airport. Marc Adelman shared some ideas for the presentation that would address the significance of the airport for this region. He also identified data from an economic impact study that was previously completed by the state. He requested input from the Commission concerning the focus of the presentation and identified that a bus tour or virtual tour could also be completed. Discussion continued. Philip Hall said that he is concerned that the data identified in the Economic Impact Study is not current and would like to know if the data could be updated. Ken Carlson suggested informing the group as to why someone would fly into Danville from a business prospective and for time saving reasons. Discussion continued.

Topic: Update on Special Event Planning Activities

Action: Marc Adelman attended a Young Eagles Day event at Harnett Regional Jetport Airport in Erwin, North Carolina supported by the Apex, North Carolina Experimental Aircraft Association (EAA) Chapter.

Disposition: The Apex, North Carolina EAA chapter and the airport are reaching out to other chapters for a possible partnership arrangement to support a Danville event.

Marc Adelman completed a trip to Erwin, North Carolina recently to attend a Young Eagles Day event supported by the Apex, North Carolina EAA chapter and to meet with the coordinator. Currently, the airport is attempting to find other EAA chapters that could support the Apex chapter to hold a rally in Danville. Ken Carlson said he would be glad to support the event and he would like to find pilots and support locally as well. Marc Adelman said after a written agreement is executed by the city and the Apex Chapter to hold the event and a date is set for the rally an Aviation Promotion grant application will be submitted to the Virginia Department of Aviation to help finance up to \$10,000 in project expense at fifty percent.

Topic: Discussion of FY20 Projects

Action: The development of a viewing area for the public adjacent to the terminal ramp was discussed.

Disposition: FY20 capital projects will be further considered at the November meeting

Marc Adelman provided a layout of the public viewing area and options for picnic tables that could be positioned in the grass adjacent to the terminal ramp and the Eastern Conference Room. He said that cost estimates have been obtained for the fencing to support the public viewing area. A grant application will be submitted to the state to provide financing for the project. Discussion continued regarding table options.

Marc Adelman informed the Commission that the airport budget for FY2020 must be submitted to the City's Budget office in December. Brian Salyers of Talbert, Bright and Ellington will attend the next Airport Commission meeting to discuss the FY20 capital projects with members. Funding for capital projects is usually determined in August however, additional state funding has been made available this fiscal year that would enable the city to submit capital grant requests this February that were not approved in August. He indicated that the T-hangar Taxi-lane and Taxiway D&E rehabilitation projects could be considered by the state for funding in February.

Marc Adelman also mentioned that the airport's engineering firm made a recommendation to crack seal the entire primary runway based on the analysis of pavement cores that were previously extracted. The firm also recommended installing an underdrain to help mitigate the ponding in some areas along the runway. The cost estimate to complete both crack sealing and the underdrain work is \$270,000. This project would be considered as a capital project due to the cost. Other potential projects discussed for FY20 include seeking funding for site prep work to build a new corporate hangar or t-hangar, design work to rehabilitate the south ramp and additional terminal building modifications. Locations on the airfield that hangars could potentially be developed were reviewed and discussed by the Commission.

Topic: Discussion of FY20 Projects (Continued)

Marc Adelman said a conference call will be held with the Federal Aviation Administration, Virginia Department of Aviation and the airport's engineering firm in February or March 2019 to discuss which projects will be submitted for funding consideration based on the Commission's preferences for capital projects,. The projects will be submitted to the State at the end of May to be considered at the August Board meeting. Discussion continued. William Allgood and Philip Hall both expressed interest in developing some type of plan to assist with the development of the airport.

Public Comment

Libby Rembold commented that the women's restroom looks very nice but there are still issues in the men's restroom with the sewer line that is being addressed. She also commented that she feels the public viewing area is a good idea especially in light of the issues while the Goodyear Blimp was at the airport but the concrete tables being considered are not good for children because they tip over easily.

Communications

William Allgood commented that he feels the Commission is making strides in being able to discuss items so that it can be productive. He also stated that he would like to obtain a master plan to see what we are aiming for and to be able to plan around that and continue working together.

Jessie Barksdale commented that he is not trying to control anyone's questions or comments; however, he would like everyone to be able to hear what is being said.

Adjournment

The Commission meeting adjourned at 5:27 pm.

The next meeting is scheduled for **Tuesday, November 13, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**