

AIRPORT COMMISSION MINUTES

May 14, 2019

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, May 14, 2019.

Attendees:

Marc Adelman, Director	Stephen Daniel	Alan Spencer, Asst. City Atty.
Sid Allgood	Michael Duncan	Todd Pinekenstein, Bld. & Grounds Supt.
Jessie Barksdale, Chairman	Philip Hall	Lisa Bivens, Administrative Assistant
Ken Carlson	Joseph Miller, Vice Chairman	

Approval of Agenda

Sid Allgood made a motion to approve the agenda for the May 14, 2019 meeting and Joe Miller seconded the motion. All members present were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the April 9, 2019 meeting be accepted as presented and Joe Miller seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

No communications.

Topic: Airport Maintenance Update

Action: Airport staff completed several painting projects over the past month.

Disposition: The contractor projects the mini split systems should be operational on May 15th.

Todd Pinekenstein updated the Commission on current maintenance projects and identified that airport staff recently completed painting the fuel farm tanks, painting hangar 200 and also a section of the Averett Flight Center building. He mentioned as we get closer to the June 22nd Airport Open House and Young Eagle's Day event an intensive focus will be on the grounds and facilities. A number of LED wall packs have also been installed in the t-hangar area and on all the corporate hangars. By year-end, it is the airport's goal to have all the facility lighting converted to LED lighting.

The four pipe heating and air system is in the process of being installed on the terminal roof. The faceplates are being installed on the mini-split systems today in the south end of the terminal building. The contractor informed the airport that mini-split system should be operational on May 15.

Topic: Update on the Fixed Based Operator (FBO) Request for Proposals (RFP) Review Process

Action: A joint meeting was held with City Council on May 9th to discuss the proposal review process.

Disposition: The next step is to develop a draft lease agreement with Fly High Inc. that can be reviewed by City Council as part of a Public Hearing.

Marc Adelman said a joint meeting was held with City Council on May 9th and during that meeting the Commission recommended to City Council that Fly High Inc. should be offered a lease. The next step is to develop a draft lease agreement with Fly High Inc. that can be reviewed by City Council as part of a public hearing. A public hearing notice must be placed in the local paper 10 days in advance of a city council meeting, which would occur after a draft lease is approved for Council's consideration. Marc Adelman said due to the public hearing notice requirements the draft lease would not be considered by City Council until sometime in July. He indicated that the draft lease will be discussed in more detail during the closed session of this meeting.

Topic: Planning Activities for the Airport Open House/Young Eagles Day Event

Action: Marc Adelman reviewed the updated floor plan for the event with the Commission.

Disposition: A detailed planning meeting will be completed at the June Airport Commission meeting.

Marc Adelman reviewed the updated floor plan for the Airport Open House and Young Eagles Rally with the Commission. The Apex, North Carolina Experimental Aircraft Association Chapter has expressed interest to use only two of the three conference rooms in the terminal. The other room will be available for use as necessary. A checklist has been developed and deposits are being paid to companies to secure some of the items necessary such as the tent, golf carts and portable restroom trailer. As previously discussed, refreshments will be made available to the public in the terminal building and tables and chairs will be positioned outside in the public viewing area under the tent for attendees to use. Marc Adelman suggested that Commission members receive a staff shirt and a name tag for the event so that participants can spot volunteers easily. Lisa Bivens will get shirt sizes from all the Commission members to place the order. Plans are to have all the information together to discuss with the Commission in detail at the June meeting. Discussion continued.

Topic: Update on planned Capital Improvement Projects

Action: Planned FY20 Capital Improvement Projects were discussed with the Commission.

Disposition: Bids and quotes will be received before the end of June to be submitted to the State and Federal Aviation Administration (FAA) for consideration.

The following projects will be included as part of the FY20 Capital Improvement grant request to be submitted to the Virginia Department of Aviation by May 24th:

- Replace pad locks (state funded only)
- Rehabilitate and expand Terminal Apron (federal and state funded)
- Crack seal, complete underdrain work and remark Runway 2/20 (state funded only)
- Expand T-Hangar Taxiway Rehabilitation construction area (state funded only)

Topic: Update on planned Capital Improvement Projects (*continued*)

Marc Adelman said that bids and quotes must be received no later than the end of June so the projects will be considered for funding by the Virginia Department of Aviation and the FAA. He clarified that the padlocks used to secure the t-hangars and gates require replacement due to their condition. Normally, this type of project would be considered as a security project by the state and funded at 90 percent, however due to a policy change at the state level this funding source will not be available and as a result he suggested that this project be included as a capital project request.

Adelman reviewed the most recent construction-phasing plan for the Terminal Apron Rehabilitation project with the Commission. Adelman said that he recommended to the engineering firm to break up phase 2 into two sections to improve access for tenants while that part of the project is underway. Sid Allgood asked if a tie-in area close to the fire station could be considered for paving as part of the terminal apron project.

The project to crack seal, remark and complete underdrain work related to the primary runway is unique because the state will be asked to provide less funding than normally since the fund balance for the settlement related to the runway rehabilitation project will be used for the local match requirement. This project will be completed at night and to be completed in 7 days.

Additional funding associated with the t-hangar taxi-lane rehabilitation project will be requested from the State to mill and pave a taxi-lane area adjacent to t-hangars 22, 24, 26 and 28 that was not originally included in previous bids. A preliminary quote of \$50,000 has been received from the contractor for this additional work. The state is requiring that a capital grant request be submitted for this portion of the project.

Closed Session

Joe Miller moved that this meeting of the Airport Commission of the City of Danville, Virginia, be recessed and that the Commission immediately reconvene in closed meeting for the following purpose: Discussion or consideration of the acquisition or disposal of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A) (3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended: FBO Lease. Michael Duncan seconded the motion, all members present were in favor and the motion passed.

Joe Miller moved that the Airport Commission for the City of Danville, Virginia immediately reconvene into open meeting. Sid Allgood seconded the motion, all members present were in favor and the motion passed.

Joe Miller moved that the Airport Commission for the City of Danville, Virginia adopt a resolution certifying that to the best of each member's knowledge that (1) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Michael Duncan seconded the motion, all members present were in favor and the motion passed.

Public Comment Period

No public comments.

Communications

Short discussion continued.

Adjournment

The Commission meeting adjourned at 5:15 pm.

The next meeting is scheduled for **Tuesday, June 11, 2019 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**