

AIRPORT COMMISSION MINUTES

September 9, 2014

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, September 9, 2014.

Attendees:

Marc Adelman, Director	Helm Dobbins	Alan Spencer, Asst. City Atty.
John Lippert, Chairman	Stephen Daniel	Libby Rembold, General Aviation
Hampton Wilkins, Vice-Chair.	Gene Jackson	Bruce Newcomb, Maintenance Supt.
Charles Ellis	Robert Soriano, Michael Baker	Lisa Bivens, Admin. Asst.
Donna Benz	Ken Larking, Deputy City Mgr.	

Approval of Minutes

Helm Dobbins moved that the minutes of the July 15, 2014 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

Public Comment

There was no public comment.

Topic: Airport Facility Directory Information for Runway 2/20

Action: Data is being received to update the FAA's Airport Geographic Information System

Disposition: FAA approval of data is needed to update the National Flight Data Center directory

Robert Soriano, Project Manager with Michael Baker Engineering was present to update the Commission on the runway rehabilitation project and the Runway 31 PAPI project. Soriano mentioned that his company recently received as-built survey data from the general contractor. This information is currently being verified with respect to its compliance to Federal Aviation Administration (FAA) guidelines and is being uploaded to the Airport Geographic Information System (AGIS). This process must be completed in order to update airport facility directory information for Runway 2/20. He further mentioned that comments were received from the FAA last Friday regarding the last upload and currently Baker is addressing those comments. He estimated that once the FAA agrees that all of the uploaded information is correct that it should take about thirty to sixty days for the National Flight Data Center to provide current information concerning the status of airport that will also be available to aviation websites.

Topic: Runway 31 PAPI Flight Check

Action: Flight checks have not been approved to authorize use of Runway 31's PAPI

Disposition: Additional flight checks will be required and must be coordinated with the FAA

Robert Soriano also updated the Commission on the status of the Runway 31 PAPI flight check. A total of four flight checks have been completed to date and all have failed due to aiming angle issues. During the last flight check the angle was set at 4.0 degrees but the flight team said it was not set properly so adjustments were made to the PAPI. However, since the aircraft was low on fuel they could not finish the check.

Topic: Runway 31 PAPI Flight Check (continued)

After this flight check was completed Soriano said that Baker and Barnes and Powell, the general contractor for the Runway 31 PAPI project decided to complete a survey to verify the setting. After this survey was completed it showed the angle was only off by 1/20 of a degree, which is under the allowable limit. An additional flight check will have to be coordinated.

Topic: Runway 20 PAPI Flight Check

Action: Flight checks for Runway 20's PAPI have failed due to its age and condition

Disposition: Quotes to replace Runway 20's PAPI will be received

The flight checks for Runway 20's PAPI also did not pass inspection. Soriano said that when he came out to survey Runway 31 the aiming device for Runway 20's PAPI was also checked. At this time it was also discovered that the boxes were mostly likely warped and would need to be replaced to pass a flight check. The FAA has asked Baker to provide a quote to replace the boxes for Runway 20's PAPI that could be applied as a change order to the Runway 2/20 project. The boxes for the PAPIs were not replaced during the construction project and they are old and damaged.

Topic: Runway 2/20 Pavement Condition

Action: An assessment of Runway 2/20's pavement reflects deficiencies

Disposition: The general contractor will provide a response to correct the deficiencies

Soriano identified that the general contractor is still addressing several punch list items associated with the Runway 2/20 project. During the punch list evaluation it was discovered that the paint on the pavement marking is peeling off of the runway and adversely impacting the asphalt. This deterioration is occurring in areas where both white and yellow paint have been applied in both grooved and non-grooved areas of the runway. Soriano said they are not sure what is causing this issue however this situation has happened at two other Baker airport projects. Core samples of the runway pavement were recently taken to be analyzed to determine the cause of the deficiencies. The planned testing of the cores are considered non-standard tests, which means the FAA does not require this type of testing when the asphalt is brought placed. These tests are normally done when an asphalt job mix is created to make sure the mix meets a certain criteria. Soriano believes since certain tests were not completed may explain why related issues were not caught during the construction period of the project. Final payment to the contractor will be withheld until this issue is resolved. Discussion continued.

Soriano indicated he feels there are two options to fix the pavement issues. One option would be to grind off the existing markings and repaint the markings. This option is estimated to cost approximately \$350,000. Under this arrangement if the grooving of the pavement falls apart there is a ten year warranty in which a claim can be filed for repairs. The other option would involve removing a 1/2 inch of pavement off the entire runway below the grooving and repave with two inches of new asphalt. The runway would have to be shut down during this process however a majority of the work could be done at night to minimize the impact on pilots and aircraft activity. The estimated cost to mill, repave and re-groove the runway would be about \$2,000,000. Discussion continued. The contractor has been asked to respond back with a plan to repair the runway within ten days of the last meeting, which was about ten days ago. Discussion continued.

Topic: City Code, Duties of Airport Commission

Action: Duties of the Airport Commission identified

Disposition: Minimum Operating Standards and airport operating budget will be reviewed

Copies of the City Code regarding the Airport Commission's duties were distributed for review. Chairman Lippert reviewed related information with the Commission members. After discussion it was decided that the Airport's Minimum Operating Standards should be reviewed by the Commission. In addition, it was discussed that the Commission should review the proposed FY16 airport operating budget.

Topic: Consideration to modify agenda to permit expanded public comment

Action: Expansion of public comment period suggested for consideration

Disposition: No action taken

Chairman Lippert asked the Commission to consider providing for expanded public comment on issues if needed before a potential motion is made during a meeting to give non-board members the opportunity to offer comments before a motion is established. Discussion continued. A motion was not made regarding this consideration.

Topic: Consideration of conducting informal periodic public meetings

Action: Conduct periodic public meetings to improve communications

Disposition: Chairman Lippert will call for public meetings in the future

Chairman Lippert asked the Commission for consideration of conducting periodic informal public meetings to help initiate better communications. Alan Spencer commented that no more than two Commission members should be present during an informal meeting.

Topic: Update on FY15 capital improvements

Action: Virginia Aviation Board approves recommended FY15 capital projects

Disposition: Local funds for capital projects to be appropriated by City Council

Adelman said that the Virginia Aviation Board approved the Virginia Department of Aviation's recommendation to fund three projects that the airport made application for in August. The airport has received tentative allocations for the following projects; Taxiway D & E repair, T-Hangar Taxiway Rehabilitation (design) and Taxiway A Rehabilitation (design) projects.

Topic: Consideration of Conference Room Rental Policy

Action: Revisions proposed to change conference room rental fees and establish facility policy

Disposition: Proposed fee changes to be considered by City Council and an operating policy and procedures are adopted for facility use.

Adelman circulated a draft proposal to revise rental rates and establish new policy and procedures for the use of the conference rooms at the airport. A survey of other local facilities was completed to compare rental fees. While some differences exist among facilities surveyed the data reflects that the airport's rental fees are much lower than others listed. Adelman identified that implementation of the proposed fees require the approval of both the Commission and City Council, however the policy and procedures would not have to be reviewed by Council.

Topic: Consideration of Conference Room Rental Policy (continued)

After discussion, Hampton Wilkins made a motion to recommend approval of the new policy and procedures and fee adjustments. Charles Ellis seconded the motion, all were in favor and the motion passed.

Topic: Installation of arresting gear for Lynchburg Air Show

Action: Installation of arresting gear is not recommended to support the Lynchburg Air Show

Disposition: Lynchburg Air Show will be notified of the airport's position on the arresting gear

Adelman mentioned that after speaking with the Lynchburg airport and the Richmond Flight Standards office he feels that the proposed installation of the arresting gear to support the Lynchburg air show is a safety issue. As a result, he recommended that the arresting gear should not be installed at Danville Regional to accommodate the flight requirements of the Blue Angels. *A motion was made by Charles Ellis and seconded by Gene Jackson to accept Adelman's recommendation. All were in favor of the motion.*

Topic: Update on Ribbon Cutting

Action: Ribbon cutting ceremony planned for September 24, 2014

Disposition: No changes were recommended to alter the ceremony

The recommended date for the planned ribbon cutting ceremony on September 24, 2014 was suggested by Congressman Hurt's office. Adelman mentioned that this date was established before the engineering firm notified the airport of the runway pavement damage. Adelman said that he still feels that the ceremony and planned open house might be a good opportunity to get some positive recognition for the airport. Adelman added that he has received a lot of support for this event from General Aviation, Averett University and the Civil Air Patrol. Discussion continued.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 5:10 p.m.

The meeting was reconvened from the closed meeting and adjourned at 5:40 p.m.

The next meeting is scheduled for **Tuesday, October 14, 2014 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**