

# AIRPORT COMMISSION MINUTES

July 14, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, July 14, 2015.

## Attendees:

Marc Adelman, Director  
John Lippert  
Charles Ellis  
Jessie Barksdale

Joseph Miller  
Stephen Daniel  
Gene Jackson  
Hampton Wilkins

Alan Spencer, Asst. City Attny.  
Libby Rembold, General Aviation  
Bruce Newcomb, Maintenance Supt.  
Lisa Bivens, Admin. Asst.

## Nominations for Chairman and Vice Chairman

Alan Spencer called the meeting to order and opened up the floor for nominations to fill the positions of Chairman and Vice-Chairman for the Airport Commission for fiscal year 2015-2016. Gene Jackson nominated Hampton Wilkins for Chairman. Mr. Wilkins declined the nomination. Jessie Barksdale nominated John Lippert for Chairman. Charles Ellis nominated Hampton Wilkins to serve as Vice-Chairman. A roll call was completed and all members present were in favor of the nominations.

## Approval of Minutes

Joseph Miller moved that the minutes of the June 16, 2015 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

**Topic:** Update on Runway 20 PAPIS Project

**Action:** PAPIS have been installed.

**Disposition:** The contractor is coordinating with the Federal Aviation Administration (FAA) to schedule a flight check

The PAPI lights were recently installed by Barnes & Powell Electrical. Currently, the contractor is coordinating the FAA flight check.

**Topic:** Taxilane and Taxiway A Rehabilitation Projects

**Action:** The design effort for the Taxilane rehabilitation project is currently ninety percent complete. Grant applications have been submitted to both the FAA and state for the Taxiway A Rehabilitation project.

**Disposition:** Danville's airport engineering firm will update the Airport Commission regarding these design projects at the August meeting.

**Taxilane Rehabilitation Project** –Brian Salyers of Talbert, Bight & Ellington recently informed the airport that the design effort for the taxilane rehabilitation project is currently ninety percent complete. Brian will be in attendance for the August Airport Commission meeting to update members on this project and others that will be completed this fiscal year. The construction portion of this project is intended to be bid out with the Taxiway A project in March 2016.

**Taxiway A Rehabilitation Project** – Grant applications for the Taxiway A Rehabilitation project have been submitted to both the FAA and the Virginia Department of Aviation (VDOA) for this project. The airport already has a tentative funding allocation with the state for this project however the airport still needs to get under grant. It is anticipated that this design project will begin this fall. Brian Salyers will be discussing the phasing of the Taxiway A Rehabilitation project with the Commission at the August meeting. Discussion continued.

**Topic: Update on review of Minimum Operating Standards (MOS)**

**Action:** A special meeting was held to review the draft Minimum Operating Standards

**Disposition:** A follow up meeting is scheduled for July 29, 2015 at 2:00 pm

A special meeting was held in June to review the current draft minimum operating standards and consider input previously received from tenants and Airport Commission members. It was decided that another special meeting should be held to continue the review. A tentative special meeting is planned for July 29<sup>th</sup> at 2:00 pm to continue the review effort. Notice of the special meeting will be placed on the calendar of events on the city's website.

**Topic: FY15/16 Capital Improvement Projects**

**Action:** Marc Adelman updated the Commission on the status of airport capital improvement projects

**Disposition:** Local capital funding has been approved to rehabilitate hangars this fiscal year

**Refurbish the T-Hangar Units 1-20** – The city approved as part of the FY 2016 budget \$265,000 to refurbish t-hangar units 1-20 and complete roof repairs for the FBO's maintenance hangar. This project will be coordinated with the airport storage building project that will be constructed adjacent to closed Runway 24. Bids have been received for the storage building project and the low bidder was Quality Construction at \$38,816. The Virginia Department of Aviation is expected to provide recommendations whether they will fund this project before the August Virginia Aviation Board meeting.

Currently, only one t-hangar is vacant and airport grounds equipment is located inside that hangar. At least two t-hangars must be vacant so the contractor can complete repairs to the roofs of the t-hangar buildings. Once the storage building is constructed grounds equipment could be removed from the t-hangar and aircraft could then be shuttled to the vacant hangar to facilitate repair work to the t-hangar buildings. If funding is not provided by the state to construct the storage building then other options will need to be considered to relocate aircraft from the t-hangars during construction. Discussion continued.

**FBO Maintenance Hangar Roof** – Replacement of the FBO's maintenance hangar roof is also included in the FY2016 capital projects. Plans call for bidding this project out separately from the t-hangar rehabilitation project. This project can begin as soon as bids are received. A roofing company provided a preliminary quote of \$38,000 to replace the existing roof with a rubber roof. The airport will be coordinating with the city's purchasing office and General Aviation Inc. on this project.

### **Public Comment**

Libby Rembold commented that it was her understanding that the Commission was going into closed session to discuss their lease with the city and requested that the FBO lease be extended to a five year lease with an option to renew for an additional five years. In addition, Libby Rembold requested that if the extension is not approved that she would like to be informed of the related reasons. Libby Rembold also expressed her concern over other issues related to the review of the FBO lease.

### **Closed Meeting**

The meeting was recessed and reconvened into closed meeting at 4:30 p.m.

The meeting was reconvened from the closed meeting and adjourned at 5:05 p.m.

The next meeting is scheduled for **Tuesday, August 11, 2015 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**