

AIRPORT COMMISSION MINUTES

December 8, 2015

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, December 8, 2015.

Attendees:

Marc Adelman, Director	Gene Jackson	Richard Bailey, General Aviation
John Lippert, Chairman	Helm Dobbins	Libby Rembold, General Aviation
Hampton Wilkins	Stephen Daniel	Bruce Newcomb, Maintenance Supt.
Joseph Miller	Alan Spencer, Asst. City Attny.	Lisa Bivens, Admin. Asst.

Approval of Minutes

Gene Jackson moved that the minutes of the November 10, 2015 meeting be accepted as presented and Hampton Wilkins seconded the motion. All were in favor and the motion passed.

Topic: Terminal Building Improvement Project

Action: Options for terminal building improvements were discussed with the Commission

Disposition: Certain improvements were recommended for further consideration as part of the city's budget process.

Marc Adelman informed Commission members that the most recent input provided by the state concerning funding levels for architectural services and terminal building improvements is expected to be less than fifty percent. He mentioned state funding levels for this project could be as low as thirty percent due to state policy guidelines concerning floor space and private usage of general aviation terminals. Adelman stated that he believes it is very important to move forward with architectural services as soon as possible to replace the terminal's heating and air conditioning system due to its age and condition. A preliminary cost estimate to replace the HVAC system is \$270,000.

Adelman informed members that a recent meeting was held with Dewberry, Public Works and General Aviation Inc. to discuss possible terminal renovations. Recommendations identified at that meeting were passed out for review. After review and discussion it was decided by the Commission to include the following renovations for the city's FY2017 Capital Improvement Plan.

- Replace the terminal's heating air conditioning system which will include removal and replacing light fixtures as needed and completing minor modifications to the Airport Administrative assistant's office to support this objective.
- Replace flooring on the north end of the terminal building in the FBO area.
- Remove awning and change doors on airside adjacent to the terminal to make the entrance to the FBO area more visible.

Dewberry identified that the renovations identified above are estimated to cost approximately \$373,000. The Commission was in favor of these improvements for consideration as part of the city's budget. No formal motion was made.

Topic: Taxiway A Construction Safety and Phasing Plan

Action: Brian Salyers of Talbert, Bright & Ellington reviewed the Taxiway A Construction Safety and Phasing Plan with the Commission. This plan must be approved by the Commission and submitted to the Federal Aviation Administration's (FAA) Washington Airports District Office for review and approval.

Disposition: The Commission approved the Taxiway A Construction Safety and Phasing Plan and the plan will be submitted to the FAA for review.

Brian Salyers of Talbert, Bright & Ellington reviewed the Taxiway A Construction Safety and Phasing Plan with the Commission. This plan is required for federally funded projects. The plan includes phasing procedures to mitigate risk due to construction activity and provides drawings and notes for the contractor to follow. Safety planning is emphasized at airports because construction activities can disrupt aircraft operations and possibly cause aircraft damage. The safety plan focuses on balancing construction activities with operational safety issues to minimize the adverse impact of the project on the airport.

Salyers identified that the proposed Construction Safety Plan must conform to a FAA advisory circular and a form is filled out online to input locations of activity. After the plan is submitted to the FAA an aeronautical evaluation is completed to identify potential impacts and what may be required to mitigate them. Discussion continued. Salyers also described how construction work will be phased to maintain operational access. He mentioned the project has been broken up into seven different phases and stated there will be a few times during the project when a pilot will be required to back-taxi to access the terminal ramp. In addition, it was discussed that runway closures will be scheduled during night time hours to maintain access during the day. Total construction time for the project is estimated at 146 calendar days.

After review a motion was made by Helm Dobbins and seconded by Joseph Miller to approve the Taxiway A Construction Safety and Phasing Plan to be submitted to the FAA for review. All were in favor and the motion passed.

Adelman circulated final cost estimates for other airport capital improvement projects to be submitted for state and local funding consideration. Brian Salyers said that the Taxiway D&E, T-hangar Taxi-lane and Taxiway A Rehabilitation projects will be bid simultaneously to hopefully secure better pricing and cut down on project time if one contractor is awarded all projects. The Runway 13/31 project could potentially be completed after the other three projects are complete.

Topic: Airport Minimum Operating Standards (MOS)

Action: Commission members considered and approved an additional revision to the Airport Minimum Operating Standards (MOS) to allow for the storage of up to five gallons of fuel in hangars.

Disposition: The MOS will be reviewed by City Council during a Work Session on January 5, 2016. A final draft of the MOS and notice of the Work Session meeting will also be sent to airport tenants.

The section in the MOS which references self-fueling and the storage of fuel in hangars was reviewed with the Commission. The storage of fuel was omitted from the final draft however the city's fire code will allow up to five gallons of fuel to be kept in hangars.

Topic: Airport Minimum Operating Standards (Continued)

After review it was decided to include a statement in the MOS to allow pilots to store up to five gallons of fuel in their hangar in an approved container. Adelman said he would edit the document for City Council's review. In addition, tenants will be sent a final draft of the updated MOS and be provided notice of City Council Work Session meeting that will involve Council review of the document.

Topic: Update Airport Maintenance Projects

Action: Bruce Newcomb provided images of repair work recently completed to the south ramp which involved shot blasting and the application of lithium nitrate.

Disposition: Cores will be extracted from the treated area of the ramp in June and analyzed. These results will be compared to cores previously extracted to determine the effectiveness of the lithium nitrate application.

Bruce Newcomb completed a brief presentation on airport maintenance projects. He showed images of repair work that was recently completed to the south ramp which involved shot blasting the concrete and the application of lithium nitrate. Brian Salyers said that deterioration of the pavement is more extensive than anticipated. At this time it is uncertain if the lithium nitrate treatment process will aid in slowing the deterioration of the ramp. However, cores will be extracted from the treated area of the ramp in June and analyzed. These results will be compared to cores previously extracted to determine the effectiveness of the lithium nitrate application. Discussion continued.

Newcomb also showed the Commission images related to the installation of the maintenance storage building. He informed members said that since the last meeting all of the distance-to-go signs for Runway 2/20 have been installed and are working properly. Newcomb also mentioned that Triad Roofing will be on the job site this week to begin installing a roof for General Aviation Inc.'s maintenance hangar.

Public Comment

There were no public comments.

Communications

There were no additional communications from the Commission members.

Adjournment

The Commission meeting adjourned at 5:30 pm.

The next meeting is scheduled for **Tuesday, January 12, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**