

# AIRPORT COMMISSION MINUTES

February 9, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, February 9, 2016.

## Attendees:

Marc Adelman, Director	Gene Jackson	Clarke Whitfield, City Attny.
John Lippert, Chairman	Helm Dobbins	Libby Rembold, General Aviation
Hampton Wilkins	Stephen Daniel	Bruce Newcomb, Maintenance Supt.
Joseph Miller	Jessie Barksdale	Lisa Bivens, Admin. Asst.
Charles Ellis	Ken Larking, Interim City Mgr.	

## Approval of Minutes

Gene Jackson moved that the minutes of the January 12, 2016 meeting be accepted as presented and Helm Dobbins seconded the motion. All were in favor and the motion passed.

**Topic:** Conference Room Rental Policy

**Action:** The Commission discussed the possibility of changing the conference room rental policy.

**Disposition:** The Worker's Compensation group will be directed to use the Southside Conference room for future meetings.

Marc Adelman shared background information with the Commission regarding use of the airport conference rooms and identified the current rules for renting Airport Conference rooms. Previously, concern was expressed by Commission members and the FBO about meetings that require a security guard present in the terminal. After discussion it was decided to contact the Worker's Compensation group about using the Southside Conference room for future meetings.

**Topic:** Status of the T-hangar Building Rehabilitation Project

**Action:** The project has been bid and a pre-bid meeting is scheduled for February 17<sup>th</sup>.

**Disposition:** It is anticipated that construction activities could begin by the end of March.

Marc Adelman stated that the t-hangar rehabilitation project has been advertised for bid. He added that the bid documents were prepared by Mattern & Craig and a pre-bid meeting is scheduled for February 17<sup>th</sup>. Bids are due on March 1<sup>st</sup>. Adelman said that airport staff is planning for tenants to relocate their aircraft into two vacant hangars while hangars are under construction. Tenants will be informed in writing of the planned construction activity and airport staff will coordinate with the tenants to move aircraft into the vacant hangars as needed throughout the project once a notice to proceed is provided to the contractor.

**Topic:** Terminal Building Improvement Project

**Action:** The city will issue a purchase order to Dewberry to complete engineering services with the intent of seeking reimbursement for expenses through a capital grant.

**Disposition:** The project will be bid in advance of the May 31, 2016 deadline so a grant request can be submitted to the state and considered for funding in August.

**Topic: Terminal Building Improvement Project (continued)**

Adelman informed the Commission that Dewberry submitted a proposal for engineering services to replace the terminal's heating air conditioning system and install new flooring in the FBO area. The proposal which identified engineering fees was submitted to the Virginia Department of Aviation as a maintenance funding request in the amount of \$56,815. To date, no input has been received from the state regarding this request. However, in a recent conversation with the state regarding this project Marc Adelman was informed that incurred engineering expenses would be considered an eligible expense if a capital grant was awarded in August. The engineering firm has informed the city they need to begin work on the project by February 8<sup>th</sup> to be able to receive bids by the end of May so a grant request can be submitted to the state by the May 31<sup>st</sup> deadline for the August board meeting. Due to the condition of the terminal's heating air conditioning system, the city has issued a purchase order to complete engineering services with the intent of seeking future reimbursement through a state aviation grant. However, Adelman commented that the state has not identified the eligible funding level for the project. Based on input received to date from the state, it is anticipated the funding level could range between 24% and 65%.

**Topic: Airport Minimum Operating Standards**

**Action:** The Minimum Operating Standards were adopted by City Council on January 19, 2016.

**Disposition:** Written notice has been send to the airport tenants.

Adelman informed the Commission that City Council adopted the updated Minimum Operating Standards on January 19, 2016. Written notice has been sent to the airport tenants to make them aware that the standards have been adopted.

**Topic: Six Year-Capital Improvement Plan**

**Action:** A program of capital projects was reviewed by the Commission

**Disposition:** Projects will be entered into a state planning program for future funding consideration by the state and Federal Aviation Administration (FAA).

Each year a conference call is completed with the FAA and Virginia Department of Aviation concerning projects that will be considered for federal and state funding over the next six years. The airport's engineering firm Talbert, Bright & Ellington prepared an exhibit to inform the FAA and state of planned projects that were discussed previously with the Commission. These projects will be entered into the Virginia Department of Aviation's Airport IQ program by April 1, 2016. This software program is used by the state for planning purposes.

Adelman indicated that Danville's funding request for state capital aid for next fiscal year totals \$1,200,000 but added that the state only maintains a total of \$3,000,000 to allocate to all general aviation airports in Virginia. As a result, he indicated that some of the projects planned for next fiscal year, which are not eligible for federal aid, may not be funded by the state and may need to be pushed back to a later year. The Virginia Department of Aviation informed Adelman that the airport should submit grant applications for all projects despite state funding limitations. Discussion continued. Listed on the next page are projects for this year's Six-Year Capital Improvement Plan. Discussion continued.

**Topic: Six Year-Capital Improvement Plan (continued)**

PROGRAM YEAR	PROJECT NAME	FAA FUNDING	STATE FUNDING	LOCAL FUNDING	TOTAL EXPENSE
1	T HANGARS TAXILANE REPAIR – CONSTRUCTION		\$324,520	\$81,130	\$405,650
1	TAXIWAY D AND E REPAIRS – CONSTRUCTION		\$329,488	\$82,372	\$411,860
1	TAXIWAY A FILLET WIDENING CONSTRUCTION		\$120,000	\$30,000	\$150,000
1	TAXIWAY A REHAB CONSTRUCTION	\$2,961,338	\$263,230	\$65,808	\$3,290,375
1	AIRPORT TERMINAL BUILDING IMPROVEMENT – <i>DESIGN AND CONSTRUCTION</i>		\$207,152	\$310,728	\$517,880
2	TERMINAL APRON REHAB- DESIGN <i>*(FAA – area in front of hangars is ineligible)</i>	\$81,000	\$7,200	\$1,800	\$90,000
2	TERMINAL APRON – CONST.	\$1,144,398	\$101,724	\$25,431	\$1,271,553
2	CONCEPTUAL PLAN – NEW TERMINAL		\$80,000	\$20,000	\$100,000
3	NEW TERMINAL - DESIGN		\$344,000	\$86,000	\$430,000
3	TERMINAL APRON EXPANSION – DESIGN <i>(* Possible Year 2 project)</i>	\$48,600	\$4,320	\$1,080	\$54,000
4	100' X 100' BOX HANGAR - DESIGN		\$83,200	\$20,800	\$104,000
4	ALP UPDATE – FAA	\$216,000	\$19,200	\$4,800	\$240,000
4	* TERMINAL APRON EXPAN.	\$382,401	\$33,991	\$8,498	\$424,890
5	NEW TERMINAL BUILDING CONSTRUCTION		\$1,100,000	\$275,000	\$1,375,000
5	100' X 100' BOX HANGAR CONSTRUCTION		\$277,000	\$1,108,000	\$1,385,000
6	SOUTH RAMP - DESIGN	\$180,000	\$16,000	\$4,000	\$200,000

**Topic: Overview of Snow Removal Efforts**

**Action:** A review of January’s snow removal efforts was completed and proposed strategies for future snow removal activities were identified.

**Disposition:** Additional equipment will be provided by contractors as needed to support snow removal efforts and a funding request for a heavy duty truck with plow will be considered for next year’s budget.

**Topic: Overview of Snow Removal Efforts (*continued*)**

Adelman updated the Commission on the snow removal efforts that were completed in January and coordinated by the airport. He identified that the snowstorm began on Friday morning, January 22nd and the airport reopened on Sunday, January 24th at approximately 5:30 pm. He also mentioned that when the airport reopened the primary runway was completely clear to pavement and the vast majority of Taxiway A was clear, however the north and south ends of Taxiway A and the ramp still maintained significant patchy ice.

Adelman informed the Commission that the overtime expense for the two full time employees who were involved with snow removal efforts was \$2,460. Additional fees were incurred for an outside contractor exceeding \$4,000. He added that during the storm solid deicer was applied to the runway twice, once on Saturday after the snow stopped and once on Sunday costing \$3,500. Adelman said he believes in the future if a similar storm occurs that involves snow and icy conditions that the deicer should be used as sleeting develops instead of just applying it after the storm stops. Since the January storm the airport has purchased additional solid deicer at a cost of \$4,000. Adelman indicated snow removal efforts during the January storm were adversely impacted because the airport's medium-duty dump truck broke down on Sunday and the contractor's dump truck broke down twice and was inoperable for multiple hours during the first day of the storm. In addition, the contractor's vehicle was ineffective with removing snow on Saturday night and Sunday due to the condition of the plow.

Adelman stated that in order to improve the airport's ability to clear snow and ice from airfield pavement it is important that a heavy duty dump with a snow plow is purchased for airport use. However, the state will not provide financial assistance for heavy duty vehicles and the total cost to acquire a truck and plow is estimated to be approximately \$110,000. For the short term, Adelman proposed the airport should rent an additional heavy duty vehicle from a contractor for a large storm in the event a vehicle or plow malfunctions so snow removal activities can be maintained in a reliable manner. In addition, he identified that email addresses have been received from all the airport tenants so that messages can be sent out to inform tenants of the status of the airport during snowstorms. Discussion continued. Libby Rembold was critical about how snow removal efforts were completed on airside and landside and questioned why Public Works could not assist in the future.

**Public Comment**

Libby Rembold commented that when the conference room across from the FBO is being used that customers ask them why there is a security guard in the terminal. She also said that persons waiting for hearings come in their area and watch TV, use their restrooms and park down on their end of the terminal. Libby Rembold also commented that in the area being discussed to building a new terminal building the ramp area is not large enough to park aircraft. They also do not want to move further to the north but prefer to be closer to their FBO maintenance shop.

**Closed Meeting**

The meeting was recessed and reconvened into closed meeting at 5:00 p.m. The meeting was reconvened from the closed meeting and adjourned at 5:40 p.m.

**Communications**

There were no additional communications from the Commission members.

**Adjournment**

The Commission meeting adjourned at 5:45 pm.

The next meeting is scheduled for **Tuesday, March 8, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**