

# AIRPORT COMMISSION MINUTES

March 8, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, March 8, 2016.

## Attendees:

Marc Adelman, Director	Gene Jackson	Libby Rembold, General Aviation
John Lippert, Chairman	Helm Dobbins	Bruce Hedrick, Southside Central
Joseph Miller	Jessie Barksdale	Bruce Newcomb, Maintenance Supt.
Charles Ellis	Alan Spencer , Asst. City Attny.	Lisa Bivens, Admin. Asst.

## Approval of Minutes

Gene Jackson moved that the minutes of the February 9, 2016 meeting be accepted as presented and Helm Dobbins seconded the motion. All were in favor and the motion passed.

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

**Action:** One bid was received from a contractor to rehabilitate two t-hangar buildings.

**Disposition:** The contractor identified the rehabilitation project will take approximately three months to complete. The tentative start date for the project is mid-May.

Marc Adelman circulated the bid results for the t-hangar rehabilitation project for the Commission to review. One bid was received from Quality Construction. The bid document included a base bid and additional project alternates. The base bid involves replacing metal wall panels for both t-hangar buildings units 1-20, completing door modifications to units 9-20, and painting interior beams and exterior doors and window frames. During the pre-bid meeting the general contractor recommended that the City of Danville should issue an addendum so that interested contractors could identify a fee for a daily charge if a hangar is not available to be worked on after the contractor has provided a forty-eight hour notice for the unit to be vacated. Two vacant hangars have been dedicated for storing aircraft while hangars are under construction. Mattern & Craig has reviewed the bid documents and approved the bid from Quality Construction. A purchase order will be issued to Quality Construction for the base bid amount of \$187,400.

Adelman said that the base bid amount generated a \$30,000 budget surplus for the project that could allow some roof work to be completed at a later date. However, at this time it is uncertain whether tenants will be able to relocate their aircraft in a timely manner that could cause late fees of \$500 per day to be charged by the general contractor. After further discussion, *Helm Dobbins made a motion and it was seconded by Joe Miller to amend the t-hangar lease agreement for all new leases going forward to include a clause to impose a penalty for tenants that do not move their aircraft when informed to do so by airport management which prevents work from being performed.* All were in favor of the motion.

A construction schedule for the t-hangar project has been received from the contractor. The company estimates that the project will start in mid-May and take approximately three months to complete.

**Topic: Update on the Runway 13/31 Project**

**Action:** Funding consideration for the Runway 13/31 rehabilitation project will be delayed one year due to results from the state's pavement study.

**Disposition:** Ken Larking, Interim City Manager recommended that City Council members should be invited to review the condition of Runway 13/31 and Taxiway F this fall in advance of next year's budget request for the Runway 13/31 project.

Adelman passed out copies of the pavement analysis study completed by the Virginia Department of Aviation for the Commission's review. He pointed out that the analysis shows the pavement condition for Runway 13/31 and Taxiway F should remain unchanged through FY17-18. As a result, it has been recommended that this project should be considered for funding in FY17-18 versus FY16-17. Ken Larking, Interim City Manager also recommended that City Council should be invited to review the pavement condition this fall in advance of next year's budget request for the project. The Federal Aviation Administration and the Virginia Department of Aviation will not provide funding for rehabilitating Runway 13/31 and Taxiway F. Consequently, the city will be required to fully fund the project which is estimated to cost \$2,100,000.

**Topic: Terminal Building Improvement Project**

**Action:** The state has identified the eligible funding level for the terminal building improvement project.

**Disposition:** Bids for the project must be received by May 26<sup>th</sup> in order to meet State requirements for funding consideration by the Virginia Aviation Board in August.

Adelman said that on March 2<sup>nd</sup> the Virginia Department of Aviation identified that the eligible funding level for the terminal building improvement project would be limited to 28.1%, which includes HVAC renovations and replacing the flooring in the FBO area. The letter identified that the eligible funding level is relative to the airport's public/private use space of the terminal. In addition, the state identified that funding for the project is constrained because of policy guidelines which limits aid for general aviation terminals that exceed 5500 square feet. This project must compete for funding with other projects submitted by general aviation airports in Virginia. Bids for the terminal building improvement project must be received by May 26<sup>th</sup> and sent to the State for consideration. It is anticipated the Virginia Department of Aviation will identify whether the project was recommended for funding in advance of the August Virginia Aviation Board meeting.

**Public Comment**

Libby Rembold commented that the airport did a much better job with the recent snow removal effort.

**Closed Meeting**

The meeting was recessed and reconvened into closed meeting at 4:25 p.m. The meeting was reconvened from the closed meeting and adjourned at 5:35 p.m.

**Communications**

There were no additional communications from the Commission members.

**Adjournment**

The Commission meeting adjourned at 5:38 pm.

The next meeting is scheduled for **Tuesday, April 19, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**