

AIRPORT COMMISSION MINUTES

April 19, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, April 19, 2016.

Attendees:

Marc Adelman, Director
John Lippert, Chairman
Joseph Miller
Charles Ellis

Stephen Daniel
Hampton Wilkins
Jessie Barksdale
Alan Spencer, Asst. City Attny.

Libby Rembold, General Aviation
Bruce Newcomb, Maintenance Supt.
Lisa Bivens, Admin. Asst.

Approval of Minutes

Jessie Barksdale moved that the minutes of the March 8, 2016 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

Topic: Status of the T-hangar Building Rehabilitation Project

Action: A mailing was completed to inform t-hangar tenants of the upcoming t-hangar rehabilitation project and to obtain input from tenants concerning aircraft relocation requirements.

Disposition: The general contractor will provide submittal documentation for the project to the airport and the structural engineering firm will review the submittals after they are received. It is anticipated the project will start before the end of May 2016.

Marc Adelman updated the Commission on the status of the t-hangar rehabilitation project. Memos were recently mailed to all t-hangar tenants who will be impacted by this project. The memo requested tenants to offer input concerning their ability to meet the contractor's deadline to move their aircraft into a different hangar after a forty-eight hour advance notice was provided so construction work could be completed. Adelman said the vast majority of the tenants that he spoke with indicated that they will be able to relocate their plane within two days. Airport staff intends on following up with individual tenants by phone at least one week before construction work is scheduled to begin on their hangar to coordinate the relocation of aircraft.

As part of the construction administration process the general contractor will provide submittal documentation from Ceco Building Systems, who will produce the wall panels for the project. This information will then be reviewed by the structural engineering firm, Mattern and Craig before a notice to proceed is issued to the general contractor.

Averett University's Aeronautics Department and the Civil Air Patrol have both agreed to allow the airport to use their hangars to store aircraft during the rehabilitation project. John Lippert suggested that only one aircraft should be stored in each of the hangars to reduce the possibility of damage that may be incurred when planes are moved. Adelman also informed the Commission that the general contractor has agreed to cut the late fee amount of \$500 a day to \$250 a day if aircraft are not moved in a timely manner. The revised fee arrangement will greatly assist with meeting budget requirements for the project. Discussion continued.

Topic: Update on the Taxiway A Project

Action: Design changes will be made by the airport engineering firm to meet the objectives of the Federal Aviation Administration (FAA) so the Taxiway A project can be advertised for bid.

Disposition: It is anticipated that bids will be received for this project at the end of May.

The ninety percent submittal for the design of the Taxiway A project was not approved by the FAA. The airport engineering firm initially proposed to design a two inch mill and asphalt replacement for the taxiway; however the FAA indicated that paving requirements must be adjusted relative to the slope of the taxiway. This change will call for some areas of the taxiway to have more asphalt applied than other areas depending on the slope. The engineering firm will update the design to accommodate the FAA's interest and coordinate with the City's Purchasing Office to bid the project. It is anticipated bids for the rehabilitation of Taxiway A could be received by the end of May.

Topic: Terminal Building Improvement Project

Action: Construction phasing of the project was discussed with the Commission.

Disposition: Bids for the project should be received by May 26th and submitted to the State for funding consideration by the Virginia Aviation Board in August.

Adelman said that he recently met with Dewberry's architect and Libby Rembold of General Aviation Inc. to discuss flooring options for the terminal building improvement project. It was decided to use ceramic tiles for the hallway located adjacent to the FBO and to install carpet tiles for the FBO lounge area. It was also recommended to install a small section of heavy duty carpet tiles inside the FBO area that would be positioned adjacent to the doorway to the ramp to reduce the possibility of asphalt residue damaging the carpet tiles.

The city's Capital Improvement budget identifies that the total estimated cost for the terminal building improvement project including design, engineering and construction is \$517,880. The budget also identified a forty percent state aid funding contribution level for the project however the state recently identified that they will only provide a funding level of twenty-eight percent. Therefore, to compensate for the state funding situation the actual cost for the project must be \$42,144 less than the budgeted amount, otherwise additional local funding must be appropriated by City Council to finance the project. The engineering firm has included a number of bid deduct alternates to assist with reducing the project cost such as eliminating the flooring work and the removal of all the fan coil units located in the terminal. Discussion continued.

Adelman said the planned project calls for the removal and replacement of all the duct work in the terminal building and would also include the creation of seventeen different zones throughout the terminal to control heating and air conditioning. The engineering firm has proposed to complete the work in two phases that would impact half of the terminal during each phase. It is anticipated construction activities would start this December or January and end in April 2017. During this time the Airport Commission will not be able to meet at the airport. When the contractor is working on the north side of the terminal (from the fountain to the north end of the building) the FBO will be able to move to the conference rooms located on the south side of the terminal. It was also discussed that the luggage carousel will need to be removed so that the terminal doors can be opened to improve access to the building during this time.

Topic: Terminal Building Improvement Project (Continued)

When the contractor moves to the south end of the terminal to replace the heating air conditioning system airport administrative offices would be relocated to the Piedmont conference room on the north end of the terminal. Public Works employees will be responsible for moving furniture during each phase of the project.

In early August the Virginia Department of Aviation typically sends out an email to airport sponsors identifying projects that are recommended for funding to the Virginia Aviation Board. Adelman pointed out that if this project is not recommended for capital funding then he would recommend seeking state airport maintenance funds to replace the flooring and carpet tiles in the FBO area. If sufficient funds are available to complete the project then a purchase order would be issued in September to the low bidder so that the materials can be ordered. Discussion continued. Bids for the terminal building improvement project should be received by May 26th and sent to the State for consideration.

Public Comment

Libby Rembold commented that after they had a chance to digest the information discussed previously with Marc Adelman concerning the planned construction work for the terminal building that their testing center cannot be moved during the construction. The company that approves the testing center is located in California. She also stated that the busiest time for completing testing for Averett students is December, January, March and April.

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 5:30 p.m.

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, May 10, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**