

AIRPORT COMMISSION MINUTES – As Amended

July 12, 2016

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, July 12, 2016.

Attendees:

Marc Adelman, Director	Hampton Wilkins	Libby Rembold, General Aviation
Gene Jackson, Chairman	Joe Miller	Bruce Newcomb, Maintenance Supt.
Michael Duncan, Vice-Chair.	Alan Spencer, Asst. City Attny.	Deborah Johnson, Temp. Admin.
Charles Ellis	Earl Reynolds, Deputy City Mgr.	
John Lippert	William Dougherty, Tenant	

Approval of Minutes

Joe Miller moved that the minutes of the June 14, 2016 meeting be accepted as presented and Charles Ellis seconded the motion. All were in favor and the motion passed.

Chairman Gene Jackson welcomed Michael Duncan as a new member of the Airport Commission.

Topic: Status of the T-hangar Building Rehabilitation Project

Action: Due to the existing structural condition of t-hangar units #9-20 it was identified that the proposed design to retrofit the door systems is not feasible.

Disposition: The Airport Commission agreed that the ground tracks that were installed for certain hangar units should be paved over and that the door systems for the remaining hangars should not be modified.

Marc Adelman updated the Commission on the status of the t-hangar rehabilitation project. He mentioned that several modifications have been implemented to correct issues associated with the proposed design to retrofit door systems for hangars #9-20, however these alterations have not been successful. Adelman completed a PowerPoint presentation to review the issues with the Commission.

Adelman suggested that due to the existing structural condition of t-hangar units #9-20 the proposed design that was developed by Mattern and Craig to modify the door systems is not feasible. As a result, Adelman recommended that the ground tracks that have already been installed by the contractor should be paved over the full width of the drive and to revert back to the original door system for these hangars. A quote has been received from Crews Paving to complete the pavement work. In addition, he recommended that the door systems for other hangar units that have not been rehabilitated should not be modified per Mattern and Craig's door design. Discussion continued. After discussion it was the consensus of the Commission to utilize the original door system for hangars #9-20 to facilitate optimal access for tenants.

Topic: Status of Airport Projects

Action: Bids have been received for pavement rehabilitation projects and the replacement of the chiller unit and sent to the State for funding consideration.

Disposition: The airport should be informed by early August which projects have been recommended for funding by the Virginia Department of Aviation.

Adelman circulated the bid tab results for several airport pavement rehabilitation projects. The airport should know by early next month which projects have been recommended for funding by the Virginia Department of Aviation to the Virginia Aviation Board. The pavement projects include the following; Taxiway A Rehabilitation, Taxiway A Fillet Widening, T-hangar Taxilane Rehabilitation, Taxiway D & E Repairs. In addition, quotes were reviewed for the Terminal Building Chiller Replacement project. Adelman said he was informed by the State that they have recommended funding for the chiller replacement under the Airport Maintenance Grant Program. The State indicated that they have received more requests for capital projects than available funding so they decided to fund the chiller replacement project through the Airport Maintenance program. Planned terminal building improvements for this fiscal year called for the replacement of the entire heating and air conditioning system, duct work and flooring improvements in the FBO area and north hallway. However, after the bids came in significantly over budget the project was scaled back to include just the replacement of the chiller unit. The terminal building improvements that are not completed this fiscal year will be considered for funding through next year's budget process. Discussion continued.

Topic: Economic Development Announcement

Action: Overfinch North America plans to locate its engineering and production facility in Danville.

Disposition: Monitor economic development activity regarding the need for additional airport capital improvements.

It was announced today that Overfinch North America will locate its engineering and production facility in Danville. The company will be located at 500 Stinson Drive. Adelman said as economic development activity continues to occur it would be advantageous from a planning perspective to learn whether potential demand exists for increased operational traffic and the need for additional capital improvements. Discussion continued.

Topic: Consideration of hangar lease modifications for inactive aircraft

Action: Discussion was held regarding inactive aircraft and possibly establishing guidelines for hangar lease modifications.

Disposition: Additional review of Federal Aviation Administration (FAA) documentation is necessary by the City Attorney's office

Adelman indicated that Dr. Lippert recently raised the issue of how to comply with a newly issued FAA Policy on the Non-Aeronautical Use of Airport Hangars, published in the Federal Register, Vol.81, No.115, June 15, 2016. FAA circulars and aviation policy statements suggest that airports should rent hangars to tenants that actively use their aircraft however the agency does not define a threshold criteria for active aircraft. Adelman said that previous research regarding airport minimum operating standards did not identify standards for active and inactive aircraft. Dr. Lippert suggested one option may be to require tenants to show that their aircraft received an annual inspection each year. Alan Spencer said he would look into the issue. Discussion continued.

Topic: Elect Vice-Chairman

Action: Michael Duncan was nominated to serve as vice-chairman for FY2017.

Disposition: All members in attendance were in favor of the nomination.

Nominations were opened to elect a vice-chairman for FY2017. *Joe Miller nominated Michael Duncan to serve as vice-chairman. All members in attendance were in favor of the nomination.*

Public Comment

Libby Rembold commented that the positions of chairman and vice-chairman should not be voted on until the new members of the commission are in place each year. Libby Rembold questioned the need for the Commission to go into closed session to discuss the FBO lease. Libby Rembold also voiced her displeasure over why some members of the public maintain an opportunity to comment during the meeting and others do not.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 4:54 p.m. The meeting was reconvened from the closed meeting at 5:41 p.m.

Communications

No additional communications.

Adjournment

The Commission meeting adjourned at 5:42 pm.

The next meeting is scheduled for **Tuesday, August 9, 2016 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**