

AIRPORT COMMISSION MINUTES

May 9, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, May 9, 2017.

Attendees:

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|------------------------|---------------------------------|----------------------------------|
| Marc Adelman, Director | Steven Daniel | Alan Spencer, Asst. City Attny. |
| Charles Ellis | John Lippert | Libby Rembold, General Aviation |
| Scott Brown | Hampton Wilkins | Bruce Newcomb, Maintenance Supt. |
| Joseph Miller | Earl Reynolds, Deputy City Mgr. | |

A motion was made by Hampton Wilkins and seconded by Joe Miller to elect Charles Ellis to serve as chairman *pro tem* for the May 9, 2017 meeting due to the absence of the chairman and vice-chairman. All were in favor and the motion passed.

Approval of Minutes

Hampton Wilkins moved that the minutes of the April 11, 2017 meeting be accepted and Scott Brown seconded the motion. All were in favor and the motion passed.

Topic: Update on Taxiway A Rehabilitation Project

Action: Bruce Newcomb completed a presentation on the status of the Taxiway A Rehabilitation project.

Disposition: A pre-paving meeting is scheduled for next week with the general contractor and engineering firm.

Bruce Newcomb completed a presentation on the status of the Taxiway A Rehabilitation project. Construction activities completed to date for phase 1 of the project includes the following; removal of taxiway lights, installation of silt fencing, grading work, pavement milling, and crack sealing. Pictures of the work area reviewed referenced the south end of Taxiway A to the intersection of Taxiway A and Taxiway E. Remaining work to be completed in this area involves shoulder compaction, application of two layers of surface treatment, laying asphalt, fine grading the shoulders and striping the pavement.

Adelman said a pre-paving meeting is scheduled for next week with the general contractor and Brian Salyers of Talbert, Bright and Ellington. Recently, the contractor indicated that they were approximately two weeks ahead of schedule. However, Adelman said with the anticipated rain over the next few days, the contractor has decided to pull off the job until next Monday which may impact the schedule. The contractor has been asked to inform the airport two weeks in advance before they plan to begin work in the Taxiway H area so tenants can be notified. As previously discussed when work is being completed in this area t-hangar tenants will not be able to access the operations area.

Dr. Lippert asked for the FAA to elaborate on why the agency believes the Medium Intensity Approach Lighting System with Runway Alignment (MALSR) could not remain operational during the first two months of the project while phase 1 is under construction.

Topic: Update on Taxiway A Rehabilitation Project (continued)

Mr. Fouch of the FAA's Roanoke office responded today by email stating the following; "As we indicated earlier without a quality schedule indicating the dates and times your contractor will be working in the runway safety area or in the glideslope critical area there is not much we can do. However, if you would like to discuss this further please let me know and we can set up a teleconference with the Washington Airport District Office and the AOCC." After discussion, it was decided to schedule a phone conference with the FAA and representatives of the Commission to discuss this issue further.

Topic: Comparison of Hangar Rental Fees and Personal Property Tax Rate Data

Action: No action taken

Disposition: Possible rental fee increases will be considered after City Council votes on the personal property tax rate on aircraft

Adelman indicated that City Council members have recommended that the Commission should consider an increase in hangar rental fees. Adelman said that he thinks any potential rental fee increase should also factor in the personal property tax rate on aircraft since prospective tenants will likely make their decision to base their aircraft in Danville by evaluating total fee requirements. Adelman said he would recommend waiting to see what Council decides on the personal property tax rate before the Commission makes a recommendation on potential hangar rental fee increases. In addition, it was identified that the city's budget director informed City Council that it is possible to change hangar rental fees anytime during the year not just at the beginning of the fiscal year. Discussion continued regarding hangar rental fee comparisons. The Commission was in agreement to delay their recommendation until next month when the personal property tax rate for aircraft is defined and also agreed that any potential fee increase should go into effect January 1, 2018.

Topic: Review of Hangar Lease Provisions

Action: Joe Miller and Scott Brown agreed to serve on the sub-committee to review the current t-hangar lease.

Disposition: A sub-committee meeting will be scheduled to provide input to the Commission

Adelman indicated that he believes it would be beneficial to establish a sub-committee to review Danville Regional's hangar lease in comparison to other airport leases to possibly make revisions to the lease in the event hangar rental fee increases are approved. After discussion Joe Miller and Scott Brown agreed to serve on the sub-committee to review the current t-hangar lease.

Public Comment

No public comment.

Communications

John Lippert asked about the airport having a RCO (Remote Communications Outlet). Adelman said they can ask the FAA about this during the conference call.

Adjournment

The Commission meeting adjourned at 4:36 pm.

The next meeting is scheduled for **Tuesday, June 13, 2017 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**