

AIRPORT COMMISSION MINUTES

December 12, 2017

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, December 12, 2017.

Attendees:

Marc Adelman, Director	Stephen Daniel	Alan Spencer, Asst. City Attorney
Gene Jackson	John Lippert	Richard Bailey
Michael Duncan	Joe Miller	Libby Rembold, General Aviation
Scott Brown	Brian Salyers, TB&E	Todd Pinekenstein, Bld. & Grounds Supt.
Ken Carlson	Telly Tucker, Economic Dev. Director	Lisa Bivens, Admin. Assistant

Approval of Minutes

Joe Miller moved that the minutes of the November 14, 2017 meeting be accepted as presented and Scott Brown seconded the motion. All were in favor and the motion passed.

Topic: Update on Maintenance Projects

Action: Todd Pinekenstein updated the Commission on the status of current maintenance projects.

Disposition: Airport staff is proceeding with fence line repairs to mitigate wildlife activity. The National Weather Service representative confirmed that the appropriate agencies are involved to process Danville's request to add broadcasting capabilities to the airport's Automated Surface Observation System (ASOS). Two bids were received for the terminal building improvement project and this information was sent to the State for funding consideration.

Todd Pinekenstein updated the Commission concerning recent snow removal activities. He mentioned that a NOTAM was issued at 5:01 pm on Friday indicating that the airport was closed due to poor braking action. The airport reopened at 7:15 am on Saturday.

Other maintenance information shared with the Commission included an update on landscaping improvements and efforts to mitigate wildlife activity. Raywood Landscaping finished planned landscaping efforts in front of the terminal building and adjacent to the airside entrance to General Aviation Inc. The company will return this week to begin rehabbing the beds along Highway 58 East. Also, airport personnel are making progress with fence line repairs and coordinating efforts with the Police Department to reduce wildlife activity within the airfield.

Pinekenstein identified that he followed up with the representative from the National Weather Service this week regarding the airport's request to equip the ASOS with a broadcast feature. He indicated that relevant paperwork was sent to appropriate agencies for their consideration. He also mentioned that he is working with local law enforcement to obtain an updated Independent Security Audit and Assessment.

Topic: Update on Maintenance Projects (Continued)

This assessment maintains the airport's eligibility for state security funding and provides rating points for capital projects. In addition, planning activities for a live emergency response drill are underway. Pinekenstein stated that the drill will include the Fire Department, Police Department, State Police, Emergency EMS, Averett University, General Aviation Inc. and airport personnel. He said a roundtable discussion meeting will be completed with participating groups, which should occur the week of January 22-26, 2018. Michael Duncan asked if the planning process would examine strategies to get the airport back up and running. Pinekenstein said the process would look at all aspects of an incident. Duncan also requested that Commission members are made aware of the meeting date.

Two bids were received for the terminal building improvement project. The low bid received was from JW Squire for approximately \$80,000. The other bid received was from a company located in Arizona and their bid price was \$187,000. Pinekenstein said due to the significant difference in the bid amounts received he felt it was appropriate to meet with the low bidder to make sure the company properly quoted the full scope of the project. After that meeting was completed the bid information was sent to the Virginia Department of Aviation for consideration.

Topic: South Ramp Marketing Update

Action: Adelman provided background information to the Commission members regarding marketing efforts to promote development opportunities for the south ramp. Telly Tucker, the city's Economic Development Director attended the meeting to update Commission members on current marketing activities.

Disposition: The city will plan to update marketing materials for the south ramp.

Adelman provided background information regarding the south ramp project and relevant efforts to market the ramp to prospective firms. He indicated that in 2009 a Strategic Marketing Plan was completed for the airport by the Southside Business Technology Center.

Adelman said when the Runway 2/20 Rehabilitation project began in 2013 the airport noticed that the concrete ramp was showing signs of black residue. Cores from the ramp were extracted and tested and it was verified that the residue was related to an alkali-silica reaction (ASR) that can damage the structural integrity of concrete. In addition, it was detected that sections of pavement related to Taxiways D and E that connect with the ramp were heaving. Currently, the Virginia Department of Aviation and the Federal Aviation Administration (FAA) are uncertain if they will provide funding to complete repairs to the concrete. Multiple funding requests have been submitted to the state to repair the taxiway connection pavement sections. However, this project did not rate well through the state evaluation funding process because a tenant is not located on the south ramp.

Telly Tucker, Economic Development Director was present for the meeting and completed a presentation regarding marketing strategies for the City of Danville. After discussion, Tucker commented that the Economic Development office would like to work with the airport to update some of the marketing materials that were developed for the airport in 2009 and possibly complete a new drone video to assist with marketing efforts.

Topic: South Ramp Marketing Update (continued)

John Lippert asked what would be the advantage of a company locating at the airport due to the runway length and pavement strength. Tucker commented that their recruitment focus has been on small aircraft companies and companies that manufacture components that need to be tested on small aircraft. Michael Duncan commented that the opportunity really lies with a manufacturer or a service provider of regional jets or below. Discussion was held regarding the costs to repair the south ramp deficiencies.

Topic: Airport Capital Improvement Plan FY18-19 Budget

Action: The airport's Capital Improvement Plan was reviewed by the Commission.

Disposition: A recommendation on projects will be submitted to the city's budget office.

Adelman completed a PowerPoint presentation regarding the preliminary Airport Capital Improvement Plan and discussed possible projects that could be finished over the next six years that were initially discussed during the November 2017 meeting. Brian Salyers of Talbert Bright and Ellington, was present for the December meeting to discuss related projects and provide updated pricing information to the Commission for their consideration.

Adelman indicated that the capital improvement plan identifies that funds would be used to rehabilitate the terminal ramp during FY2019. The city is presently under grant to complete design services for this project, which will be completed this fiscal year. State funds will also be requested to rehabilitate areas of the terminal apron that are not eligible for federal funds as well to expand the apron. Adelman said the t-hangar taxi-lane project was not approved for FY2018 funding by the Virginia Aviation Board but it rated well therefore, he recommended that another funding request should be submitted for FY2019.

Adelman indicated that he requested the Daniel Group to identify an asking price to acquire their hangar to support Averett University's recent request for additional hangar space. The company identified a price of \$185,000. After discussion, a motion was made by Scott Brown and seconded by Steven Daniel to recommend acquiring the Daniel Group hangar during FY2019 and to push back the site prep design project for an 80' x 80' hangar by one year to FY2020. Scott Brown, Steven Daniel, Joe Miller and John Lippert were in favor of the motion. Gene Jackson, Michael Duncan and Ken Carlson opposed the motion. The motion carried by majority.

Adelman recommended that due to the age and condition of the terminal's HVAC system that the wall units in offices and conference rooms that support heating and cooling be replaced with mini-split systems. Currently, a hot water leak exists under the floor in the FAA room that could potentially damage the equipment located in the room. After discussion, a motion was made by Michael Duncan and seconded by Scott Brown to recommend replacing the HVAC units with mini-split systems. All in attendance were in favor of the motion.

Another project discussed in conjunction with the airport capital improvement plan included completing design work to rehabilitate the south ramp. The anticipated cost for the design work is \$265,000. A motion was made by Michael Duncan and seconded by Ken Carlson to recommend completing design work to rehabilitate the south ramp in FY2020. All in attendance were in favor of the motion.

Topic: Airport Capital Improvement Plan FY18-19 Budget (continued)

A motion was made by Scott Brown and Joe Miller to recommend funding for a conceptual plan to develop a new terminal building. All were in favor. After discussion, a motion was made by Scott Brown and seconded by Michael Duncan to leave following projects as identified in the proposed draft plan; the ALP update, new building terminal design, new terminal building construction, south ramp rehabilitation construction and the self-fueling facility in the years as identified. All in attendance were in favor of the motion. The projects identified below were recommended by the Airport Commission to be submitted to the city's budget office for consideration during the FY 2019 budget process.

Fiscal Yr.	Project	FAA	State	Local	Total
2019	TERMINAL APRON REHAB CONST.	\$1,955,822	\$173,851	\$43,463	\$2,173,135
2019	TERMINAL APRON EXPANSION CONST.	\$382,401	\$33,991	\$8,498	\$424,890
2019	TERMINAL APRON REHAB CONST. STATE PORTION		\$73,160	\$18,290	\$91,450
2019	T HANGARS TAXILANE REHAB - CONSTRUCTION		\$525,306	\$131,327	\$656,633
2019	REPLACE HVAC INTERIOR UNITS WITH MINI SPLIT SY.S			\$150,000	\$150,000
2019	CONCEPTUAL PLAN – NEW TERMINAL		\$80,000	\$20,000	\$100,000
2019	HANGAR ACQUISITION			\$185,000	\$185,000
2020	SITE PREP 80' X 80' BOX HANGAR - DESIGN		\$25,312	\$6,328	\$31,640
2020	SOUTH RAMP RECONSTRUCTION - DESIGN	\$252,000	\$22,400	\$5,600	\$280,000
2021	SITE PREP 80' X 80' BOX HANGAR - CONSTRUCTION		\$177,280	\$44,320	\$221,600
2021	80' X 80' BOX HANGAR - CONSTRUCTION			\$250,000	\$250,000
2021	ALP UPDATE	\$216,000	\$19,200	\$4,800	\$240,000
2021	NEW TERMINAL BUILDING (A&E) - DESIGN		\$110,000	\$27,500	\$137,500
2022	NEW TERMINAL BUILDING - CONSTRUCTION		\$1,334,360	\$333,590	\$1,667,950
2023	SOUTH RAMP RECONSTRUCTION - CONSTRUCTION	\$3,565,980	\$316,976	\$79,244	\$3,962,200
2024	SELF SERVICE FUEL FACILITY		\$133,000	\$267,000	\$400,000

Topic: FBO Lease Update

Action: General Aviation, Inc. signed a lease with the city to provide FBO services.

Disposition: The City Clerk will provide the executed lease to General Aviation Inc.

Marc Adelman said that General Aviation, Inc. signed a lease with the city to provide FBO services through June 2019.

Public Comment

Libby Rembold and Richard Bailey both commented that Todd Pinekenstein has done a great job making the area in front of the FBO look much better.

Communications

No communications.

Adjournment

The Commission meeting adjourned at 5:30 pm.

The next meeting is scheduled for **Tuesday, January 9, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**