

# AIRPORT COMMISSION MINUTES

January 9, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, January 9, 2018.

## Attendees:

Marc Adelman, Director	Ken Carlson	Richard Bailey
Gene Jackson	Hampton Wilkins	Libby Rembold, General Aviation
Michael Duncan	John Lippert	Lisa Bivens, Admin. Asst.
Scott Brown	Joe Miller	Todd Pinekenstein, Bld. & Grounds Supt.
	Alan Spencer, Asst. City Atty.	

## Approval of Minutes

Joe Miller moved that the minutes of the December 12, 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:** An airport emergency response planning meeting was scheduled for January 24<sup>th</sup>. Also, the Virginia Department of Aviation indicated that the airport should receive grant approval in January for the terminal building carpeting and improvements project.

**Disposition:** A purchase order will be issued to complete flooring and bathroom facility improvements inside the terminal after grant approval is received from the State.

Todd Pinekenstein updated the Commission on recent maintenance activities. He identified that he began quarterly maintenance inspections on January 5<sup>th</sup>. This inspection consists of detailed system inspections including electrical lighting, plumbing, HVAC, fire suppression system, mechanical and general cleaning and upkeep.

The landscaping contractor completed all work related to their purchase order. Additional landscaping improvements were recently made to the north entrance of the FBO by adding some foundation plants and mulch. Some additional planting is planned for this spring. The airport emergency response meeting is scheduled for January 24<sup>th</sup> at noon in the Eastern Conference room. Lunch will be provided for the meeting and a reminder email will be sent out this week. Airport Commission members were invited to attend the meeting.

Pinekenstein identified that the airport took delivery of a new John Deere tractor last week. He said the tractor will be a valuable addition to the airport's grounds equipment. He also mentioned that future plans call for purchasing a loader bucket for the tractor so that materials such as gravel and mulch can be kept on site and used as needed. In addition, the city's Traffic Control Division is creating new, no trespassing and code entry signs for airport gates. The signs should be ready and installed later this week. The National Weather Service representative confirmed that Danville's request to add broadcasting capabilities to the airport's Automated Surface Observation System (ASOS) is still being processed.

**Topic: Update on Maintenance Projects (Continued)**

Bid information for the airport's terminal building improvements project was submitted to the Virginia Department of Aviation for consideration. Chad Weaver indicated today that the project should be approved by the State in the next few days. After the project number is received from the State a purchase order can be issued for the project through the city's purchasing office.

**Topic: Update on the Capital Improvement Plan and Directional Signage**

**Action:** The State has approved using surplus funds from the Taxiway A project to finance the installation of additional directional signage along Runway 2/20. In addition, a conference call is planned with the Federal Aviation Administration (FAA) and State to discuss capital improvement projects that were recommended for funding by the Airport Commission.

**Disposition:** Input received from the FAA and State regarding the Airport Capital Improvement Plan will be discussed at the next meeting.

Adelman said that the State has approved using surplus funds from the Taxiway A project to finance the installation of additional directional signage along Runway 2/20. Brian Salyers of Talbert, Bright and Ellington is coordinating the work and has indicated that the signage should be installed in March.

Adelman updated the Commission regarding some of the items identified in the capital improvement plan that were discussed during the last meeting. He mentioned that Averett University has expressed interest to lease the Daniel Group hangar if the city acquires it. The company previously identified a selling price of \$185,000.

Adelman said the airport engineering firm has scheduled a conference call with the FAA and State to discuss capital improvement projects that were recommended for funding by the Commission. Related projects may need to be revised or updated to reflect the interest of the FAA and State.

**Topic: Process to update the Request for Proposals (RFP) for FBO Services**

**Action:** Scott Brown and Michael Duncan were appointed to serve on the Committee to revise the RFP for FBO services. It was recommended that a representative from the City Manager's office and City Council should also be included on the Committee.

**Disposition:** Marc Adelman indicated that he will contact the City Manager's office to gain their input regarding this process.

Marc Adelman requested the Commission's input for making revisions to the Request for Proposals for FBO services and establishing a timetable for issuing another RFP as directed by City Council. After discussion, it was recommended to establish a subcommittee of two members from the Commission to address potential revisions and meet with the city manager's office to review and discuss proposed modifications. Scott Brown suggested that there should also be a member of City Council on the Committee in addition to the representative from the City Manager's office. After further discussion, Scott Brown and Michael Duncan were appointed to serve on the subcommittee.

### **Public Comment**

Richard Bailey suggested that a letter be sent from the city to Randy Burdette who has served as the Director of the Virginia Department of Aviation to thank him for his support of the airport during his tenure. Mr. Burdette will be retiring this month.

### **Closed Meeting**

Discussion or consideration of the acquisition or disposal of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A) (3) of Section 2.2-3711 of the Code of Virginia 1950, as amended and more specifically to consider: Averett University Lease.

The meeting was recessed and reconvened into closed meeting at 4:26 p.m. The meeting was reconvened from the closed meeting at 5:05 p.m.

### **Communications**

No communications.

### **Adjournment**

The Commission meeting adjourned at 5:06 pm.

The next meeting is scheduled for **Tuesday, February 13, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**