

AIRPORT COMMISSION MINUTES

February 13, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, February 13, 2018.

Attendees:

Marc Adelman, Director	Ken Carlson	Alan Spencer, Asst. City Atty.
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.

Approval of Minutes

Joe Miller moved that the minutes of the January 9, 2018 meeting be accepted as presented and Michael Duncan seconded the motion. All were in favor and the motion passed.

Topic: Update on Maintenance Projects

Action: Based on input received during an emergency response-planning meeting in January gate operator modifications will be completed at the Airport Fire Station to improve access for emergency responders. Other planned security improvements were discussed with the Commission. State funding will be pursued to update the airport's existing card access and camera surveillance system.

Disposition: Proposals from interested vendors to replace the airport's card access and camera surveillance system should be received in March.

Adelman indicated that the Fire Department and Police Department would only be able to provide limited staff to participate in an aircraft emergency drill based on input received during a recent emergency response-planning meeting. As a result, Adelman suggested that the airport could plan for a drill, film it and distribute it to emergency responders to support training needs. A primary focus of the emergency response plan involves requiring emergency responders to use the fire station gate to access the airport and for airport staff to shut down all the automatic gates and not allow access to the terminal building. The primary objective of the plan is to better control access to the site that may be impacted by an aircraft emergency.

A significant issue identified during the planning meeting with emergency responders and airport representatives concerned the possibility that staff from the Airport Fire Station may be dispatched to a different location before an incident occurs on the airfield and if this happened other emergency responders may not be able to access the Airport Fire Station gate. This discussion led to exploring possible modifications to the current gate system to facilitate access. Adelman indicated the airport's existing centralized card access system should be modified to support this objective. The Virginia Department of Aviation informed the airport that security improvement funds are available through a grant that provides ninety percent funding for related projects. Security grant funds could be obtained to replace the automatic gate system, camera surveillance equipment and the terminal's fire and security system.

Topic: Update on Maintenance Projects (Continued)

A layout of proposed camera locations related to updating the existing surveillance system was distributed for the Commission's review. Adelman stated that the airport plans to receive proposals from interested security vendors in early March and if State funding is provided for the project the funds could be appropriated in the spring.

Todd Pinekenstein added that the new gate system would also support an intercom system that would allow airport administrative staff to open the gate remotely if there were an issue with the gate not opening or to allow vendors access to the field. In addition, staff would have the ability to override the gate system to shut it down in case of an emergency on the airfield as discussed. Scott Brown asked if this could also be linked to the city's 911 emergency system. Gene Jackson suggested that if this is possible the 911 emergency response personnel could open the gate in the case of an emergency and there would not be a need to distribute gate fob keys or cards to everyone in the police and fire departments. Pinekenstein said it is very possible that this could be accomplished and said he would discuss this issue with the vendors. In addition, the cameras could be viewed online from home or a different location for various applications such as to make sure the runway lights were operating properly. Discussion continued.

A purchase order has been issued for the terminal improvement project. This project consists of replacing the carpeting with new carpet tiles throughout the terminal, porcelain tile will be installed in the north hallway near the FBO and improvements will be made in the men's restroom across from the FBO. This project includes new wall tiles and the installation of a new urinal. In addition, the State has also approved funding for a proposed change order for Centech to install mini-split systems throughout the north area of the terminal that would include the FBO area and the FAA room. As soon as the final quote is received, a change order will be processed.

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

Action: Directional signage is in the process of being installed along the primary runway.

Disposition: The contractor will resume installation as soon as ground conditions permit.

Taxiway directional signs along Runway 2/20 are in the process of being installed. The contractor arrived this morning to begin installation of the concrete bases, however it was determined that the ground was too wet to support the equipment. They prepared the concrete forms and got everything else ready to go to resume work when ground conditions permit.

Adelman said that during a recent conference call with the airport's engineering firm, Talbert, Bright & Ellington, the Federal Aviation Administration and State it was recommended that the Airport Layout Plan Update should be merged with the conceptual plan project that would address development options for the terminal area. It was also recommended to push back by one year the design work to rehabilitate the south ramp.

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

Action: Input is pending concerning the RFP review process

Disposition: A meeting will be scheduled to discuss the Commission's input regarding revisions to the RFP process for FBO services.

Marc Adelman said the Deputy City Manager, Earl Reynolds is still out on leave but is expected to return soon. A meeting will be scheduled later to discuss the Commission's input to revise the process Request for Proposals for FBO services.

Public Comment

Libby Rembold commented that she did not believe the city should buy a hangar specifically for Averett University and that anyone interested in it should have the opportunity to know it is available and be able to rent it. She also commented that the women's restroom should be renovated.

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 4:25 p.m. The meeting was reconvened from the closed meeting at 4:40 p.m.

Communications

No communications.

Adjournment

The Commission meeting adjourned at 4:45 pm.

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