

AIRPORT COMMISSION MINUTES

March 13, 2018

4:00 P.M.

Eastern Conference Room

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

Attendees:

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

Approval of Minutes

John Lippert recommended that the minutes from the February meeting should be amended to indicate the following; “cameras could be viewed online” as identified on page two, second paragraph. John Lippert moved that the minutes of the February 13, 2018 meeting be accepted as amended and Michael Duncan seconded the motion. All were in favor and the motion passed.

Topic: Update on the Terminal Apron Rehabilitation Project, Brian Salyers, Talbert, Bright & Ellington

Action: Brian Salyers was present for the meeting to update the Commission on the status of the design effort for the terminal apron project. Several options were reviewed regarding the tie-down area layout configuration. After discussion, the Commission voted to approve option #3, which calls for 32 tie-down spaces parallel to the taxiway that would include a large grass island area for separation.

Disposition: Salyers will be present for the April Commission meeting to discuss project sequencing and phasing options.

Brian Salyers of Talbert, Bright & Ellington was present for the meeting to update the Commission on the status of the design effort for the Terminal Apron Rehabilitation project. Adelman informed Commission members that per the airport’s Capital Improvement Plan federal and state funding will be requested to rehabilitate and expand the terminal apron. In completing the design work to meet Federal Aviation Administration (FAA) standards it has been determined that some of the current tie-down locations are inappropriately located with respect to the object free area for Taxiway A. Salyers completed a presentation which outlined a couple of alternative arrangements for modifying the tie-down area. All related options discussed during the meeting are included as exhibits with the minutes. Option 1 maintains the configuration of the existing tie-down area but allows for the possibility of expansion that could include an additional seven tie-down spaces. Option 2 would alter the existing configuration of the tie-down area by orienting the spaces so they are parallel to Taxiway A. Option 2 only allows for 32 tie-down spaces, which is the same number of tie downs currently available. However, this arrangement frees up ramp space near the hangar buildings that are located along a portion of the apron near the Civil Air Patrol Building and could help to reduce backwash activity and improve opportunities for taxiing in that area.

Topic: Update on the Terminal Apron Rehabilitation Project (Continued)

The second option identified by Brian Salyers would also allow space for a self-fueling facility in the future. Both options provide for a defined, grassy island that would be located adjacent to the taxiway and serve to separate a section of the tie-down area from the taxiway. After discussion, Gene Jackson suggested a third option that would maintain the same tie-down configuration as Option 2 but would allow for a larger, grassy island extending to the north adjacent to the taxiway. Salyers also commented that the third option would also be less expensive since less pavement would be necessary to support this configuration. *After discussion, Scott Brown made a motion to approve Option 3 and Michael Duncan seconded the motion. All in attendance were in favor and the motion passed.*

The tentative timetable for this project would include receiving bids during the first part of June and obtaining grant approval from the FAA and Virginia Department of Aviation in August. Brian Salyers will be present for the April 2018 Commission meeting to discuss the phasing of construction activities. In addition, other special events that require significant aircraft parking space such as races that occur at the Virginia International Raceway will be considered to limit the impact of construction work on airport operations.

Topic: Update on Maintenance Projects

Action: Quarterly emergency response drills began this week with Fire Station #7 staff to improve airfield orientation and response time. Installation of the first mini-split system was recently completed in the Piedmont Conference Room. A prebid meeting was held on March 1st regarding the airport security improvement project. Four vendors attended the meeting. Proposals are due on March 19th.

Disposition: Security improvement proposals will be reviewed and the successful proposal will be submitted to the Virginia Department of Aviation for funding consideration.

Pinekenstein informed the Commission that this week he began holding quarterly emergency response drills with Fire Station #7 to improve response time to potential aircraft accidents and staff's orientation with the airfield. Three separate drills will be conducted each quarter so that each shift is afforded the same amount of practice and training.

Installation of the first mini-split unit was completed in the Piedmont Conference Room. The system is performing very well and has met performance expectations. A purchase order for other mini-split systems that will be installed in the FBO area and FAA room have been issued. The heating air conditioning contractor confirmed that the equipment for this installation has been ordered. In addition, JW Squire has ordered the carpet tiles and other materials for the terminal building improvement project. The project start date will be determined when the materials are received which is expected to occur by mid-April. Also, in conjunction with this project it was determined that there was sufficient need to make improvements to the women's restroom in the FBO area. This work will include new flooring, painting and the installation of a chair rail and new partitions. A change order was submitted to the State for this project and was approved at an eighty percent funding level.

Topic: Update on Maintenance Projects (continued)

A pre-bid meeting was held Thursday March 1st for the Airport Security Improvement project. Four companies were in attendance at the meeting. Proposals are due Monday, March 19th for this project. Pinekenstein indicated that during the last Commission meeting a question was raised whether the gate controllers could be accessed by 911 communications. It was confirmed by Eric Chambers, the city's Communication Systems Manager that 911 dispatch staff will be able to log into the gate access system through the city's network. The Danville Fire Department also indicated they will support the efforts and training necessary to establish this capability.

Public Comment

Libby Rembold asked for an update on repairs to the door at the end of the hall in the FBO area. Todd Pinekenstein said he would check with JW Squire regarding the status.

Communications

No communications.

Adjournment

The Commission meeting adjourned at 4:45 pm.

The next meeting is scheduled for **Tuesday, April 10, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**