

# AIRPORT COMMISSION MINUTES

April 10, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, April 10, 2018.

## Attendees:

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

## Approval of Minutes

Michael Duncan moved that the minutes of the March 13, 2018 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:** T-hangar door repairs have been completed by Overhead Door. The Terminal Improvement building project is scheduled to begin April 16<sup>th</sup>.

**Disposition:** Installation of the remaining mini-split systems that will be located on the north end of the terminal will be completed next week.

Todd Pinekenstein informed the Commission that the Overhead Door Company completed the repairs to the t-hangar doors, which included replacing frayed cabling and worn belts. The terminal improvement building project is expected to begin next month. Pinekenstein stated the contractor has received the carpet materials and has tentatively proposed a start date of April 16<sup>th</sup>. He also mentioned that he will meet with Steven Merricks of JW Squire later this week to discuss the hours and phasing of the project in order to minimize impact and interruptions to normal operations of the FBO and airport clientele.

Centech has received the equipment for the remaining mini-split system installations for the north end of the terminal and the FBO area. The company indicated that they plan to begin the installation work this week. In addition, Cedar Peaks has completed the pouring of the concrete pads for the new taxiway directional signage that will be installed along Runway 2/20. The project is expected to be completed later this week. Pinekenstein also stated that the glass company recommended that the tile should be installed in the hallway on the north end of the terminal before a new door is installed in that area. The parts for the existing door are no longer available and due to the condition of the door it must be replaced.

Justin York of the National Weather Service is expected to complete an onsite visit this week to replace every piece of the Automated Surface Observation System (ASOS) monitoring equipment that is presently in place at the Operations Advisory Tower so personnel can use the computer monitor to provide weather advisories. Presently, tower personnel must communicate ASOS information heard via the radio transmission since the monitor is not operational.

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

The Commission discussed the issuance of notices to airmen (NOTAM) due to a recent project in which construction work was completed near the runway. After discussion, it was decided that NOTAMS should be issued for all work being completed close to the runway or in the runway safety area but NOTAMS should not be issued for grounds work such as grass cutting. Some members commented that the best approach would be for the Operations Tower staff to provide advisories regarding any activity that occurs within the operations area.

**Topic: Terminal Apron Rehabilitation Project, Brian Salyers, Talbert, Bright & Ellington**

**Action:** Brian Salyers was present for the meeting to discuss the construction sequencing plan for the Apron Rehabilitation project with the Commission.

**Disposition:** Brian Salyers will update the sequencing plan to reflect the changes discussed and approved by the Commission.

Brian Salyers of Talbert, Bright & Ellington was present for the meeting to discuss the construction sequencing plan for the apron rehabilitation project. Adelman said exhibits for the sequencing plan were sent out in advance of the meeting. He indicated that he would like to receive input from the Airport Commission, Averett University and General Aviation Inc. regarding the phasing of the plan and optional dates for when the work would begin. The Commission discussed the possibility of adding a supplemental phase to limit the amount of time that the General Aviation Inc. maintenance hangar would be impacted by the construction project. It was also discussed whether the construction of the apron should begin during the fall of 2018 or the spring of 2019 due to scheduled events at the Virginia International Raceway (VIR) and the regional flying competition that Averett University will host October 31<sup>st</sup> through November 3<sup>rd</sup>, 2018. Discussion continued regarding how to coordinate the construction project if it started in the fall so sufficient tie-downs would be available to support the flight competition. The possibility of closing Runway 13/31 and installing temporary tie-downs to accommodate regional flight competition requirements was also discussed.

*After discussion, a motion was made by Ken Carlson and seconded by Scott Brown to modify the current sequencing plan to create an additional phase, "IC" to be completed in front of the General Aviation Inc. maintenance hangar to minimize the impact on maintenance activities from 12 days to 4 days with the potential of two days of the work being completed on the weekend. All in attendance were in favor and the motion passed.*

According to the airport engineering firm the apron rehabilitation project will be advertised this May and bids would be received the following month. It is anticipated that grant approval for the project will be received from the Federal Aviation Administration and the Virginia Department of Aviation by the end of August. Adelman said that after grant approval is received federal and state funding will need to be appropriated by Danville City Council. As a result, the project could potentially begin in late September 2018 after the VIR Gold Cup event is completed and federal and state aviation funds are appropriated.

**Topic:** Airport Security Improvement Project and FY 2019 Budget Update  
**Action:** The State has not completed their review of the proposals received for the Airport Security project.  
**Disposition:** City Council will review the airport's FY2019 budget on April 11, 2018.

The state has not completed their review of the proposals received for the Airport Security Improvement project. Of significance, the state did inform the airport that they will only provide up to ninety percent funding relative to the lowest proposal price. However, Adelman indicated that the security company that received the top ranking did not maintain the lowest price. Therefore, it is anticipated that the state will provide 80% matching funding for the project.

The airport's FY2019 budget will be reviewed by Danville City Council on April 11<sup>th</sup>. The budget includes a \$25 per month hangar rental fee increase. In addition, the Airport Capital Improvement Plan projects previously approved by the Commission will be discussed including the acquisition of the Daniel Group hangar. A Public Hearing for the hangar rental fee increase will be considered with other proposed fee increases that must be approved by City Council. Adelman said he believes the Public Hearing will be May 15<sup>th</sup> and all the tenants will be made aware of that public meeting.

#### **Public Comment**

Libby Rembold express concern that the t-hangar fees will be going up as much as the corporate hangars. She also commented that she feels like a NOTAM should be issued for any activity on the airfield and that Tom Saunders does a good job in the tower informing pilots of any issues. Travis Williams suggested that the Operations Tower staff use a high chair to be able to see the airfield better.

#### **Communications**

No communications.

#### **Adjournment**

The Commission meeting adjourned at 5:18 pm.

The next meeting is scheduled for **Tuesday, May 8, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**