

AIRPORT COMMISSION MINUTES

August 14, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, August 14, 2018.

Attendees:

Marc Adelman, Director	Ken Carlson	Libby Rembold, General Aviation
Jessie Barksdale, Chairman	Stephen Daniel	Alan Spencer, Asst. City Atty.
Joe Miller, Vice-Chairman	Philip Hall	Todd Pinekenstein, Bld. & Grounds Supt.
William Allgood	Tony Guill, Guest	Lisa Bivens, Administrative Assistant
Scott Brown		

Welcome New Airport Commission Members

Marc Adelman welcomed the new Commission members, William Allgood, Jessie Barksdale and Philip Hall.

Election of Officers

Alan Spencer, Assistant City Attorney, opened the floor for nominations to elect a Chairman and vice-chairman for FY2019. *Joe Miller nominated Jessie Barksdale to serve as Chairman. All members in attendance were in favor of the nomination. Scott Brown nominated Joe Miller to serve as vice-chairman. All members in attendance were in favor of the nomination.*

Approval of Minutes

An amendment was made to the minutes of the May 8, 2018 meeting to reflect that Ken Carlson and Hampton Wilkins were appointed to the Nominating Committee. Scott Brown moved that the minutes of the May 8, 2018 meeting be accepted as amended and Joe Miller 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 ongoing maintenance projects.

Disposition: Terminal renovation work is still underway and parking lot repairs will be completed in phases.

Todd Pinekenstein informed the Commission that the majority of the terminal building renovation work has been completed. He indicated that during the removal of the carpeting in the north hallway area the tile that was attached to the carpeting was detected to contain asbestos, which required removal. Abatement removal of the asbestos and related monitoring was completed on July 30th. Flooring installation resumed the following day. Renovations to the women's restroom located across from the FBO are currently still underway.

Topic: Update on Maintenance Projects (continued)

The Virginia Department of Aviation approved funding for crack sealing and seal coating of the terminal and long-term parking lots. This work will be done in phases to facilitate gate access for traffic and parking. Todd Pinekenstein said that a majority of the outside wall pack light fixtures and lighting for Hangar #31 have been replaced with LED lighting. Plans call for installing LED lighting in other hangars, where it is determined to be practical. In addition, natural gas service was recently established to hangar 400. During the fall the heating system for this hangar will be changed from the current electrical radiant heat arrangement to a more efficient and cost effective natural gas system.

Todd Pinekenstein reported that issues have not been resolved with the Operations Tower monitor that displays automated surface observation system (ASOS) information for weather advisories. The National Weather Service completed several trips to Danville to assess this issue and the phone company has also investigated the situation. Tower staff have been repeating the weather information heard via the ASOS to pilots as advisories. However, the National Weather Service recommended that tower staff should only provide the ASOS frequency to pilots due to potential liability reasons. Discussion continued. After discussion it was the consensus of the Commission to continue efforts to repair the equipment and to implement the recommendation of the National Weather Service for tower staff to provide the ASOS frequency to pilots.

It was identified that GEO Technologies recently completed core samples along Runway 2/20 due to detected pavement deficiencies and water ponding in certain areas. The company will need to return to complete a few more samples and will schedule the work in advance with airport staff. A full report should be available by the next meeting.

Topic: FBO Request for Proposal Review Process

Action: Discussion was held regarding the FBO RFP process.

Disposition: Danville City Council will discuss the option of hiring a consultant during a Work Session on August 21st.

Marc Adelman informed the Commission that the City Manager's office has suggested that consultant services should be obtained to support the evaluation process related to the upcoming issuance of a Request for Proposals (RFP) for FBO services. Marc Adelman indicated that a consultant could assist with developing a draft RFP, compile a list of companies that could be provided the RFP and participate in the evaluation process. In addition, he indicated that City Council will consider obtaining consultant services during a work session on August 21st. Discussion continued. *A motion was made by Scott Brown and seconded by Ken Carlson to recommend to City Council that a consultant be secured to assist with the FBO RFP process. All were in favor and the motion passed.*

Topic: Update on FY19 Capital Improvement Projects

Action: Marc Adelman updated the Commission on the status of several FY2019 capital projects.

Disposition: Subject to federal and state approval, grant agreements could be executed by the end of August.

Marc Adelman updated the Commission on the FY2019 capital projects. During an August 9th City Council Work Session the acquisition of the Daniel Group hangar was discussed.

Topic: Update on FY19 Capital Improvement Projects (continued)

Funds were approved to acquire the hangar during the FY19 budget process. It is anticipated that the purchase could be finalized in September with Council's approval. Currently, the airport is waiting for grant approval from the Federal Aviation Administration and the Virginia Department of Aviation concerning the Terminal Apron Rehabilitation project. If approved the federal eligible approved portion of this project would be financed at 90% with federal aid and 8% state aid, requiring 2% local funding. The pavement areas located adjacent to the hangars are not considered eligible for federal capital aid therefore a grant request for state funding at 80% was submitted to finance that portion of the project.

Plans call for the Terminal Rehabilitation project to start in mid-October to coincide with Virginia International Raceway activities. As a result, it is likely that a winter shut-down would be required. Discussion continued. In addition, the Commission was updated on the T-Hangar Taxi-lane rehabilitation project and the Taxiway D&E rehabilitation project. These two projects were not recommended for funding by the Virginia Department of Aviation. However, Marc Adelman said that funding opportunities may improve during 2019 since general aviation airports can now make application for available air carrier reliever funds. Discussion continued.

Topic: Security Improvement Project Update

Action: Marc Adelman updated the Commission on the status of the security improvements currently underway at the airport.

Disposition: This project should be complete in mid-September.

Marc Adelman updated the Commission on the status of the security improvement project. The majority of the cables, switches, outside cameras, terminal cameras, gate access control panels and software have been installed. Currently, the gate access cards are being programmed for the tenants and emergency responders. In addition, Gamewood is working with the city's Information Technology Department and the Public Works Communication Manager to connect the airport's system with the Fire Station gate. Discussion continued.

Topic: FY20 Capital and Promotional Projects

Action: Marc Adelman discussed possible projects that could be considered in the future.

Disposition: Recommended projects will be submitted as part of the FY20 budget process

Marc Adelman suggested that Commission input would be appreciated for other capital projects that could be pursued during the FY20 budget process. Budget activities typically begin in November. In addition, Marc Adelman said with the terminal and security improvement projects winding down he feels like it may be a good time to consider an open house or event to promote the airport possibly in the spring of 2019. He also recommended the possibility of hosting a Young Eagles Day to promote aviation to children. Joe Miller commented that any event we have should highlight the Civil Air Patrol and Averett University's aviation program as well.

Ken Carlson showed the Commission pictures of an airside viewing area that were taken at the Martinsville airport. He mentioned that he felt such a project would be a great way to introduce children to aviation and get the public involved. He added that since the baggage carousel was removed as part of the terminal renovation project it would be easy to install a small fence, bench and maybe a picnic table so the doors could be opened to allow the general public to see what is going on at the airport. Discussion continued.

Public Comment

Libby Rembold said that with the recent FBO lease agreement extended by the city to Averett University for their operation, she would like to request that the terms and same offer be extended to General Aviation Inc.

Communications

Joe Miller commented that he hoped that all the ideas discussed today would be kept in mind and not forgotten as we move forward. Jessie Barksdale commented that he is happy to be on the Commission and appreciates all the ideas discussed and the leadership of the airport.

Adjournment

The Commission meeting adjourned at 5:28 pm.

The next meeting is scheduled for **Tuesday, September 11, 2018 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**