

# AIRPORT COMMISSION MINUTES

December 11, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, December 11, 2018.

## Attendees:

Marc Adelman, Director	William Allgood	Libby Rembold, General Aviation Inc.
Jessie Barksdale, Chairman	Stephen Daniel	Alan Spencer, Asst. City Atty.
Joe Miller, Vice-Chairman	Philip Hall	Todd Pinekenstein, Bld. & Grounds Supt.
	Earl Reynolds, Deputy City Manager	Lisa Bivens, Administrative Assistant

## Approval of Agenda

Sid Allgood moved that the agenda for the December 11, 2018 meeting be accepted as presented and Joseph Miller seconded the motion. All were in favor and the motion passed.

## Approval of Minutes

Joe Miller moved that the minutes of the November 13, 2018 meeting be accepted as presented and Phil Hall seconded the motion. All members in attendance were in favor and the motion passed.

## **Topic: Review of FY20 Operating Budget**

**Action:** The airport's FY2020 proposed operating budget and revenue projections were reviewed by the Commission.

**Disposition:** After discussion, a motion was made to accept the budget as presented.

Marc Adelman circulated copies of the draft FY2020 operating budget and revenue projections for review and discussion. Projections for total operating revenue included funds realized from hangar rental fees and other fees such as use of the closed runway. The revenue projection estimates were prepared in part on the basis that all the hangars are filled throughout the year. Other revenues estimates were based on actual revenue received during previous years. Marc Adelman said that the airport's operating expenses vary little from year to year. For FY2020 there are only marginal increases projected for operating costs. The most significant projected increase in expense for next fiscal year is related to full time salary and wages due to anticipated employee salary and wage adjustments.

Marc Adelman indicated that that he would also like to include a budget request for next fiscal year to purchase a new projector that would be secured in the ceiling or an 85" smart TV for the Eastern Conference room. The current projector is over 10 years old, is unreliable, and is not compatible with all laptop computers. Discussion continued. Sid Allgood and Phil Hall both recommended the installation of the smart TV and stated that they typically use a smart TV when they complete presentations. Other Commission members felt that the installation of a smart TV would be an enhancement for the conference room.

**Topic: Review of FY20 Operating Budget (Continued)**

*After discussion, a motion was made by Joe Miller and seconded by Phil Hall to accept the proposed FY2020 budget as presented. All members in attendance were in favor of the motion.*

**Topic: Review of Evaluation Criteria for the Fixed Based Operator (FBO) Request for Proposals (RFP) – Ron Price, QED, Inc.**

**Action:** Ron Price joined the meeting via conference call to discuss the RFP document criteria with the Commission.

**Disposition:** Ron Price will plan to be in Danville for the January 8th Commission meeting to review the final draft document.

Marc Adelman informed the Commission that due to weather conditions Ron Price of QED, Inc. would be joining the meeting via conference call to discuss the evaluation criteria for the FBO request for proposals. Adelman circulated the draft criteria that was previously emailed to the Commission members for their review.

Mr. Price reviewed each criterion with the Commission. He said that he included supplemental information for the criteria to help guide the Commission as the proposals are reviewed. He added that companies interested in submitting a proposal can inform the Commission what services they want to offer as an FBO and then it will be up to the Commission to decide if that is the type of FBO, the Commission wants at the airport.

After discussion, it was recommended by the Commission to reduce the number of criteria identified by combining the first two, which included the respondent's overall experience and qualifications and capability to provide the proposed services since they are similar. The weight for this criterion was recommended to be 25%. It was also, recommended to increase the scoring weight for the Marketing Plan to 20% and increase the Customer Service Plan section to 15%.

It was decided that the draft RFP would initially be sent to Marc Adelman, Jessie Barksdale and Earl Reynolds for review and then it will be forwarded to the Commission for additional evaluation. Ron Price will plan to be in Danville for the January 8th Commission meeting to review the final draft document with Commission members.

**Topic: Update on Special Event Planning Activities**

**Action:** Dave Kerr and Bob Cassell of the Apex, North Carolina Experimental Aircraft Association (EAA) Chapter met in Danville to consider planning issues for a Young Eagles rally.

**Disposition:** A target date for a combined event for a Young Eagles Day and Airport Open House was set for June 15, 2019 with a rain date of June 22<sup>nd</sup>.

Marc Adelman said that Dave Kerr and Bob Cassell of the Apex, North Carolina EAA Chapter attended a meeting in Danville recently to consider planning issues for a Young Eagles Rally and to examine the airport's facilities. They met with airport staff, Jessie Barksdale and representatives from General Aviation Inc., Averett University and the Civil Air Patrol. The EAA members seemed very pleased with the conference room facilities, the advisory tower and how staging of aircraft could be accomplished for a Young Eagles Day event in Danville.

**Topic: Update on Special Event Planning Activities (*Continued*)**

A target date for a combined event for a Young Eagles Day and Airport Open House was set for June 15<sup>th</sup> with a rain date of June 22<sup>nd</sup>. The airport is planning to submit an application for an Aviation Promotion Grant after December 15<sup>th</sup> when the Apex EAA chapter meets and decides to approve holding the rally in Danville.

**Public Comment**

No comments.

**Communications**

Jessie Barksdale commented that the Commission was happy to have Earl Reynolds in attendance for the meeting. He also wished everyone a safe and happy holiday.

**Adjournment**

The Commission meeting adjourned at 5:18 pm.

The next meeting is scheduled for **Tuesday, January 8, 2019 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**