

AIRPORT COMMISSION MINUTES

February 12, 2019

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, February 12, 2019.

Attendees:

Marc Adelman, Director	Michael Duncan	Libby Rembold, General Aviation Inc.
Jessie Barksdale, Chairman	Philip Hall	Todd Pinekenstein, Bld. & Grounds Supt.
Joe Miller, Vice-Chairman	Alan Spencer, Asst. City Atty.	Lisa Bivens, Administrative Assistant

Approval of Agenda

Michael Duncan made a motion to approve the agenda for the February 12, 2019 meeting. Joe Miller seconded the motion, all members present were in favor and the motion passed.

Approval of Minutes

Phil Hall moved that the minutes of the January 8, 2019 meeting be accepted as presented and Joe Miller seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

Libby Rembold commented that the doors, which provide access to the public viewing area, need to be modified so people can return to the terminal area without being locked out. She also said it would be a good idea to have a trashcan in this area and to include a child's picnic table in the public viewing area. She suggested keeping the viewing area open longer during the summer months. Todd Pinekenstein commented that a company had been out earlier today to modify the doors and will be making the necessary adjustments.

Topic: Update on Maintenance Projects

Action: Todd Pinekenstein updated the Commission on the status of ongoing maintenance projects.

Disposition: The remaining HVAC terminal building upgrades are scheduled to begin on Monday, February 18.

Todd Pinekenstein informed the Commission that the terminal building HVAC upgrades to the remaining conference rooms and office areas should begin on Monday, February 18 by Centech Service Corporation. There were two water line leaks found that are related to the current HVAC system. One leak was detected in the Federal Aviation Administration (FAA) equipment room and has been repaired and the other leak was located in the northeast corner of General Aviation Inc.'s passenger waiting area. Parts have been ordered to make the repairs and Centech plans to do the work in the evening to minimize interruptions to the FBO operations. This work will be coordinated with General Aviation Inc.

Topic: Update on Maintenance Projects (Continued)

The exterior wall pack lights for hangars 100, 200 and 400 have been replaced with LED fixtures, which provide a much better quality of light. In addition, the fuel farm light fixture has also been upgraded to LED lighting and a new photocell installed. He added that LED lighting uses much less wattage and the utility costs should be considerably less.

Topic: Update on Fixed Based Operator (FBO) Request for Proposals (RFP) Review Process

Action: A list of prospective companies that received the FBO RFP was distributed for review. The proposed schedule to complete the review process was also shared.

Disposition: Proposals are due from prospective companies by March 1, 2019.

Marc Adelman distributed a list of companies that received the Request for Proposals to provide FBO services from the aviation consultant. Ron Price of QED Inc. is responsible for marketing the RFP to potential interested parties and developed the mailing list. The RFP document was advertised in the National Air Transportation Association newsletter and on their website. Marc Adelman said he wanted to remind the Commission of the proposed schedule to complete the review process. The RFP document was released and advertised on January 21, 2019. An airport site visit was completed on February 4 by Fly High Inc. of Lexington, North Carolina. Adelman said that he participated in the site visit with Jessie Barksdale and Todd Pinekenstein that involved a tour of the airfield and facilities. The last day for questions by respondents is set for February 15 and proposals are due from prospective companies by March 1, 2019 to the city's Purchasing office. At the March Airport Commission meeting, a selection or shortlist of respondents will be identified by the Commission. If the Commission desires to complete interviews they would be scheduled for April 9. The target date for City Council approval is May 21, 2019.

Topic: Update on Aviation Grant Applications

Action: The T-hangar Taxi-lane Rehabilitation project and the design project to widen Taxiway H to establish an aircraft parking area and develop corporate hangar space were both recommended for funding by the Virginia Department of Aviation.

Disposition: The capital improvement projects will be further considered by the Virginia Aviation Board in February.

Marc Adelman circulated copies of the list of recommended capital improvement projects that were provided by the Virginia Department of Aviation. These projects will be further considered by the Virginia Aviation Board in February. Both of Danville's capital projects that were submitted for consideration by the state were recommended for funding. It is anticipated that if the capital projects are approved by the Virginia Aviation Board that they could begin this spring or summer. Once Virginia Aviation Board approval is received City Council will consider appropriating state funds to complete the projects. Marc Adelman said that the Taxiway H Widening project will be bid in 2020 since a portion of the project is eligible for federal aid and the FAA Washington Airport District Office will only provide funding for one capital project per year. This timeframe will also allow for the Commission to develop a detailed concept for facility improvements located adjacent to Taxiway H, which requires modifying the Airport Layout Plan (ALP). In addition, the ALP will be revised at the same time to accommodate the walking trail expansion project that will be constructed along airport property on Airport Drive.

Topic: Update on Aviation Grant Applications (*continued*)

The Aviation Promotion grant application was also recommended for funding by the Virginia Department of Aviation. City Council completed a first reading to appropriate state funding last Tuesday. This grant will help to finance the Airport Open House/ Young Eagles Day scheduled for June 22, 2019. Registration to complete a free plane ride for children ages 8-17 will begin on March 23 for the Young Eagles Day event.

Public Comment Period

Libby Rembold asked how the Fixed Based Operator (FBO) Request for Proposals (RFP) were distributed. Marc Adelman responded that he believes the consultant sent them via email.

Communications

Michael Duncan asked about the status of Runway 13/31. He said he noticed it is really beginning to degrade and he would like to know how the Commission should proceed to get it rehabilitated. Marc Adelman said that it will likely be a local initiative if construction work is completed since the rehabilitation project is not eligible for state or federal funding. He identified that no additional funds were set aside for rehabilitating the runway for the current budget process, which would cost close to \$4,000,000. Mr. Duncan said he does not want to lose the crosswind capability because at times that is the only way you can land. After discussion, it was decided for the Commission to write a letter to the City Manager office advocating for funds to be put aside for the rehabilitation of the crosswind runway.

Adjournment

The Commission meeting adjourned at 4:30 pm.

The next meeting is scheduled for **Tuesday, March 12, 2019 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**