

# AIRPORT COMMISSION MINUTES

March 12, 2019

4:00 P.M.

Eastern Conference Room

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

## Attendees:

Marc Adelman, Director

Michael Duncan

Todd Pinekenstein, Bld. & Grounds Supt.

Jessie Barksdale, Chairman

Philip Hall

Lisa Bivens, Administrative Assistant

Sid Allgood

Alan Spencer, Asst. City Atty.

## Approval of Agenda

Michael Duncan made a motion to approve the agenda for the March 12, 2019 meeting and Sid Allgood seconded the motion. All members present were in favor and the motion passed.

## Approval of Minutes

Michael Duncan moved that the minutes of the February 12, 2019 meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

## Communications from Visitors

No communications.

**Topic:** Review of Marketing Activities for the Airport Open House/Young Eagles Rally

**Action:** Marketing options were reviewed with the Airport Commission regarding the upcoming Airport Open House/Young Eagles Day event.

**Disposition:** Advertising to promote the Airport Open House and Young Eagles Rally event will begin in April.

A draft flyer and radio script to promote the upcoming Airport Open House/Young Eagles Rally event were reviewed with the Commission. The Apex North Carolina Experimental Aircraft Association (EAA) Chapter has already reviewed and approved the draft flyer, which was required to use their logos. Marc Adelman said he plans to begin advertising in early April because the EAA online registration activities to complete a plane ride for children ages 8 to 17 will begin 90 days prior to the event on March 23, 2019 at [www.young eaglesday.com](http://www.young eaglesday.com). Other possible options to promote the event were discussed with the Commission included advertising with the following companies; WAKG/BTM, *Danville Register and Bee*, *Chatham Star Tribune* and the *Piedmont Shopper*. In addition, it was identified that the event could possibly be promoted via the city of Danville's website, the airport's website, school newspapers and through the use of banners and placing marketing materials at the Community Market. Discussion continued.

**Topic: Update on Capital Improvement Projects**

**Action:** The Virginia Aviation Board approved funding to complete engineering services to widen Taxiway H and to rehabilitate the T-hangar taxilanes.

**Disposition:** Danville City Council will consider appropriating state aviation and local funds for the capital improvement projects in April.

Marc Adelman said the Virginia Aviation Board approved the Virginia Department of Aviation's recommendations to approve state capital funding for engineering services to widen Taxiway H and develop an aircraft parking area for hangar development at the airport. The Board also approved state funding to complete the construction project to rehabilitate the T-hangar Taxilanes, which provides access to the t-hangars and the operations area. In addition, as part of this engineering effort the current Airport Layout Plan (ALP) will be revised to identify the planned widening of Taxiway H and to support the expansion of the walking trail that will be constructed along airport property adjacent to Airport Drive. Marc Adelman said the City Council letter has been prepared to appropriate state and local funds for these projects. He added that the grant applications for both projects have also been submitted to the Virginia Department of Aviation.

**Public Comment Period**

No public comment.

**Closed Session**

Michael Duncan moved that this meeting of the Airport Commission of the City of Danville, Virginia be recessed and that the Commission immediately reconvene in closed meeting for the following purpose: Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected as permitted by Subsection (A) (6) of Section 2.2-3711 of the Code of Virginia, 1950 as amended and more specifically to consider: FBO Proposals. Sid Allgood seconded the motion, all members present were in favor and the motion passed.

Michael Duncan moved that the Airport Commission for the City of Danville, Virginia immediately reconvene into open meeting. Phil Hall seconded the motion, all members present were in favor and the motion passed.

Michael Duncan moved that the Airport Commission for the City of Danville, Virginia adopt a resolution certifying that to the best of each member's knowledge that (1) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711 and (II) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting. Sid Allgood seconded the motion. All members present were in favor of the motion with Jessie Barksdale abstaining from the vote.

***Michael Duncan made a motion to postpone the decision on the selection of an FBO vendor and request that interviews be completed with two principal contenders at two Special Meetings to be organized by Airport Commission staff and then proceed with the***

*Commission's recommendation to City Council after the interviews. Sid Allgood seconded the motion, all members were in favor and the motion passed.*

**Communications**

No communications.

**Adjournment**

The Commission meeting adjourned at 6:00 pm.

The next meeting is scheduled for **Tuesday, April 9, 2019 at 4:00 p.m. in the Danville Regional Airport's Eastern Conference Room.**