

AIRPORT COMMISSION MINUTES

June 11, 2019

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, June 11, 2019.

Attendees:

Marc Adelman, Director	Michael Duncan	Ron Price, QED Consulting
Sid Allgood	Philip Hall	Alan Spencer, Asst. City Atty.
Jessie Barksdale, Chairman	Joseph Miller, Vice Chairman	Todd Pinekenstein, Bld. & Grounds Supt.
Ken Carlson	Dave Hutcheson	Lisa Bivens, Administrative Assistant
Stephen Daniel	Brian Buchannan, Science Ctr.	

Approval of Agenda

Sid Allgood made a motion to amend the agenda for the June 11, 2019 meeting to include the approval of the Airport Commission Special Meeting minutes, which was held May 9, 2019. Phil Hall seconded the motion. All members present were in favor and the motion passed.

Approval of Minutes

Phil Hall moved that the minutes of the May 14, 2019 meeting be accepted as presented and Mike Duncan seconded the motion. All members in attendance were in favor and the motion passed. Phil Hall moved that the minutes of the May 9, 2019 Special 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: Update on the Fixed Based Operator (FBO) Request for Proposals (RFP) Review Process

Action: A draft lease has been prepared for review by the city and Fly High, Inc.

Disposition: General Aviation Inc. will receive notice concerning a proposed extension to their current lease with the City of Danville.

Marc Adelman said Ron Price of QED Consultants prepared a draft FBO lease agreement with Fly High Inc. The draft lease is currently under review by the city and Fly High, Inc. He indicated that the current lease with General Aviation Inc. would expire on June 30. Per input received from the City Attorney's office, a notice will be provided to General Aviation, Inc. regarding a proposed extension to their lease.

Topic: Update on planned Capital Improvement Projects

Action: The proposed fire station access road exhibit was reviewed by the Commission.

Disposition: Bids are due in to the city's Purchasing office on June 21, 2019.

Bids are due to the city's Purchasing office on June 21, 2019 for the Apron Rehabilitation and Runway 2/20 Crack Seal projects. At the last meeting, Sid Allgood recommended including a pavement section as part of the apron rehabilitation project that would link the north side of the apron to the fire station to provide quicker access to the ramp. The proposed fire station access road exhibit as prepared by the airport's engineering firm was reviewed and discussed. Marc Adelman mentioned this work would not be eligible for federal funding, however he pointed out that there may be a chance the state would provide funding.

Averett University requested this week that the city delay the Apron Rehabilitation Project by approximately five days to allow the National Intercollegiate Flying Association (NIFA) competition to occur in Danville on October 16-19. Adelman said he spoke with Brian Salyers about this matter and he does not feel like this potential delay would create a problem. As discussed previously, the scheduled work is based on Virginia International Raceway events so jet traffic would not be impacted by construction work. The last event at the Virginia International Raceway is scheduled for October 11-13, 2019.

Topic: Planning Activities for the Airport Open House/Young Eagles Day event

Action: Bob Cassell participated during the meeting via conference call to discuss the Young Eagles Day and Airport Open House event with the Commission.

Disposition: Planning activities will continue to support the airport special event.

Bob Cassell of the Apex, North Carolina chapter of the Experimental Aircraft Association (EAA) participated in the meeting via conference call to discuss planning activities for the Airport Open House/Young Eagles Day event. The rallies are typically standalone events however; this rally will be incorporated with the airport open house in Danville scheduled for June 22, 2019. Bob Cassell will arrive on Friday afternoon to set up the majority of their equipment and the computers and printers will be setup on Saturday morning. According to Mr. Cassell, initially children and parents will be directed to the registration area to fill out the waiver forms and receive a number. Participants will then be directed to the ground school area that will be held in the Eastern Conference room. Dispatchers and ground safety volunteers will escort the children to the aircraft when it is time for their flight. The ramp volunteers will bring the parents back to the safety area before the aircraft takes off. Total flight time is 15 to 20 minutes and the flight path will be the same for all flights. After the plane lands the children will be escorted back to the terminal building to receive their certificates and logbook signed by the pilot who completed their flight. EAA volunteers will wear name badges and an orange vest for those who are supervising the flight area. Currently, 15 pilots are expected from North Carolina and the Danville airport to participate in the event. Discussion continued.

Marc Adelman reviewed the proposed floor plan for the event. A handout will be prepared in advance event that will identify when the facility tours will occur and when the Starlab exhibit will be available for the public to view. Discussion continued.

Closed Session

Sid Allgood 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 acquisition or disposal of real property for a public purpose where discussion in an open meeting would adversely impact the bargaining position of the City as permitted by Subsection (A) (3) of Section 2.2-3711 of the Code of Virginia, 1950, as amended: FBO Lease. Michael Duncan seconded the motion, all members present were in favor and the motion passed.

Sid Allgood moved that the Airport Commission for the City of Danville, Virginia immediately reconvene into open meeting. Ken Carlson seconded the motion, all members present were in favor and the motion passed.

Sid Allgood 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. Joe Miller seconded the motion, all members present were in favor and the motion passed.

Public Comment Period

No public comments.

Communications

Nominating Committee – Jessie Barksdale appointed Sid Allgood and Phil Hall to serve as the Nominating Committee to recommend a chairperson and vice-chairman for the upcoming fiscal year. The Nominating Committee will offer their recommendation at the July meeting.

Adjournment

The Commission meeting adjourned at 6:00 pm.

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