

AIRPORT COMMISSION MINUTES

November 13, 2018

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, November 13, 2018.

Attendees:

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

Approval of Agenda

Michael Duncan moved that the agenda for the November 13, 2018 meeting be accepted as presented and Joseph Miller seconded the motion. All were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the October 9, 2018 meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

Topic: Discussion of Airport Capital Improvement Projects

Action: Brian Salyers of Talbert, Bright & Ellington was in attendance for the meeting and discussed proposed projects with the Commission.

Disposition: The proposed Airport Capital Improvement Plan will be presented to the city's Budget office for consideration.

Marc Adelman explained the airport capital improvement planning process and its significance with respect to the development of the Airport Layout Plan. The preparation and approval of this plan requires input from the Virginia Department of Aviation (VDOA), the Federal Aviation Administration (FAA), the Danville Regional Airport Commission and Danville City Council. In 2009, the FAA required that the City complete a Master Plan Update. This document covers a variety of subject matter related airport facility planning. The interest to complete the 2009 Master Plan Update was initiated by the FAA due to planning requirements for the rehabilitation of the primary runway. A Master Plan Update can also be initiated by an airport depending on their interest to develop the airfield with support from the FAA and VDOA. This document also includes an Airport Layout Plan that identifies opportunities for possible short-term and future airfield development. The FAA will not allow facility expansion anywhere on the airfield that has not been identified on the Airport Layout Plan. Discussion continued.

Marc Adelman explained that Danville's Airport Capital Improvement Plan is a short-term strategic plan and it is prepared annually relative to demand and capacity issues. He reviewed with the Commission the proposed plan and highlighted examples from the Airport Layout Plan that reflect development opportunities.

Topic: Discussion of Airport Capital Improvement Projects (Continued)

Marc Adelman identified that funding would be pursued in February 2019 with the state to complete the T-Hangar Taxi-lane rehabilitation project and identified that the heating and air conditioning project related to the south side of the terminal is programmed to be completed this fiscal year. He suggested that the Taxiway D and E rehabilitation project could be deferred and that funding could be pursued in February as well to complete engineering services to widen Taxiway H and develop an aircraft parking area that could support two corporate hangars. If funding is approved for the design work then site prep construction funding could be pursued in FY2021 for this project.

Since the last Airport Commission meeting a conference call was held with the FAA, State, Brian Salyers of Talbert, Bright & Ellington, Jessie Barksdale and Marc Adelman to discuss the Airport Capital Improvement Plan and the possibility of securing federal funding to widen Taxiway H and develop an aircraft parking area. Marc Adelman indicated that the FAA reflected support for widening Taxiway H but will not provide funding for the aircraft parking area. He explained that by completing the Taxiway H widening project commercial development opportunities could be enhanced since the FAA is reluctant to provide funding to rehabilitate the south ramp unless a tenant commits to developing a facility adjacent to the ramp. As a result, it was suggested to defer rehabilitating the south ramp until a later date. Discussion continued. Other projects were discussed including plans to rehabilitate the terminal apron next fiscal year and the development of corporate hangars that could be located adjacent to Taxiway H.

Draft Airport Capital Improvement Plan

Fiscal Year	Project Description	FAA Funds	State Funds	Local Funds	Total Expenses
2019	T-Hangar Taxi-lane Rehab – Construction	N/A	\$517,248	\$129,312	\$646,560
2019	HVAC Upgrades - South Terminal	N/A	\$44,319	\$137,393	\$181,712
2019	Taxiway D&E Rehab – Defer	N/A	\$536,461	134,115	\$670,577
2019	Acquire Daniel Group Hangar	N/A	N/A	\$140,000	\$140,000
2019	Design Site Prep to Widen Taxiway H and Ramp	N/A	\$133,855	\$33,464	\$167,319
2020	Terminal Apron Rehab and Reconfiguration - Const.	\$3,280,559	\$291,605	\$72,901	\$3,645,065
2020	Terminal Apron Rehab – State only Aircraft Parking	N/A	\$107,718	\$26,929	\$134,647
2020	Concept Plan for New Terminal Bld.-- Defer	N/A	\$80,000	\$20,000	\$100,000
2020	Primary Runway - Underdrain and Crack Seal	N/A	\$103,937	\$184,956	\$288,893
2021	Site Prep Construction to Widen Taxiway H and Ramp – Includes Const. Admin Fees	\$768,431	\$143,769	\$35,943	\$948,143

Draft Airport Capital Improvement Plan (Continued)

2022	65' x 60' Box Hangar Adjacent to Taxiway H	N/A	N/A	\$275,000	275,000
2022	New Terminal Bld. Const. — Defer	N/A	\$1,334,360	\$333,590	\$1,667,950
2022	Design Site Prep for 65' x 60' hangar / north terminal ramp area near fire station	N/A	37,822	\$9,465	\$47,278
2023	Site Prep Construction for 65' x 60' hangar / north terminal ramp near fire station - Includes Const. Admin. Fees	N/A	\$214,326	\$53,581	\$267,907
2023	South Ramp Rehabilitation — Defer	\$1,712,610	\$366,558	\$91,639	\$2,170,807
2024	Hangar Construction for 65' X 60' hangar / north terminal ramp near fire station	N/A	N/A	\$275,000	\$275,000

Brian Salyers of Talbert, Bright & Ellington was in attendance to update the Commission and answer any questions regarding the proposed capital improvement projects. Different areas for possible hangar development were reviewed with the Commission. The recommended area to develop hangars near Taxiway H was discussed in detail. Also, it was identified that the FAA requires the Airport Layout Plan to be revised to reflect the widening of Taxiway H for capital funding consideration. The preliminary cost estimate for this project to construct two, 65' x 60' hangars including the site prep work is \$1,665,462. Marc Adelman added that usually when a request for commercial hangar space is received from a prospect that the party is typically seeking a facility that can accommodate approximately 10,000 square feet. He suggested by developing two corporate hangars adjacent to each other that this interest could possibly be satisfied.

The other area considered for hangar development during FY2023 is located on the north side of the airfield near the fire station. The preliminary cost estimate for this project including design services, site prep construction and hangar development is \$590,185. Discussion continued. ***A motion was made by Michael Duncan and seconded by Sid Allgood to accept the draft Airport Capital Improvement Plan as presented. All members in attendance were in favor of the motion.***

Topic: Joint meeting with Danville Development Council

Action: Marc Adelman reminded the Commission members of the joint meeting with the Danville Development Council on November 20th.

Disposition: Marc Adelman invited all Commission members to attend the meeting.

Marc Adelman reminded the Commission that a joint meeting with the Danville Development Council will take place at the airport on the November 20th at noon. He invited all the Commission members to attend.

Topic: Update on Special Event Planning Activities

Action: Marc Adelman said that the Apex, North Carolina EAA Chapter has agreed to the conditions of a memorandum of understanding to have a Young Eagles Day event in Danville.

Disposition: The Apex, North Carolina EAA chapter and the airport are reaching out to other chapters for a possible partnership arrangement to support a Danville event.

Marc Adelman said that the Apex, North Carolina EAA Chapter has agreed to the conditions of a memorandum of understanding that would include payment for fuel expense incurred by pilots who complete free flights for children. He indicated that fifty percent of the fuel cost could be financed through a state Aviation Promotion Grant with the State. However, the Apex EAA chapter indicated that they are struggling to obtain additional support from other chapters. Ken Carlson and Michael Duncan both commented they would work to generate local support for the event.

Public Comment

No comments.

Closed Meeting

The meeting was recessed and reconvened into closed meeting at 4:47 p.m. The meeting was reconvened from the closed meeting at 5:00 p.m.

Communications

No additional communications

Adjournment

The Commission meeting adjourned at 5:05 pm.

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