

AIRPORT COMMISSION MINUTES

January 12, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, December 8, 2020.

Attendees:

Marc Adelman, Director	Michael Duncan	Alan Spencer, Asst. City Attorney
Sid Allgood, Chairman	Gene Jackson	Libby Rembold, General Aviation
Jessie Barksdale	Robert Jiranek	Todd Pinekenstein, Bld. & Grounds Supt.
Stephen Daniel	Joe Miller	Lisa Bivens, Administrative Assistant
	Travis Williams, Averett University	

Approval of Agenda

A motion was made by Jessie Barksdale and seconded by Robert Jiranek to approve the January 12, 2021 agenda. All members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the December 8, 2020 Commission meeting be accepted as presented. Jessie Barksdale seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

Mr. Allgood said he received an email today from Charles Harris, which indicated that he would not be attending the meeting however, Travis Williams would represent Averett University. In addition, Mr. Harris indicated that the university has started advertising to complete interviews for FBO management positions.

Michael Duncan mentioned that he has received positive comments about the landscaping upgrades adjacent to the new airport sign. Sid Allgood also commented that Todd Pinekenstein and airport staff have done an outstanding job with the landscaping.

Topic: Review of FY22 Airport Operating and Capital Budget

Action: The airport-operating budget was reviewed with the Commission.

Disposition: Next week a meeting will take place with the city's budget team to discuss the Commission's recommendations for the FY22 budget.

Lisa Bivens, Transportation Senior Administrative Assistant updated the Commission on the projected FY 2022 airport-operating budget. Items of significance related to next year's budget include the following; advertising funds to promote the airport promotional video, purchase of a new photocopier machine and the acquisition of a pickup truck for building and grounds duties. Currently, the airport rents a pickup truck from Public Works however; this vehicle has required frequent repair work. Marc Adelman added that the Virginia Department of Aviation would not provide state funds to purchase pickup trucks, therefore local funding must be requested to replace this pickup truck. Discussion continued.

Topic: Review of FY22 Airport Operating and Capital Budget (continued)

Marc Adelman reviewed proposed capital projects for next fiscal year with the Commission. He commented that some projects were previously submitted for funding consideration to the Virginia Department of Aviation but were rejected. Current plans call for pursuing state funding again for these projects in March, which includes rebidding rehabilitation of a taxiway connection to the south ramp, widening Taxiway H and constructing a new taxi-lane to a planned t-hangar building.

Last summer the Airport Layout Plan (ALP) was modified to include an area adjacent to Closed Runway 24 to develop a 15,000 square foot hangar building and a ramp for aircraft parking. The ALP was also changed to identify an Object Free area for a section of the closed runway. Presently, the pavement condition for the closed runway is limited to supporting the disassembly of aircraft. Consequently, Marc Adelman recommended that rehabilitating a fifty-foot wide taxi lane for Closed Runway 24 pavement should also be considered to support other facility development opportunities such as maintenance activities. He indicated that this area of the airfield may need to be considered for large facility development in the short term due to the Federal Aviation Administration’s (FAA) interest to delay rehabilitation of the south ramp for another five to six years. Discussion continued.

The following projects will be considered for FY21 funding by the state in March:

- Complete architectural services to renovate the terminal building - \$86,035
- Rebid Taxiway D connection repairs to the south ramp - \$11,385
- Design Services for drainage modifications between hangars 200 and 400 - \$30,676
- Re-submit request to Widen Taxiway H and construct new taxilane to t-hangar building and construct aircraft parking ramp - \$1,402,627

Proposed capital improvement projects for FY22 were also discussed with the Commission. Marc Adelman noted that the FAA indicated they plan to provide funding next fiscal year to complete design work to widen Taxiway H, which included developing aircraft parking areas. This project was previously bid last summer based on state aviation funding guidelines. However, aircraft parking areas are not eligible for federal aviation funding. Therefore, the FAA is requesting that the Taxiway H widening project be re-designed so project activities are separated based on funding eligibility guidelines. If state funds are not approved in March 2021 for this project then it will be re-bid based on federal guidelines during the spring of 2022.

DRAFT AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) - FY 2022					
FY	PROJECT NAME	FAA FUNDING	STATE FUNDING	LOCAL FUNDING	TOTAL COST
2022	Runway 13/31 Rehab	-	-	\$4,200,000	\$4,200,000
2022	Widen Taxiway H (Design Only)	\$100,000	\$8,889	\$2,222	\$111,111
2022	Northeast Hangar (Design & Const.)	-	-	\$2,300,000	\$2,300,000
2022	Design Services to Rehab Closed 24 and Construct Ramp Area	-	\$128,000	\$32,000	\$160,000
2022	Terminal Building Renovations (Design & Const.) State Funding eligible based on public vs private space	-	?	\$632,660	\$632,660
2022	Taxiway Connections to South Ramp	-	\$240,000	\$71,385	\$311,385
TOTAL	All Planned Projects FY2022	\$100,000	\$376,889	\$7,238,267	\$7,715,156

Topic: Review of FY22 Airport Operating and Capital Budget (continued)

Marc Adelman mentioned that he does not expect the Terminal Building renovation project to rate well regarding the state's priority ranking for funding consideration. Consequently, plans are to ask the City of Danville's budget team during next week's meeting to budget \$632,660 in local funds to complete renovations for the terminal building in the event the state rejects funding the project. He added that state funding for this project would also be limited to whether specific proposed improvements are related to public use or private use.

Since a majority of the planned terminal building renovations are oriented towards improvements for the FBO area, less state funding would be received than if all planned improvements were designed for public use. Planned private use improvements include the following; development of an office for the FBO manager, construction of a counter to serve FBO customers in the large common area located adjacent to the existing FBO passenger area, acquisition of new furniture to support a larger pilot's lounge, construction of a shower for pilots and new ceiling tiles and light fixtures for all FBO areas. Discussion continued.

Danville's airport engineering firm estimated that the cost to rehabilitate the Taxiway D Connection to the South Ramp is \$311,385, which includes rebidding the project and completing construction work requirements. Discussion continued.

A motion was made by Michael Duncan and seconded by Jessie Barksdale to approve the FY 2022 operating and capital program of projects as presented. All members present were in favor and the motion passed.

Topic: Proposed Terminal Building Renovation Improvements

Action: Marc Adelman reviewed background information and planned terminal building renovations with the Commission.

Disposition: Architectural services to renovate the terminal building in the amount of \$86,035 will be submitted to the state to be considered for funding at the March 2021 Virginia Aviation Board meeting.

Marc Adelman reviewed background information and planned renovations regarding the terminal building improvements with the Commission. A project to complete architectural services to renovate the terminal building in the amount of \$86,035 will be submitted to the state for funding consideration at the March 2021 Virginia Aviation Board meeting.

Topic: Runway 13/31 Rehabilitation Project Update

Action: A Pre-bid meeting was held on January 5, 2021.

Disposition: Bids are due to the city's Purchasing office on January 27, 2021.

Marc Adelman informed members that a pre-bid meeting to rehabilitate Runway 13/31 was held on January 5, 2021 with potential contractors. An addendum will be issued to change the asphalt mix from federal to state requirements, which could reduce the cost of the project. In addition, based on input received from general contractors, the timeframe for the project will be increased from 60 to 90 days. Marc Adelman said that the airport is seeking a proposal from a company to complete inspection and testing services. Generally, the airport's engineering firm completes these type of services by hiring an individual to oversee related work. Bids are due to the city's Purchasing office on January 27, 2021. If this project is approved through the city's budget process, construction work should begin in the summer. Discussion continued.

Topic: General Aviation Inc. Fuel Report
Action: Fuel pricing was reviewed by the Commission.
Disposition: There were no questions regarding the fuel report.

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. There were no questions regarding the fuel report.

Topic: Airport Commission Sub-Committee Update – Video Production Project
Action: Michael Duncan updated the Commission on the status of the airport promotional video project. Elantes of Rosslyn, Virginia was chosen to complete the project.
Disposition: Interviews and additional video work is scheduled to be completed on January 22, 2021.

Michael Duncan thanked everyone on the sub-committee for their work on the airport promotional video project. He also thanked Amanda Hilton for her help with drafting the script for the video. The firm selected to complete the video is Elantes of Rosslyn, Virginia. A draft script has been provided to Adam Ishaiek of Elantes for review and Mark Aron, Danville's Multi-Media Manager. Mr. Duncan indicated that six persons have been contacted to complete on-site interviews for the video. Filming is planned to be completed by the video production company on January 22, 2021. If there is a need, an additional day will be added to complete filming requirements. Michael Duncan said that a draft of the video should be packaged by next month and available for the Commission to review. Discussion continued.

Marc Adelman said \$10,000 in advertising funds are being requested for next fiscal year to promote the video. A proposal from WSET to complete television advertising for 30-second spots was provided for review. The proposal identified an option to purchase streaming services to promote the video. He added that available streaming services could be used to program spots for the airport video to target certain audiences. Discussion continued.

Public Comment Period

Libby Rembold asked about a space for the bookkeeper in conjunction with the planned terminal building renovation project and said the current space is not big enough. Sid Allgood commented that the space for the bookkeeper would remain where it is currently located but that the counter could be moved to allow for additional space.

Communications

Joe Miller asked if any updates had been received from Bud Oakey concerning his work for Averett University. Sid Allgood commented that there have been no further communications from Mr. Oakey since the interviews were completed with the Commission.

Sid Allgood also commented that he is very excited about the video production and the work that has gone into the project. He also complimented Todd Pinekenstein and his crew for the sprucing up the facilities in preparation for the video. He said it is his understanding that after Caesars hires a manager for the Danville location that the manager would serve as the point of contact for the Commission.

Jessie Barksdale and Michael Duncan thanked airport staff for their involvement with airport projects this year and providing related background information.

Communications (Continued)

Gene Jackson commented that Danville Community College (DCC) is in the early stages of developing an A&P program and asked that someone on the sub-committee reach out to the President of DCC regarding this program.

Adjournment

The Commission meeting adjourned at 5:14 pm.

The next regular Commission meeting is scheduled for **Tuesday, February 9, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**