

# AIRPORT COMMISSION MINUTES

April 13, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, April 13, 2021.

## Attendees:

Marc Adelman, Director	Phil Hall, Vice-Chairman	Travis Williams, Averett University
Sid Allgood, Chairman	Robert Jiranek	Alan Spencer, Asst. City Attorney
Jessie Barksdale	Brian Salyers, TB&E	Libby Rembold, General Aviation
Stephen Daniel	Don Aungst, Averett, Vice	Todd Pinekenstein, Bld. & Grounds Supt.
Michael Duncan	President, CFO & COO	Lisa Bivens, Administrative Assistant

## Approval of Agenda

A motion was made by Phil Hall and was seconded by Michael Duncan to approve the agenda for the April 13, 2021 meeting. All members in attendance were in favor and the motion passed.

## Approval of Minutes

Michael Duncan moved that the minutes of the March 9, 2021 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

Libby Rembold informed the Commission that passengers have frequented the airport from different locations to receive a COVID-19 vaccination. She mentioned that the CVS Pharmacy that is located near the airport is one of the few CVS locations in Virginia providing the vaccination.

### **Topic: Review of Airport Promotional Video**

**Action:** Commission members reviewed the three 30-second spot videos and offered input.

**Disposition:** Recommended edits for the 30-second spots will be completed.

The contract for the promotional video included the production of three 30-second spots in addition to the four-minute promotional video. The three 30-second spot videos were reviewed by the Airport Commission. The videos highlight General Awareness of the Airport, Aviation Training and Educational Opportunities and Business Development Opportunities. It was recommended to use different footage for the Civil Air Patrol aircraft that was included with one of the promotional spots since it was detected that one of the seats was torn. Marc Adelman mentioned that the ability to complete television advertising for the 30-second spots before July 1<sup>st</sup> is relative to the status of an insurance claim. The airport was recently required to approve payment for major fence repair work due to damages caused by a semi-tractor trailer that ran off Highway 58 and destroyed over 100 yards of the airport's fence line. The airport will be reimbursed by the trucking company, who is responsible for the damages. The airport is currently waiting on payment for this insurance claim.

**Topic: Airport Capital Improvement Program Update**

**Action:** The status of the Airport Capital Improvement Projects was reviewed.

**Disposition:** The Airport Commission recommended developing an aircraft parking ramp to support three 13,000 square foot hangars and a 39-space automobile parking lot that will be located adjacent to Taxiway H.

Marc Adelman summarized the status of airport capital improvement projects as identified in the table below. A timeline of when the project activities could potentially begin was also discussed. It was noted that several different projects may overlap.

<b>UPDATED DRAFT AIRPORT CAPITAL IMPROVEMENT PLAN</b>					
<b>FY</b>	<b>PROJECT NAME</b>	<b>FAA FUNDING</b>	<b>STATE FUNDING</b>	<b>LOCAL FUNDING</b>	<b>TOTAL COST</b>
2021	Terminal Building Renovations (Design)	-	\$55,922	\$30,113	\$86,035
2021	Taxiway H Widening, Site Prep and Construct Taxi Lane for T-Hangar building and Ramp for Corporate Hangars	-	\$1,122,101	\$280,525	\$1,402,627
2021	Design Services to Rehab South Ramp including Taxiway Connections - <i>FAA grant due by May 3, 2021</i>	\$170,742 <i>(Includes Indep. Fee Estimate)</i>	-	-	\$170,742
2021	Design Services for Site Prep Construction for Public Use Corporate Hangar (3) Adjacent to Taxiway H – <i>Scope of services submitted to Virginia Department of Aviation for June 2021 Board meeting</i>		\$62,827	\$15,707	\$78,534
2022	Site Prep Construction for Public Use Corporate Hangar (3) Adjacent to Taxiway H		\$813,657	\$203,414	\$1,017,071
2022	Terminal Building Renovations (Construction)	-	\$355,306	\$191,319	\$546,625
2022	Full Rehabilitation of South Ramp (One Phase) <i>Seek state funding match based on engineer's estimate in February 2022 but don't bid the project until spring of 2022 for possible FAA grant. State will hold grant funds.</i>	\$1,712,610	\$152,232	\$38,058	\$1,902,900
2023	Design/Build T-Hangar Building and Corporate Hangar Building/Includes Utility Connections	-	-	\$1,600,000 <i>Estimate</i>	\$1,600,000 <i>Local Funding</i>
2024	Design Services to Create a Taxi-Lane/Closed Runway 24	\$151,200	\$13,440	\$3,360	\$168,000
2025	Construct Taxi-Lane at Closed Runway 24	\$1,980,000	\$176,000	\$44,000	\$2,200,000

At the March 2021 Virginia Aviation Board meeting state capital funding was approved for the Taxiway H Widening project. Marc Adelman indicated that the state's decision to approve funding for this project enabled federal funding to be dedicated towards rehabilitating the south ramp. As a result, a federal grant application will be submitted by May 3<sup>rd</sup> to complete design services to rehab the south ramp. If approved, the design work could potentially begin this summer.

**Topic: Airport Capital Improvement Program Update (Continued)**

The status of the Runway 13/31 rehabilitation project was also discussed. This project is included as part of the City's Capital Improvement budget for next fiscal year and is expected to begin this summer subject to City Council's approval of the proposed budget, which involves all local funding. If approved by Council, the project will be funded through a bond issuance.

A state capital grant to finance architectural design services to complete terminal building renovations was also approved by the Virginia Aviation Board in March. Marc Adelman recommended that due to the present condition of the terminal roof that major repair work for the roof should also be considered with other planned terminal building improvements. Discussion continued.

**Topic: Site Prep Design Options for Corporate Hangar and Parking Lot Development located adjacent to Taxiway H**

**Action:** Site prep options were discussed relative to different hangar sizes and infrastructure needs.

**Disposition:** The Commission recommended to pursue site prep activities that would support three 13,000 square foot hangars and a 39-space automobile parking lot.

Brian Salyers of Talbert, Bright and Ellington was present for the meeting to answer questions regarding a project to complete site prep activities for the Taxiway H area that would include developing an aircraft parking ramp and an automobile parking lot.

Factors influencing the scope of the site prep project include the following;

- Location of the automobile parking lot
- Retaining wall requirement relative to preferred hangar size
- Size of planned corporate hangars
- Size of planned automobile parking lot
- Local funding needs for hangar construction

After discussion, it was the consensus of the Commission for site prep activities to include a retaining wall that would support construction needs to accommodate up to three 13,000 square foot hangars with an automobile parking lot that would include 39 spaces. A grant request will be submitted by the end of April to the state to complete related design services. Funding approval for the project will be confirmed at the June 2021 Virginia Aviation Board meeting.

**Topic: General Aviation Inc. Fuel Report**

**Action:** Fuel pricing was reviewed by the Commission.

**Disposition:** Additional information regarding enlarging the fuel farm will be pursued.

Libby Rembold said that General Aviation Inc. recently established a fuel price increase. She also informed the Commission that they had a very good weekend regarding fuel sales due to the Ferrari race held at the Virginia International Raceway. She mentioned they sold approximately 100 gallons of Avgas and 22,000 gallons of jet fuel during the weekend. Libby Rembold also mentioned that they had to get two loads of fuel over a two-day period because the fuel farm would not hold all the fuel that they needed for the weekend. Sid Allgood asked whether the existing fuel farm could be enlarged. Marc Adelman said there is a site that is identified on the Airport Layout Plan that would support fuel farm expansion.

### **Public Comment Period**

John Lippert was present for the meeting and inquired about the possibility of installing a self-fueling facility. Marc Adelman said self-fueling has been investigated before and it is a very expensive venture, but it could be reconsidered.

Don Aungst of Averett University attended the meeting and mentioned that Averett University is committed to a successful FBO transition. Michael Duncan asked for an update regarding the FBO manager interviews. Mr. Aungst said that two candidates were interviewed last week, and they are currently in the process of gathering feedback. He mentioned the university was very pleased with the quality of the candidates and they do prefer one of the candidates. He also mentioned that the City Manager must approve the candidate and indicated they will be in communication with Ken Larking to obtain additional feedback. Mr. Aungst said he is sure the new FBO manager and the university will want to be fully briefed on all the planned airport capital improvement projects.

### **Communications**

Phil Hall stated that information regarding the various projects is hard to keep up with and suggested whether an item number could be included for each project as a reference point. Marc Adelman said he understands the difficulty associated with discussing multiple projects simultaneously and will see what he can come up with to help clarify the different projects moving forward.

Robert Jiranek said he is very interested in wanting to know what kind of services Caesars is going to expect from the new FBO and how Averett plans to respond to those expectations. Don Aungst said they plan to communicate a transition plan and the first step is to hire an FBO manager who has experience with doing these kinds of things and to be involved with the Commission regarding any services needed. He added that the university is in communications with Caesars. Discussion continued. Sid Allgood reminded the Commission that Caesars' local representative committed that once their general manager is appointed and arrives in Danville that the Commission would be communicated with at that time.

Sid Allgood and Phil Hall both offered thanks for all the hard work that went into making the airport promotional videos a reality.

### **Adjournment**

The Commission meeting adjourned at 5:48 pm.

The next regular Commission meeting is scheduled for **Tuesday, May 11, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**