

# AIRPORT COMMISSION MINUTES

July 13, 2021

4:00 P.M.

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

## Attendees:

Marc Adelman, Director	Robert Jiranek	John Lippert, guest
Jessie Barksdale	Joe Miller	John Earl, FBO Manager
Michael Duncan	John Earl, FBO Manager	Alan Spencer, Deputy City Attorney
Phil Hall	Don Aungst, Averett, Vice	Todd Pinekenstein, Bld. & Grounds Supt.
Stephen Daniel	President, CFO & COO	Lisa Bivens, Administrative Assistant
	Earl Reynolds, Deputy City Mgr.	

## Election of Officers

Alan Spencer, Deputy City Attorney began the meeting by opening the floor for the election of officers. Michael Duncan nominated Sid Allgood to serve as chairman through June 30, 2022. All members in attendance were in favor and the motion passed. Michael Duncan nominated Phil Hall to serve as vice-chairman for another term. All members in attendance were in favor and the motion passed. Afterward, Phil Hall chaired the meeting in the absence of Chairman, Sid Allgood.

## Approval of Agenda

A motion was made by Michael Duncan to amend the agenda for the July 13, 2021 meeting to include a Maintenance Update as the first item under new business. Jessie Barksdale seconded the motion and all members in attendance were in favor and the motion passed.

## Approval of Minutes

Michael Duncan moved that the minutes of the June 8, 2021 Commission meeting be accepted as presented. Robert Jiranek seconded the motion, all members in attendance were in favor and the motion passed.

## Communications from Visitors and Commission Members

Michael Duncan commented that he is discussing the possibility of creating a flying club with two other pilots. He added that he is going to discuss this issue with Marc Adelman and that he has also been in touch with the Aircraft Owners Pilots Association (AOPA) to get more information about flying clubs. Mr. Duncan indicated that he hopes the creation of a club could foster more opportunities for people to fly. Stephen Daniel mentioned the Aero Flying Camp that was put on by Triad Aviation in Greensboro this summer.

**Topic:** Maintenance Update

**Action:** Repairs to the ramp were completed due to deficient seal coating and a fuel spill.

**Disposition:** The terminal ramp areas will be monitored for possible additional repair needs.

Todd Pinekenstein provided a brief maintenance update and provided images of the deficiencies that have been resolved regarding the terminal ramp rehabilitation project. The stain that was present between the Civil Air Patrol Hangar and Averett's Flight Center was water-blasted and sealed using Petroseal, a polymer-based primer.

### **Maintenance Update (*Continued*)**

After the pavement area cured that was previously stained, two coats of seal coat were applied to that section of the terminal ramp. In addition, there were some application consistency issues detected with the seal coating in an area of the ramp in front of the terminal building near the maintenance hangar. An additional layer of seal coat was applied to this section of the ramp to correct this issue. Another terminal ramp project deficiency was identified near the tiedown area. Additional soil was placed in a grass area adjacent to nearby tiedowns so the grass area would be level with the pavement. This work has also been completed.

A fuel spill was detected on a section of asphalt during the final review of the Apron Rehabilitation project. After investigation it was determined that the spill occurred during the Virginia International Raceway event in early June. During a refueling operation one of the planes leaked out a significant amount of fuel. The fuel was allowed to stay on the pavement for an extended time. Once it was discovered, Todd Pinkenstein said he contacted Shields Asphalt who pressure washed the area with a detergent and came back the following day and applied primer and seal coating. Discussion continued.

**Topic: Terminal Building Renovation Project Update**

**Action:** Various financial and timing issues were discussed related to the terminal renovation project.

**Disposition:** Construction activities could begin in March versus May 2022 to improve competitive bidding opportunities.

Marc Adelman updated the Commission on the Terminal Building Renovation project. He identified that the architect expressed concern about receiving bids from contractors if the project was advertised for bid in December but was not planned to start until May. Final bid prices are needed in January to submit a grant request to the Virginia Department of Aviation that would be considered for state funding in February. As a result, it was discussed to start construction activities in March versus May to improve opportunities to receive good pricing options from contractors. Other issues discussed regarding the terminal renovation project are identified below.

- Concept renderings are expected from the architect by August 10, 2021.
- The state indicated construction costs cannot be reimbursed if the city is not under grant with the Virginia Department of Aviation. Therefore, construction activities cannot begin until March 2022 if a February grant is awarded by the state.
- If the state grant is not approved, then a purchase order could be issued to start construction based on the FY22 local funding approved in the amount of \$632,660.
- If the low bid price comes in over \$632,660, it is recommended to include project deducts as part of the bid so the project can begin by March 1st. For example, contractors would be required to identify a separate amount to remove the existing airside canopy and install a new canopy. Relative to bid prices received this work may not be completed.
- If the base bid comes in over \$632,660 and the state does not approve a grant for construction work then supplemental local funding could be requested for the FY2023 budget to complete all planned improvements. However, holding bid prices until after July 1, 2022 may not be possible for contractors. Negotiations with the low bidder could be completed if necessary.

**Topic:** Fuel Farm Expansion Project Update

**Action:** Cost estimates were reviewed to expand the aviation fuel facility.

**Disposition:** A meeting will be scheduled to examine other fuel facility expansion options.

Marc Adelman informed Commission members that state funding levels for fueling facility projects vary relative to how much fuel is purchased at an airport. In Danville's case, since over 150,000 gallons are sold per year, the state will only provide 33% funding and no more than \$200,000 for a project including engineering services. For example, if the fuel farm expansion project cost \$1,000,000 to design and construct, the state would provide \$200,000 and the other \$800,000 would need to be financed locally. Marc Adelman provided a concept sketch of the fuel farm facility expansion option that involves adding two 12,000-gallon tanks and a containment area to support four additional tanks in the future. The engineer's construction estimate for this project is \$983,000 with the estimated engineering fees of \$196,783. A cost estimate requested from Campbell Oil Company to expand the fuel facility (2 additional tanks and expand containment areas for 4 tanks) reflected their estimate is comparable to the engineering firm's estimate.

Marc Adelman also provided fuel history information for the period 2005 through 2021. He commented that projecting fuel supply needs will be directly related to future air traffic related to the VIR and casino activity. Discussion continued.

John Earl commented that the easiest and quickest way to help with fuel supply issues would be to lease a 10,000-gallon fuel truck from Titan. He mentioned that it is possible to arrange for a short-term lease as necessary. Several Commission members commented that this would be a great short-term option. Todd Pinkenstein commented that the existing fuel farm is 30 plus years old and the equipment may need to be upgraded or replaced. Discussion continued. It was decided to continue to gather information so that the most effective decision can be made regarding expanding fuel farm to meet potential fuel supply needs.

To complete the expansion of the fuel facility by the fall of 2023 the following activities must be completed.

- Finalize the planned scope of the project to expand the fuel facility – Fall 2021
- Obtain state funding to complete engineering design services – February 2022
- Bid the project by January 2023 or spring of 2023
- Obtain state funding to expand facility (either February 2023 or August 2023)
- Identify the FY23-24 local budget amount required to expand facility by January 2023

**Topic:** Update on Design Services Project to Support Corporate Hangar Development

**Action:** The status of the design services project was discussed with the Commission.

**Disposition:** A state grant was approved in June to finance related design services activities.

In June, the Virginia Aviation Board approved funding to complete design services for an aircraft parking ramp and an automobile parking lot. City Council will consider appropriating funds for this project in August. The engineering services work should be complete, and bids opened for this project by January 2022.

### **Update on Design Services Project to Support Corporate Hangar Development (Continued)**

Bid prices to construct a corporate ramp and automobile parking lot are required by January 2022 so a grant can be considered for state funding in February to support this project. Due to the estimated project cost, the local match requirement is expected to exceed \$200,000. If a state grant for the Terminal Building Renovation project was approved in February 2022 then it may be possible to use available surplus local funding for the terminal building renovation project to finance the local match requirement for the construction of the new corporate ramp and automobile parking lot. If this were to occur, it is possible construction activities could begin during the spring of 2022. Discussion continued.

**Topic: Planning Activities for the Young Eagles Rally and Airport Open House**

**Action:** Issues related to planning the special event were discussed with the Commission.

**Disposition:** The EAA Chapter has confirmed interest to hold the event on September 11<sup>th</sup>.

Marc Adelman informed members that the Apex, North Carolina EAA Chapter 1114 approved holding the Young Eagles event, however they have requested that everyone wear masks during the event. Since the last Airport Commission meeting, the Young Eagles coordinator met with John Earl, Travis Williams of Averett University, and airport staff to discuss key issues such as aircraft parking. During the special event, tours of the operations tower, Averett University's Flight Center, and the Civil Air Patrol building will be completed. The Science Center also indicated they could hold a program during the 2021 event as they did in 2019. Free refreshments will be provided like the last event. The event is scheduled for September 11, 2021 from 9:00 am to 2:00 pm with a rain date scheduled for October 30, 2021. Volunteers will be needed during the event to assist with providing refreshments and assisting with coordinating tour activities for the public. Discussion continued.

Recently forms were prepared to request a military aircraft static display for the event. Marc Adelman indicated that for other previous special events little advance notice may be provided from the military whether they will be able to participate. He also mentioned the possibility of paying for a static display that was previously discussed for the 2020 event, which did not take place due to the pandemic. However, little interest was expressed by the Commission to pay for a static. An Aviation promotion grant application was submitted to assist with financing fifty percent of the total project, which is expected to not exceed \$15,000. Discussion continued.

**Topic: FBO Management Update**

**Action:** John Earl provided an update of FBO activities.

**Disposition:** Additional information will be provided next month by the FBO.

John Earl updated the Commission on FBO activities. He mentioned that the tools, equipment, and furnishings for the maintenance of aircraft were purchased from General Aviation, Inc. The testing center is operational. Banking items have been set up to accept credit cards. The FBO is currently staffed part-time with two persons that were working for General Aviation Inc. He indicated that another graduate of the University has been employed as a full-time FBO employee. This staffing arrangement will allow the FBO to be covered seven days a week, 24 hours a day as necessary. Mr. Earl indicated the phone can be forwarded to the person who is on-call after hours. He also mentioned that painting activities will begin soon, and permanent furniture will be added after the painting is completed.

### **FBO Management Update (*Continued*)**

John Earl stated the new FBO logo has been developed and approved and will be added to signage. The website is currently being developed and will be launched soon. Discussion continued.

John Earl indicated that a draft document regarding FBO activities has been received from Bud Oakey and a meeting is being scheduled with Bud Oakey, John Earl, and Don Aungst to further discuss the document. On Thursday, July 15<sup>th</sup> Titan representatives will be in Danville for a meeting to train FBO staff regarding their complimentary FBO software. He indicated this software will allow the FBO to receive contract fuel. After everything is set up then Titan will send an email blast to approximately 25,000 contract fuel customers, who will be informed that Danville is now an approved location. John Earl also commented that he has purchased a fuel spill prevention kit and other items to manage any fuel spills that could occur. Don Aungst commented on the cooperation of the airport management and staff and the Airport Commission during this transition. He also said that Averett is planning a grand opening event once things are finalized with respect to the new logos, permanent furniture, and the website. Mr. Aungst commented that everyone will be invited including the Airport Commission, City Council, other guests, and the Rembold family. Discussion continued.

The way fuel pricing information is provided by the FBO during future Commission meetings was discussed. It was decided that pricing information would be provided by the FBO to the Commission by request. It will not be provided at each meeting unless requested by a Commission member in advance of the meeting. The fuel price information will be provided to the airport administrative office on monthly basis.

### **Public Comment Period**

John Lippert commented that FlightAware and several other websites are still listing General Aviation Inc. as the FBO operator. John Earl said he is aware, and they are working on that issue.

### **Communications**

Robert Jiranek said he had a nice conversation with Fred Blair about Caesars. He stated that Caesars should know that we are 100 percent behind them with providing service from the airport. He also commented that Mike Rembold's father, Paul Rembold taught him how to fly and he has great respect and appreciation for what the Rembold family has done over the years for this airport. He said this is an opportunity for our Commission and the community to promote the airport by having an event for the Rembolds and to show our appreciation for what the Rembold family has done. He suggested inviting City Council, the mayor, other guests, and the whole community to be a part of the event. Discussion continued.

Joe Miller asked if Caesars has approached the airport. Marc Adelman indicated that he has kept in touch with the local attorney representing Caesars to make him aware of airport projects. Phil Hall commented that he has also been in touch with the attorney representing Caesars. Phil Hall commented that he thinks John Earl and Don Aungst have done an excellent job in working through this transitional period. He also commented that he attended the Virginia Aviation Board meeting in June along with Sid Allgood in which Marc Adelman made an outstanding presentation in front of the Commissioners on that board regarding our airport. He said he feels that the Commission members should attend at least one or two Aviation Board meetings each year to show Danville's support and presence.

**Adjournment**

The Commission meeting adjourned at 5:45 pm. The next regular Commission meeting is scheduled for **Tuesday, August 10, 2021 at 4:00 pm in the Airport's Eastern Conference Room.**