

AIRPORT COMMISSION MINUTES

August 10, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, August 10, 2021.

Attendees:

Marc Adelman, Director	Joe Miller	Larry Hasson, Dewberry
William Allgood, Chairman	Bud Oakey, Chairman and Managing	Santi Sanchez-Contreras, Dewberry
Jessie Barksdale	Dir of Advantage Strategies	Alan Spencer, Deputy City Attorney
Phil Hall, Vice Chairman	John Earl, FBO Manager	Todd Pinekenstein, Bld. & Grounds
Gene Jackson	Nashid Menon, Asst. to FBO Mgr.	Supt.
Robert Jiranek	Don Aungst, Averett, Vice President,	Lisa Bivens, Senior Admin. Assistant
	CFO & COO	

Approval of Agenda

A motion was made by Jessie Barksdale and seconded by Bob Jiranek to approve the agenda for the August 10, 2021 meeting. All members in attendance were in favor and the motion passed.

Approval of Minutes

Jessie Barksdale moved that the minutes of the July 13, 2021 Airport Commission meeting be accepted as presented. Phil Hall seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

There were no communications from visitors or Commission members.

Topic: Terminal Building Renovation Project Update

Action: Larry Hasson and Santi Sanchez-Contreras of Dewberry were present for the meeting to update members concerning the status of the renovation project.

Disposition: The terminal building renovation project will be advertised for bid during the fall.

Marc Adelman updated the Airport Commission on the Terminal Building Renovation project. Larry Hasson and Santi Sanchez-Contreras of Dewberry were present for the meeting to review the design services activities completed to date and answer questions. Copies of preliminary renderings and exhibits were provided for review. He mentioned that the renovation project will be advertised for bid by late fall with bids due no later than mid-January. Final bid prices are needed in January to submit a state grant request that would be considered for funding in February. Identified below are relevant funding issues for this project.

- 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 initially.

Topic: Terminal Building Renovation Project Update (Continued)

- If the base bid for the project 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. Negotiations with the low bidder could also be completed if necessary.

Phil Hall asked if constructing a hallway corridor that would provide access to the kitchen was necessary since it will take space away from this area. Larry Hasson and John Earl both indicated that adding a corridor was suggested due to the possibility of noise coming from the kitchen that may impact the pilot's lounge. Discussion continued.

Two design options for renovating the bathrooms located on the south side of the terminal building were discussed. It was the consensus of the Commission to proceed with gutting the existing bathrooms that would enable expanding these facilities. Larry Hasson said if the expansion option is too expensive to complete, then the existing bathrooms could be renovated but not expanded. Marc Adelman asked Larry Hasson at what point would the Commission be shown samples of tiles and materials that would be used for the pilot's shower and the bathrooms. Larry Hasson said it could be done before the bid goes out or after the contractor is selected. After discussion, it was the consensus of the Commission to select recommended materials in advance of advertising the project for bid.

Topic: Fuel Farm Expansion Project Update

Action: The Commission was updated on the findings provided by the Fuel Farm Expansion Subcommittee regarding options to expand the aviation fuel facility.

Disposition: The subcommittee recommended adding one additional 20,000-gallon Jet A tank to the existing aviation fuel facility with a stand-alone pumping system.

Marc Adelman reminded the Commission members that state funding levels for fuel 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 in aid can be received for a project including engineering services. Danville is eligible to receive 33% funding in state aid up to a project cost of \$606,060 including engineering services. Therefore, no additional state aid will be available if the project exceeds \$606,060.

Gene Jackson updated the Commission on the subcommittee's findings regarding options to expand the fuel facility. John Earl, FBO manager participated in the subcommittee meeting along with Marc Adelman, Gene Jackson, Stephen Daniel and Brian Salyers of Talbert, Bright & Ellington. Gene Jackson asked John Earl to share with the Commission the FBO's preference to expand the aviation fuel facility based on current usage and projected fuel sales. John Earl commented that adding a 20,000-gallon jet fuel tank with its own pumping system would be his recommendation.

Engineer's cost estimates for three different options were reviewed with the Commission. Based on this information and input from AU Aviation Services, the subcommittee recommended Option #2, which would involve adding one 20,000-gallon tank with a stand-alone pumping system. Discussion continued. *A motion was made by Phil Hall for the Commission to make a recommendation to the city to add one 20,000-gallon tank with a stand-alone pumping system based on the sub-committee's findings and recommendation. All members in attendance were in favor and the motion passed.*

Topic: Update on Design Services Projects and Taxiway H Widening Project

Action: Information concerning the status of projects was discussed with members.

Disposition: A preconstruction meeting date for the Taxiway H Widening Project was scheduled for August 17, 2021. Design services activities will begin in September to develop a ramp for corporate aircraft that will be located adjacent to Taxiway H.

Marc Adelman updated the Commission on the status of the design services projects. In addition, members were notified that construction work to widen Taxiway H to facilitate jet aircraft operations that also involves construction of a taxi-lane to support a new t-hangar building is expected to begin in early September. A preconstruction meeting was scheduled for August 17th to discuss this project with contractors, the airport engineering firm and interested tenants.

Design service activities are expected to start in September to construct a new aircraft parking ramp for corporate aircraft. The state previously approved grant funding for this project and Danville City Council is expected to appropriate local and state funding on August 17th so the project can begin. Marc Adelman indicated the city is currently not under grant with the Federal Aviation Administration to initiate design services activities to rehabilitate the south ramp.

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

Action: The flyer and newspaper advertising to promote the airport's special event scheduled for September 11th were provided for the Commission's review.

Disposition: The Airport Commission decided to move forward with advertising the event.

Marc Adelman reviewed the final draft of the flyer and newspaper ad that is intended to promote the Airport Open House and Young Eagles Rally event scheduled for September 11th. He commented that subject to the Commission's approval, he can start placing the ads for the event. It was the consensus of the Commission to move forward with advertising activities. Currently, the Apex, North Carolina EAA Chapter 1114 only has six pilots signed up for the event. Marc Adelman commented that he hopes the chapter can add a few more pilots so more airplane rides can be completed. He also stated that Don Aungst, Vice President and Chief Financial and Operating Officer for Averett University has offered to provide university volunteers to support the event. Several Commission members volunteered to help with the event as well. Currently, a large tent has been secured for the event and two off-duty police officers will be available to monitor the event. 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 he is happy to report that an assistant was recently hired. Nashid Menon will serve as the Assistant to the FBO Manager. Mr. Menon is an Aviation Management graduate of Averett University and came highly recommended. He mentioned that the AU Aviation Services' website, *AUAviationservices.aero* is needing just a few more tweaks. In addition, FlightAware, AirNav and ForeFlight websites have been contacted to include the new FBO website information. Mr. Earl also commented that he is currently working with Travis Williams to enable aircraft rental and pilot instruction to be provided, which should be ironed out soon. He mentioned that the insurance coverage to complete related activities is already in place. Discussion continued.

Topic: FBO Management Update (Continued)

Don Aungst indicated that during a recent FBO transition update meeting he shared a copy of an internal document that addresses planning efforts for the FBO. He described the document as a snapshot in time that provides the university with a one-year, three-year and five-year strategic plan to establish a program of excellence for FBO activities. Bud Oakey, Chairman and Managing Director of Advantage Strategies and Director of the Virginia Aviation Business Association is the author of the document discussed. Mr. Aungst thanked Mr. Oakey for his help and stated that Mr. Oakey will also be involved with helping to develop future plans for the FBO moving forward.

Public Comment Period

Sid Allgood said that Joe Miller recently contacted him to offer his resignation from the Danville Regional Airport Commission effective September 30, 2021. Mr. Allgood said that Joe Miller has been an asset on the Commission and will be greatly missed. Mr. Allgood presented Mr. Miller with a plaque of appreciation for his years of service as a Commission member. Joe Miller thanked everyone, Averett University, and airport leadership for getting us to the point we are today. He said it has been a pleasure serving on the Commission.

Communications

Gene Jackson said the positive direction that things are going and the harmonious atmosphere that now exists is very strong. Bob Jiranek commented that Joe Miller has given us a good example of service as being a Commissioner. Sid Allgood said we will be discussing in September the selection of a date for our next Commission retreat.

Adjournment

The Commission meeting adjourned at 5:27 pm. The next regular Commission meeting is scheduled for **Tuesday, September 14, 2021 at 4:00 pm in the Airport's Eastern Conference Room.**