

# AIRPORT COMMISSION MINUTES

October 12, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, October 12, 2021.

## Attendees:

Marc Adelman, Director	Gene Jackson	Travis Williams, Averett
William Allgood, Chairman	Robert Jiranek	John Lippert, Guest
Jessie Barksdale	Fred Shanks	Alan Spencer, Deputy City Attorney
Stephen Daniel	Earl Reynolds, Deputy City Mgr.	Todd Pinekenstein, Bld. & Grounds Supt.
Michael Duncan	John Earl, FBO Manager	
Phil Hall, Vice Chairman	Don Aungst, Averett, Vice President, CFO & COO	Lisa Bivens, Senior Admin. Assistant

## Approval of Agenda

Phil Hall made a motion to approve the agenda for the October 12, 2021 meeting and Robert Jiranek seconded the motion. All members in attendance were in favor and the motion passed.

## Approval of Minutes

Gene Jackson moved that the minutes of the September 14, 2021 Airport 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

Gene Jackson and Sid Allgood welcomed Fred Shanks as a new Airport Commission Member. Mr. Shanks will fill the unexpired term of Joe Miller recently made vacant. Mr. Shanks commented that he is excited to be a part of the Commission.

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

**Action:** A conference call was held this week to discuss event activities.

**Disposition:** Mark Aron, the City of Danville's Multimedia Manager will interview persons to promote the event via the City's Facebook page.

Marc Adelman informed members that the planned Airport Open House and Young Eagles Rally scheduled for October 30, 2021 is still scheduled to held as planned. However, local volunteers and Averett pilots will likely need to support the event based on input received from the North Carolina EAA chapter. A conference call was held this week to discuss event activities and it is anticipated that only a few pilots from the EAA chapter will be able to participate due to COVID issues. In addition, fewer flights can be completed per hour for this event since only one child will be able to fly with a pilot unless they are a sibling. Presently, Averett University is exploring how many instructors will be available to complete flights. During the last week of October, Mark Aron, the city's Multimedia Manager will interview persons to promote the event.

**Topic:** Update on Capital Improvement Projects

**Action:** Marc Adelman updated the Commission on the current Airport Capital Improvement Projects (ACIP).

**Disposition:** A grant application for design services to expand the fuel farm was submitted to the state to be considered by the Virginia Aviation Board at the December 2, 2021 meeting.

Marc Adelman updated the Airport Commission on the status of current airport capital improvement projects. The projects identified below are either underway or funding is currently being pursued.

- Rehabilitate Runway 13/31 - This project is scheduled to begin by July 5, 2022. The project startup was delayed due to the budget process, which involved bidding the project last winter to obtain an accurate cost amount but required executing the contract after July 1, 2021. During the spring of 2021, the contractor obtained other work, which created the need to delay the startup of the project until the summer of 2022.
- Terminal Building Renovations - Larry Hasson, Architecture Department Manager for Dewberry will be present for the November Airport Commission meeting to update members on the status of the project and review options for furniture, paint colors and certain materials. Plans call for issuing an invitation to bid for the terminal building renovation project in December to pursue a state aviation grant during the February 2022 Virginia Aviation Board meeting. Current plans call for construction activities to start in March 2022.
- Taxiway H Widening –The Taxiway H project began on September 7<sup>th</sup> and paving work is scheduled to begin later this week. Marc Adelman stated that for the first time an inspection services company is responsible for completing related project duties separate from those of the airport’s engineering firm. WRA Inc. was hired to complete inspection services for this project and reports directly to the city instead of the airport’s engineering firm, Talbert, Bright and Ellington.
- Design Services to construct a corporate aircraft parking ramp to support up to three, 13,000 square foot hangar facilities and an automobile parking lot – Currently, survey and geotechnical services are underway for the project. This project will be bid in April of 2022 and state funding pursued during the August 2022 State Aviation Board meeting.
- Design Services to Rehab Taxiway Connections and the South Ramp – Currently, survey and geotechnical services are underway for the project. This project will also be bid in April of 2022 and construction activities should begin by the end of next summer.
- Design Services for Fuel Farm Expansion – A grant application for design services to expand the fuel farm was submitted to the state and will be considered by the Virginia Aviation Board at the December 2, 2021 meeting. Marc Adelman stated the city’s budget director informed him that the city has sufficient local matching funds for the design services project to expand the fuel farm. The local cost for the design services project is \$74,000 and state funding is available at 33% but cannot exceed \$200,000 in total for design services and construction activities. The state aid funding level is based on the number of gallons of fuel sold at an airport.

**Topic: Hangar Facility Options for New T-Hangar Building**

**Action:** Marc Adelman discussed design options for the new T-hangar building with the Commission.

**Disposition:** It was the consensus of the Commission to pursue funding opportunities to construct a 4-unit t-hangar building with a small box hangar.

Marc Adelman indicated that as part of the Taxiway H project, a taxi lane is being constructed to support a new t-hangar building. He mentioned that the floor plan of the t-hangar building can be designed in a variety of ways. Marc Adelman said he would like to receive the Commission’s input regarding their preference for a floor plan for the building. Several options were discussed:

- 6-unit t-hangar building
- 4-unit t-hangar building with a small box hangar
- 3-unit t-hangar building and one 65’x 60’ box hangar

To determine the preferred floor plan, different issues were discussed including the status of the current hangar waiting list, available ramp parking space and turning radius requirements for different aircraft that would use the taxi-lane to access the planned box hangar. *After discussion, a motion was made by Phil Hall and seconded by Robert Jiranek to recommend building a 4-unit t-hangar building with a small box hangar. The Commission agreed that this was the best options for this area and the motion passed.*

**Topic: Local Capital Budget Process for Facility Development**

**Action:** No action was taken regarding this agenda item

**Disposition:** Capital project funding will be discussed further during the budget review process.

Marc Adelman stated that it is very possible relative to planned capital improvements that the local cost for planned capital improvement projects for next fiscal year may exceed \$1,500,000. The projects were discussed further.

PROJECT NUMBER	PROJECT NAME	LOCAL FUNDING REQUESTS FOR JULY 1, 2022 – JUNE 30, 2023
1	REHABILITATE RUNWAY 13/31	\$0 – PROJECT BUDGETED DURING FY22, (JULY 1, 2021 – JUNE 30, 2022)
2	TERMINAL BUILDING RENOVATIONS	BIDS OPEN IN JANUARY 2022. POSSIBLE ADDITIONAL LOCAL FUNDING NEEDED IF STATE AVIATION GRANT IS NOT APPROVED IN FEBRUARY. ADDITIONAL AMOUNT NEEDED WILL BE BASED ON OPTIONS SELECTED, THE LOW BID PRICE AND \$632,360, WHICH WAS BUDGETED FOR JULY 1, 2021, THROUGH JUNE 30, 2022 DEPENDENT UPON BID OPTIONS SELECTED AND NO STATE FUNDING FOR CONSTRUCTION - LOCAL COST ESTIMATE \$300,000
3	WIDEN TAXIWAY H BY 25’ AND CONSTRUCT TAXILANE TO SUPPORT NEW T-HANGAR BUILDING	\$0 – STATE AND LOCAL FUNDS BUDGET DURING FY22 T-HANGAR BUILDING CONSTRUCTION – LOCAL COST ESTIMATE \$500,000 DEPENDENT UPON FLOORPLAN OPTION AND AMENITIES SELECTED

**Topic: Local Capital Budget Process for Facility Development (Continued)**

4	CONSTRUCT JET AIRCRAFT PARKING RAMP AND AUTOMOBILE PARKING LOT	PROJECT TO BE BID – APRIL 2022 FINAL ESTIMATE NEEDED FROM AIRPORT ENGINEER <b>LOCAL COST ESTIMATE \$240,000</b> / \$1,200,000 TOTAL PROJECT COST
5	REHABILITATE TAXIWAY CONNECTIONS AND SOUTH RAMP	<b>LOCAL COST ESTIMATE \$64,000</b> BASED ON 2% LOCAL MATCH REQUIREMENT AND A \$3,200,000 TOTAL PROJECT COST ESTIMATE PROJECT COULD BE COMPLETED IN TWO PHASES THEN LOCAL FUNDING REQUEST WOULD BE APPROXIMATELY 50% LESS
6	FUEL FARM EXPANSION	<b>LOCAL COST ESTIMATE \$480,000</b> BASED ON CONSTRUCTION COST ESTIMATE OF \$650,000 AND APPROVED STATE FUNDING
<b>TOTAL ESTIMATED LOCAL COST \$1,584,000 (PROJECTS 1 – 6)</b>		
7	CONSTRUCT LARGE CORPORATE HANGAR CONSTRUCTION COULD BEGIN DURING SPRING OF 2023 OR DEFERRED TO FOLLOWING FISCAL YEAR	CONSTRUCTION COST COULD VARY GREATLY DEPENDENT UPON THE HANGAR SIZE, DOOR HEIGHT AND DESIRED AMENITIES (80 X 80', 100' X 100' OR 130' X 100') THIS PROJECT COULD BE STUDIED DURING FY23
8	DESIGN SERVICES TO EXPAND SOUTH RAMP	COST COULD VARY RELATIVE TO THE DESIRED EXPANSION UNCERTAIN WHETHER STATE OR FEDERAL AID WOULD BE AVAILABLE UNTIL THE SOUTH RAMP IS REHABILITATED AND OPERATIONAL TRAFFIC DATA IS AVAILABLE AFTER CASINO OPENS

In addition, Marc Adelman provided information regarding potential hangar rental fee and personal property tax rate increases that could be considered as part of the budget process. In 2017, he provided fee comparisons for other airports to City Council for consideration to modify hangar rental fees and personal property tax rates on aircraft. This information was updated for the Commission’s review and consideration. Total fees for all the airports identified increased since 2017 except for Danville. Marc Adelman said when factoring in both hangar rental fees and personal property tax rates there is room to increase the personal property tax rate on aircraft and remain very competitive with other airport fees in the region. If the Commission would like to recommend modifying the rates to be closer to fees being charged by other airports then proposed fee adjustments would need to be included as part of the budget process. Discussion continued.

**Topic: Review of Airport and FBO Operations Manuals**

**Action:** Marc Adelman provided copies of the Airport's Operational Manual for review.

**Disposition:** Sid Allgood asked the Commission to review the document and mark it up to provided suggestions and possible changes.

Marc Adelman provided copies of the Airport's Operational Manual for the Commission's review. Sid Allgood asked the Commission to review the document and mark it up to provide suggestions and possible changes.

**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 Virginia International Raceway event that occurred the previous weekend went well. From the FBO's count, they handled 41 total turbine aircraft involving 2 turbo props and 39 jets during the weekend that were directly related to the race. In addition, another 10-turbine aircraft accessed the field for other business aviation activities. Approximately, twenty-five percent of the aircraft stayed, and the others were drop- and-go operations. He also mentioned that approximately 16,000 gallons of fuel was sold, averaging about 365 gallons per aircraft. In addition, recently Flexjet, NetJets and Wheels Up have all accepted AU Aviation Services' pricing structure for contract fuel.

John Earl informed the Commission that Major Garrett of the Civil Air Patrol (CAP) contacted him regarding the possibility of AU Aviation completing the maintenance of CAP aircraft on a regional level. Insurance and other documentation were provided and approved. He also indicated that he is continuing to work on the FBO Operations Manual, which is a work in progress. He commented that he thinks the document is very good so far. He stated that N4122D is the aircraft that the FBO will be using for flight training. To date, one training flight and one discovery flight have been completed. Mr. Earl also mentioned that the FBO's new lavatory cart arrived and will be operational soon. Marc Adelman said that the Operation Tower staff has received several very positive compliments concerning the customer service provided by John Earl and his staff.

**Public Comment Period**

No public comments received.

**Communications**

Sid Allgood thanked everyone who attended the planning meeting. He also commented that if any Commission members have any questions regarding the committee assignment process to see him after the meeting. Mr. Allgood stated there is a lot going on and there will be some additional committee assignments moving forward. Fred Shanks commented that this is exciting times for Danville, exciting times for this airport and he appreciates the opportunity to work on this Commission.

**Adjournment**

The Commission meeting adjourned at 5:19 pm. The next regular Commission meeting is scheduled for **Tuesday, November 9, 2021 at 4:00 pm in the Airport's Eastern Conference Room.**