

AIRPORT COMMISSION MINUTES

November 9, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, November 9, 2021.

Attendees:

Marc Adelman, Director	Gene Jackson	Alan Spencer, Deputy City Attorney
William Allgood, Chairman	Robert Jiranek	Todd Pinekenstein, Bld. & Grounds Supt.
Jessie Barksdale	Fred Shanks	Lisa Bivens, Senior Admin. Assistant
Michael Duncan	John Earl, FBO Manager	
Phil Hall, Vice Chairman	Larry Hasson, Dewberry	

Approval of Agenda

Michael Duncan made a motion to add Sky Pilot Aero Club to the agenda as item F. Phil Hall seconded the motion, and all members were in favor. Fred Shanks moved that the agenda be approved as amended. Michael Duncan seconded the motion; all members were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the October 12, 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

No communications.

Topic: Architectural Design Services Update for Terminal Building Improvements

Action: Larry Hasson of Dewberry was present for the meeting to review improvements with the Commission.

Disposition: Project cost estimates will be submitted to the State in December for funding consideration.

Marc Adelman provided background information concerning the terminal renovation project and identified that the Airport Commission's tour of FBOs at the Raleigh Durham Airport in 2020 significantly influenced the scope of the project. He also discussed planned bathroom renovations for the restroom facilities located on the south side of the terminal building. In addition, he mentioned the need to remove the turnstile located near Averett University's Flight Center building to support widening the automatic gate located on the north side of the terminal to facilitate bus access to the terminal ramp. Discussion continued.

Marc Adelman informed the Commission that the airport will be submitting three separate grant applications to support the terminal building renovation project. The Virginia Department of Aviation requires a grant for construction, security improvements and a grant for furniture replacement. Funding levels were discussed.

State Capital Grant funding Opportunities for Terminal Building Renovation Project

Improvement	1 - Construction	2 – Security	3 - Furniture
Building Renovations	Based on Public Use Space relative to <u>new</u> floor plan	Eligible for General Aviation Terminal buildings	Furniture layout plan required
Funding Level Possible	Up to 80%	90% of eligible items	80% of \$9000 for a maximum of 1000 square feet of public use space.
Anticipated funding level	55% - 65% Architectural services grant was based on a 65% state funding level relative to existing terminal public/private use space	90% for all existing airside terminal doors and north and south terminal doors, new sliding glass doors and automatic gate/ Ineligible - shower door and Averett's doors	Dependent upon furniture requested relative to square footage and floor plan

The proposed process to achieve all desired terminal building renovation improvements relative to meeting required deadlines so the project could be considered for state funding in February 2022 was discussed and is identified below.

- Review bids received in January
- Determine preferred total project improvements
- Submit grant application based on the total bid amount for preferred improvements
- If grant is approved, use local funds budgeted for the local match grant requirements
- If state grant is rejected, then use available local funds budgeted for the project
- Pursue additional local funding for all preferred improvements

Larry Hasson of Dewberry was present for the meeting to review the proposed interior finishes and furniture with the Commission. He provided a furniture floor plan and furniture recommendations for the Commission's review that Dodie Hudson, Dewberry's Interior Designer developed. Larry Hasson commented that Ms. Hudson will be meeting with the Terminal Building Renovation Subcommittee to discuss furniture options further. Discussion continued.

Topic: Update on Taxiway H Widening Project

Action: Images of the project were provided for review.

Disposition: APAC is scheduled to complete additional paving work on November 15, 2021 due to pavement deficiencies.

Marc Adelman updated the Airport Commission on the status of the Taxiway H Widening project. Images of the project area taken in late October were provided for review. Adelman pointed out the site for the new t-hangar building and the new corporate hangar buildings. Unfortunately, there is a paving issue causing ponding near the intersection of Taxiway H and Taxiway A. This deficiency was reported to APAC and the airport's engineering firm by WRA, Inc. inspectors. APAC is scheduled to complete additional paving work the week of November 15th to mitigate the issues.

Topic: Hangar Projects and Fee Adjustments for FY23 Budget Consideration

Action: Marc Adelman provided a comparison of hangar rental fee and personal property tax rates for the Commission’s review.

Disposition: Michael Duncan and Phil Hall will provide additional information regarding proposed fee increases to the Commission for consideration at the December meeting.

Marc Adelman provided cost estimate information to build the new t-hangar building. Quality Construction provided an estimate of \$1,587,000 for a design/build project to construct a new four (4) unit t-hangar building with a small box hangar. This estimate is based on \$200 a square foot for a 54’ x 147’ building. The cost estimate does not include a bathroom facility. In addition, it is estimated the electrical service connection should be less than 10,000. He indicated that based on current hangar rental fees that the revenue needed to finance the building could not be recovered in 25 to 30 years as desired. Cost estimates for the large corporate hangars were also discussed as identified below.

Total Construction Costs	Total Square Feet	Cost per Square Foot	Cost	Total Cost
80’ x 80’ Box hangar	6400	\$165	\$1,056,000	\$1,056,000
Bathroom 10’ x 10’	100	\$400	\$40,000	\$40,000
Soft costs – 25%				\$274,000
Total Project Cost				\$1,370,000
100’ x 100’ Box hangar	10,000	\$165	\$1,650,000	\$1,650,000
Bathroom 10’ x 10’	100	\$400	\$40,000	\$40,000
Soft costs – 25%				\$422,500
Total Project Cost				\$2,112,500
130’ x 100’ Box hangar	13,000	\$250	\$3,250,000	\$3,250,000
Bathroom 10’ x 10’	100	\$400	\$40,000	\$40,000
Soft costs – 25%				\$822,500
Total Project Cost				\$4,112,500

Marc Adelman discussed the possibility of developing proposed hangar rental fee and personal property tax rate increases that could be considered for the upcoming budget process. He provided information regarding a comparison of hangar rental fee and personal property tax rate increases for different airports as identified on the next page.

Topic: Hangar Projects and Fee Adjustments (Continued)

AIRPORT	HANGAR TYPE	2021 MONTHLY RENTAL	2017 PERSONAL PROPERTY TAX	2021 PERSONAL PROPERTY TAX	2021 COMBINED ANNUAL FEES (TAX AND RENT)
BLUE RIDGE AIRPORT, MARTINSVILLE, VA	T-Hangar	\$120	\$1228	\$1550	\$2990
SHILOH AIRPORT, SANDY RIDGE, NC	T-Hangar	\$248	\$706	\$739	\$3715
PERSON COUNTY, NC	T-Hangar small	\$300	\$700	\$720	\$4320
	T-Hangar large	\$300	\$700	\$720	\$4320
TUCK AIRPORT SOUTH BOSTON, VA	T-Hangar	\$135	\$2880	\$3850	\$5470
	Corporate Shared – two small aircraft	\$270	\$2880	\$3850/EACH AIRCRAFT	\$7090
DANVILLE REGIONAL AIRPORT, DANVILLE, VA	T-Hangar (older units)	\$150	\$300	\$300	\$2100
	T-Hangar (new units)	\$175	\$300	\$300	\$2400

After discussion, Sid Allgood recommended appointing a committee to look into the rental fees and personal property tax rates and report back to the Commission next month. Michael Duncan and Phil Hall volunteered to research the rates and report back to the Commission.

Topic: Young Eagles Rally and Airport Open House Update

Action: No action was taken regarding this agenda item.

Disposition: It is uncertain at this time when the event will be held next due to planned terminal building renovations.

Marc Adelman updated the Commission on the Young Eagles Rally and Airport Open House. He mentioned the airport received some good press regarding the event. The *Chatham Star Tribune* and the Virginia Department of Aviation wrote articles about the rally. During the Young Eagles Rally a total of 65 flights were completed, however several of the children registered did not show up. He indicated that some adults completed facility tours independently and were very curious about airport development activities. Currently, all expenses have not been received for the event, however it is anticipated that total costs will be under budget. Marc Adelman commented that the support received from Averett University and the FBO was greatly appreciated.

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 said the National Intercollegiate Flying Association event was held at the airport last month and went really well. Averett University place 2nd overall in the event and will be going to the National event. He added that the AU Aviation Services grand opening held on October 26th went really well. In addition, Averett University hosted a doner event inside the terminal building on November 4th and that activity went great as well.

Topic: Sky Pilot Aero Club

Action: Sky Pilot Aero Club is now active.

Disposition: The Club is looking to add new members.

Michael Duncan said the Sky Pilot Aero Club has been officially formed. The club is designed as a non-equity flying club and that the aircraft is leased to the club. The club has a policy of 1 aircraft per every 10 members. Mr. Duncan mentioned that the club has five members. All five members have been signed off and checked out in the airplane.

Public Comment Period

No public comments received.

Communications

Sid Allgood thanked everyone for all the hard work and for everyone pulling in the same direction.

Adjournment

The Commission meeting adjourned at 6:10 pm. The next regular Commission meeting is scheduled for **Tuesday, December 14, 2021 at 4:00 pm in the Airport's Eastern Conference Room.**