

# AIRPORT COMMISSION MINUTES

January 11, 2022

3:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, January 11, 2022.

## Attendees:

|                           |                |   |
|---------------------------|----------------|---|
| Marc Adelman, Director    | Phil Hall      | John Earl, FBO Manager                  |
| William Allgood, Chairman | Gene Jackson   | John Lippert, Guest                     |
| Stephen Daniel            | Robert Jiranek | Alan Spencer, Deputy City Attorney      |
| Michael Duncan            | Fred Shanks    | Todd Pinekenstein, Bld. & Grounds Supt. |

## Approval of Agenda

Phil Hall made a motion to approve the agenda for the January 11, 2022, Airport Commission meeting as presented. Fred Shanks seconded the motion, all members in attendance were in favor and the motion passed.

## Approval of Minutes

Fred Shanks moved that the minutes of the December 14, 2021, Airport Commission meeting be accepted as presented. Michael Duncan seconded the motion, all members in attendance were in favor and the motion passed.

## Communications from Visitors and Commission Members

No Communications.

**Topic:** Consideration of changing meeting time to 3:00 pm on a permanent basis

**Action:** Discussion was held regarding changing the scheduled Airport Commission meeting time from 4 pm to 3 pm.

**Disposition:** All members in attendance were in favor of changing the meeting time to 3 pm.

Sid Allgood indicated that he would like to receive input from the Commission members if they would like to change the meeting time from 4 pm to 3 pm permanently. *After discussion a motion was made by Phil Hall and seconded by Robert Jiranek to move the meeting time to 3 pm on a permanent basis. All members in attendance were in favor and the motion passed.*

**Topic:** Report from Operating Policy and Procedures Subcommittee

**Action:** Discussion was held regarding a review of Operating Policy and Procedures manuals for the airport and the FBO.

**Disposition:** The Commission will continue to review the documents.

Sid Allgood and Phil Hall served on the subcommittee to review the Operating Policy and Procedures for the airport and FBO. Phil Hall commented that he felt the documents were well done as a first pass. Sid Allgood said that he would also like to get a copy of the airport's Security Plan to have on hand when reviews are completed by others.

**Topic: Report from Operating Policy and Procedures Subcommittee (Continued)**

Sid Allgood requested the Airport Commission members to review the draft documents that they received in December and forward any recommendations to the subcommittee to be addressed.

**Topic: Update on the status of Capital Grant applications**

**Action:** Marc Adelman updated the Airport Commission concerning project requests that were submitted to the Virginia Department of Aviation for funding consideration during the February 3, 2022, Virginia Aviation Board meeting.

**Disposition:** Bid price documentation for each project must be provided to the state by January 17<sup>th</sup>, 2022.

Marc Adelman updated the Airport Commission on projects that have been submitted to the state for funding consideration. Pricing information for each project is due to the Virginia Department of Aviation by January 17<sup>th</sup>, 2022, for consideration at the February 3, 2022, Virginia Aviation Board meeting.

- **Design services to expand the aviation fuel facility** – The FAA determined that no additional environmental review is required. As a result, the project can be considered for state funding later this month.
- **Terminal Building Renovations** – The state has requested that the architect identify the square footage of each area of the terminal that will be impacted by the renovation project. Bids open for this project on January 12, 2022. Marc Adelman said he expects approximately 4 bids to be received from contractors based on a recent pre-bid meeting. In addition, the state is still working to determine the public/private use funding percentage for this project.
- **Security Project** – One proposal was received from Riverstreet Networks to install control access units in the terminal building and Averett University's Flight Center Building. The grant eligible portion of the project cost, which includes a new gate controller, control access units and card readers for the terminal is \$18,963. The cost to install control access units for the pilot's shower and the entrance doors to Averett University's Flight Center building are not eligible for state funding. This portion of the project will cost \$7,254 to complete. Quotes will be opened on January 11, 2022, to replace the existing automatic gate and remove the turnstile as part of the security upgrades. This information will be made available by the city's Purchasing Office on January 12, 2022.
- **South Ramp Rehabilitation Project** - The airport engineering firm indicated that the Federal Aviation Administration requires documentation for a Modification to Standard for the south ramp project. This documentation is needed since rubblizing concrete is not a standard approach for completing airport rehabilitation projects. Marc Adelman stated that recently there has also been discussion to revise the original construction sequencing plans for the ramp project so phase 1 would only involve rubblizing the entire concrete ramp and milling the asphalt for the two taxiway connections. Phase 2 would only involve paving the south ramp and the taxiway connections that provide access to the ramp. Marc Adelman provided information regarding rubblization and discussed information provided in the FAA Advisory Circulars regarding the Modification to Standard process. Discussion continued.

**Topic: Update on hangar construction cost estimates**

**Action:** The Airport Commission was updated concerning construction cost estimates related to a new t-hangar building.

**Disposition:** Marc Adelman indicated that he requested another general contractor to provide a cost estimate due to the original quote received to construct the t-hangar building.

Marc Adelman updated the Airport Commission concerning construction cost estimates related to the new t-hangar building. The initial cost estimate for the project, which was used for the city's budget process is \$1,587,600. Marc Adelman indicated that he requested another contractor to provide a second estimate.

**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 indicated that Titan Aviation Fuels has personnel that handles hangar construction and mentioned that he will reach out to them for information. It was also brought to the attention of the Airport Commission that John Earl has recently been appointed to the board of the Virginia Aviation Business Association. John Earl said he does not have all the information of what all this will entail yet. The next board meeting is scheduled in February 2022.

### **Public Comment Period**

No public comments.

### **Communications**

Michael Duncan said that he heard good comments about AU Aviation Services while traveling. Robert Jiranek mentioned the possibility of putting in a grant request for the runway to be extended. Fred Shanks questioned whether the number of aircraft operations completed would be considered to establish regional air carrier service. Michael Duncan commented that the FAA bases the runway length on the number of jet aircraft operations (500 per year) that use a significant percentage of the available primary runway. Gene Jackson offered comments on the history of why the runway length was shortened and the FAA's involvement with the runway construction project that was completed in 2015.

### **Adjournment**

The Commission meeting adjourned at 4:05 pm. The next regular Commission meeting is scheduled for **Tuesday, February 8, 2022, at 3:00 pm in the Airport's Eastern Conference Room.**