

AIRPORT COMMISSION MINUTES

February 8, 2022

3:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, February 8, 2022.

Attendees:

Marc Adelman, Director	Phil Hall	Don Aungst, Averett University
William Allgood, Chairman	Gene Jackson	John Earl, FBO Manager
Jessie Barksdale	Robert Jiranek	Alan Spencer, Deputy City Attorney
Stephen Daniel	Fred Shanks	Todd Pinekenstein, Bld. & Grounds
Michael Duncan	Earl Reynolds, Deputy City Mgr.	Supt.

Approval of Agenda

Michael Duncan made a motion to approve the agenda for the February 8, 2022, Airport Commission meeting as presented. Phil Hall 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 January 11, 2022, Airport Commission meeting be accepted as presented. Stephen Daniel seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Airport Commission Members

No Communications.

Topic: Update on FY2022 Capital Projects

Action: Marc Adelman updated the Airport Commission on recent projects that were approved for funding by the Virginia Aviation Board.

Disposition: State and local funds for all airport capital improvement projects that were approved by the Virginia Aviation Board should be appropriated by City Council by March 15, 2022.

Marc Adelman updated the Airport Commission on capital improvement projects that were recommended for funding by the Virginia Department of Aviation and approved by the Virginia Aviation Board. He also mentioned that the airfield sign replacement project that was approved for state funding was originally submitted for consideration as an airport maintenance project. However, the Virginia Department of Aviation transferred the maintenance grant request to a capital grant request. A listing of the projects that were approved for state capital funding are identified on the following page. This table shows the total project cost for each grant request and the approved state funding level. Federal funding has not been approved for the south ramp rehabilitation project. This project will be bid this spring and will be considered by the Federal Aviation Administration (FAA) at that time.

UPDATE ON FY22 CAPITAL PROJECTS

PROJECT DESCRIPTION	FEDERAL AMOUNT	STATE AMOUNT	LOCAL AMOUNT	TOTAL COST	DESCRIPTION
Airfield Directional Signage Replacement	\$0	\$4,544	\$1,137	\$5,681	19 Panels for 10 directional signs located along Runway 13/31 and Taxiway F
Control access and gate improvements	\$0	\$31,229	\$10,713	\$41,842	Terminal building, Averett Flight Center Building and replace 12' automatic gate with 18' wide gate
Terminal Building Renovations	\$0	\$834,928	\$227,322	\$1,062,250	Total cost includes construction work and construction administrative services completed by architect
Terminal Furniture	\$0	\$42,434	\$10,609	\$53,043	Furniture for terminal and the new pilot's lounge
South ramp rehabilitation	\$1,800,000	\$458,400 <i>(Tentative Allocation, per FAA)</i>	\$114,600	\$2,000,000	The total estimated cost to complete the project exceeds \$3,000,000. Therefore, the project may need to be completed in phases.
Fuel Farm Expansion	\$0	\$36,660	\$74,430	\$111,090	Design services to add one 20,000, gallon jet fuel tank

Marc Adelman also shared information with the Airport Commission concerning the status of each capital project identified in the table identified above as well as plans to develop a corporate aircraft parking ramp.

- **Construct corporate aircraft parking ramp** – This project involves the development of an aircraft parking ramp located adjacent to Taxiway H. Currently, the airport engineering firm is finalizing bid specifications to develop the ramp so it can be bid by July 2022. State funding will hopefully be approved in August to complete construction activities.
- **Airfield directional signage replacement** – State funding was approved to replace 19 panels for 10 different airfield directional signs located along Runway 13/31 and Taxiway F. The purchase order will be issued after March 15, 2022, when state and local funds will be appropriated.

Topic: Update on FY2022 Capital Projects (Continued)

- **Control access and gate improvements** – Security improvements will be completed to the terminal building and Averett’s Flight Center building to control access to the terminal ramp area. In addition, the existing 12’ wide automatic gate located between the terminal and the Flight Center building will be replaced with an 18’ wide gate. The purchase order will be issued after March 15, 2022, after funding is appropriated.
- **Terminal building renovations** – A pre-construction meeting is scheduled for February 18, 2022, at 11:00 am to discuss the terminal building renovation project. This project should begin in March. State and local funds for this project should be appropriated on February 15th.
- **Terminal Furniture** – The purchase order to replace the furniture in the terminal building will be issued after March 15, 2022, when state and local funds are expected to be appropriated.
- **South ramp rehabilitation project** - The south ramp rehabilitation project may need to be completed in phases dependent upon available federal funding. The FAA has allowed for the project to be bid so it can be completed in phases involving two grants if insufficient funding is available to complete it under one grant. This project will be bid by July 2022. State funding has been tentatively allocated based on pending FAA approval.
- **Design services to expand the aviation fuel facility** – State funding to complete design services to add one 20,000-gallon jet fuel tank was approved. The purchase order will be issued after March 15, 2022, when state and local funds are expected to be appropriated.

Additional information was provided concerning the status of the Taxiway H project and plans to develop a new t-hangar building. Marc Adelman stated that extra work will be required by the contractor to improve the pavement condition of Taxiway H in two different areas. The contractor has been informed by the inspection services company that this work must be completed by June 2022.

During the capital budget review with the City’s budget team, it was decided to develop the planned new t-hangar building in phases. Original plans called for the construction of four t-hangar units and one, 52’ x 42’ box hangar. However, it was recommended for budget purposes to construct only the box hangar next fiscal year. Marc Adelman added that currently there is insufficient justification to build the t-hangar units relative to the status of the t-hangar waiting list.

Topic: Airport Capital Improvement Project discussion

Action: The Airport Capital Improvement Plan was reviewed by the Airport Commission.

Disposition: A conference call is scheduled for February 9th with the FAA and the Virginia Department of Aviation to discuss recommendations for future projects.

A conference call with the airport is scheduled for February 9, 2022, to discuss the Airport Capital Improvement Plan (ACIP) with the FAA and the Virginia Department of Aviation.

Topic: Airport Capital Improvement Project discussion (Continued)

Marc Adelman requested input from the Commission regarding the improvement plan and indicated their input would be shared with the FAA and the State. This plan is identified below.

AIRPORT CAPITAL IMPROVEMENT PLAN					
FISCAL YEAR	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL
2023	SITE PREP CONSTRUCTION FOR PUBLIC USE CORPORATE HANGAR (3)	-	\$813,657	\$203,414	\$1,017,071
2023	FULL REHAB SOUTH RAMP (COMPLETED IN ONE PHASE)	\$2,876,130	\$255,656	\$63,914	\$3,195,700
	OR				
2023	RUBBLIZING AND MILLING SOUTH RAMP (PHASE I)	\$1,800,000	\$160,000	\$40,000	\$2,000,000
2024	PAVING OF SOUTH RAMP (PHASE II) INCLUDE ACCESS ROAD FROM SOUTH GATE TO RAMP	\$1,080,000	\$96,000	\$24,000	\$1,200,000
2024	DESIGN SERVICES TO CREATE A TAXILANE/CLOSED RUNWAY 24	\$151,200	\$13,440	\$3,360	\$168,000
2024	DESIGN SERVICES TO EXPAND SOUTH RAMP	?	?	?	?
2025	EXPAND SOUTH RAMP CONSTRUCTION	?	?	?	?
2025	CONSTRUCT TAXILANE ON CLOSED RUNWAY 24	\$1,980,000	\$176,600	\$44,000	\$2,200,000
2026	?	?	?	?	?
2027	?	?	?	?	?
PROJECTS NOT ELIGIBLE FOR FEDERAL AND STATE ASSISTANCE					
FISCAL YEAR	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL
2023	DESIGN/BUILD T-HANGAR BUILDING – 1 BOX HANGAR	-	-	\$455,000	\$455,000
2024	DESIGN BUILD – 4 T-HANGAR UNITS	-	-	\$1,200,000	\$1,200,000
2024	CONSTRUCT ONE CORPORATE HANGAR – 13,000 SQUARE FEET	-	-	\$2,600,000	\$2,600,000

The Commission discussed the Airport Capital Improvement Plan and the need to pave a road that currently provides access to the south ramp from Airport Road. John Earl commented that he does not believe it is safe for aircraft to taxi along the Taxiway E connection to the south ramp due to its slope. He suggested that this taxiway connection should be used for automobile traffic use only. He also suggested that a fillet should be added to the Taxiway D connection to improve the turning radius for aircraft operations.

Topic: Airport Capital Improvement Project discussion (Continued)

Gene Jackson proposed constructing a new taxiway connection along the ramp. *After discussion it was the consensus of the Airport Commission to recommend to the FAA and State to terminate use of the Taxiway E connection to the south ramp and add a new taxiway entrance further down the ramp.*

Marc Adelman showed images of an existing road that currently provides access to the south ramp from Airport Road located near the compost site. The images reflected that the road should be paved to improve its current condition. He said he would like to ask the state whether this project could be considered as part of the south ramp rehabilitation project. He stated it could potentially be used for rental cars to gain access to the south ramp when aircraft are parked on the ramp. *After discussion it was the consensus of the Airport Commission to ask the state to provide funding as part of the South Ramp rehabilitation project to widen and pave the access road.* Areas for possible expansion of the South Ramp were also discussed.

Sid Allgood recommended that an access road should be constructed to support future development on closed Runway 24. He suggested that this may be a Virginia Department of Transportation (VDOT) project instead of an airport project. Marc Adelman commented that the West Piedmont Planning District Commission would need to be involved with programming funds for this project and the City Manager's office and Public Works Engineering Office would need to offer input concerning the possible development of the road project.

Gene Jackson recommended that steps be taken to upgrade Danville's designated airspace to support air traffic control capabilities. He said this would help facilitate aircraft operations when multiple aircraft need to take off simultaneously. It was also discussed to complete an Airport Master Plan Update during year 2026 of the ACIP. 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 commented that he wanted to share what AU Aviation Services did as the FBO in conjunction with the aircraft accident that occurred recently. He stated that Titan Fuels has an Incident/Accident Command Checklist that outlines a variety of things that an FBO must do when an aircraft goes down. The first requirement involved stop fueling aircraft from that load of fuel that was dispensed into the aircraft that crashed. The fuel is tested per specifications and everyone that received fuel off that load must be notified. The fuel sample findings were sent off to Titan's Fuel Quality Control Manager. After review, an email was sent from Titan saying the FBO could resume fueling aircraft. Last Friday, February 4th several FAA safety inspectors arrived on the airfield to complete their portion of the investigation. Discussion continued. John Earl also commented that several other aerial surveying companies have called and will be coming to Danville for fuel and maintenance.

Aircraft Incident Update

Marc Adelman said that Sid Allgood requested an update be provided regarding the aircraft incident that occurred on February 1, 2022. This information is identified on the following page.

Aircraft Incident Update (Continued)

- Operations Tower Staff Report - On February 1, 2022, at 10:03 am N622QT (1976 Cessna 310R aircraft) departed Danville Regional on Runway 02. This runway supports take offs and arrivals from the south end of the airfield. His partner, N61RW departed Runway 02 two minutes earlier at 10:01 am. Both aircraft reported heading southeast.
- Pittsylvania County EMS contacted the airport and reported that the aircraft was located at approximately 2:10 pm in Ringgold and indicated that it fell off the radar at 10:05 am.
- State Police contacted the airport to ask if the pilot filed a flight plan. The officer was informed that the aircraft was owned by SOL Aerial surveys of Las Vegas and was completing aerial services.
- Five representatives of the FAA visited the airport and requested camera surveillance footage from the airport of the aircraft while it was taxiing on the terminal ramp.
- The FAA met with John Earl, FBO Manager.

Public Comment Period

No public comments.

Communications

Sid Allgood commented that we are progressing in the right direction, and he appreciated everyone's comments and suggestions during the meeting. Michael Duncan and Gene Jackson both said they continue to hear good comments about Danville and the FBO. Everyone agreed that the meeting was very productive.

Adjournment

The Commission meeting adjourned at 4:40 pm. The next regular Commission meeting is scheduled for **Tuesday, March 8, 2022, at 3:00 pm in the Airport's Eastern Conference Room.**