

AIRPORT COMMISSION MINUTES

March 8, 2022

3:00 P.M.

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

Attendees:

Marc Adelman, Director	Gene Jackson	Alan Spencer, Deputy City Attorney
William Allgood, Chairman	Robert Jiranek	Todd Pinekenstein, Building & Grounds Superintendent
Jessie Barksdale	Fred Shanks	Lisa Bivens, Sr. Admin. Assistant
Stephen Daniel	Don Aungst, Averett University	
Michael Duncan	John Earl, FBO Manager	

Approval of Agenda

Michael Duncan made a motion to approve the agenda for the March 8, 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

Robert Jiranek moved that the minutes of the February 8, 2022, 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 Airport Commission Members

No Communications.

Topic: Update on FY2022 Capital Projects

Action: Marc Adelman updated the Airport Commission on the status of FY2022 Capital Improvement Projects.

Disposition: The final reading to appropriate funds for the capital projects will be completed by Danville City Council on March 15, 2022.

Marc Adelman updated the Airport Commission on the status of the FY2022 capital improvement projects. City Council completed the first reading to appropriate funds for four (4) different capital projects on March 1, 2022. The projects included the replacement of airfield signage panels, design services to expand the aviation fuel facility, terminal furniture replacement and terminal security improvements. The final reading to appropriate the funds for the capital projects will be March 15, 2022.

This week a pre-construction meeting for the Terminal Building Renovation project is scheduled for March 9, 2022, at 3:00 pm. Construction for this project should begin on March 14, 2022. In addition, a Zoom meeting is scheduled with the airport's engineering firm and the inspector to discuss the specifications for the south ramp.

Topic: Update on FY2022 Capital Projects (Continued)

Marc Adelman said that recently a meeting was held with the architect and general contractor to discuss the phasing of the Terminal Building Renovation project. The proposed plan involves completing work on the north side of the building during the first phase of the project. According to the contractor, the initial phase should take about four or five months to complete. Related work includes the planned renovations to the FBO area and installation of a new pilot shower. While these improvements are completed, AU Aviation Services will move into the Eastern conference room. The second phase should be completed next winter, which includes expanding the restroom facilities located on the south side of the terminal, replacing the sliding glass doors, and replacing the airside canopy.

Due to the renovation work it was discussed to complete Airport Commission meetings in the Mass Transit Training facility located at 1002 South Boston Road during the renovations. It was also discussed that the Civil Air Patrol hangar could be used if necessary. Discussion continued.

Topic: Airport Capital Improvement Plan Update

Action: Marc Adelman provided an update on the Airport's Capital Improvement Plan.

Disposition: The Airport Commission approved the Airport's Capital Improvement Plan, which will be submitted to the Virginia Department of Aviation by April 1, 2022.

On February 9, 2022, a Zoom meeting was held to discuss the Airport Capital Improvement Plan (ACIP) with the Federal Aviation Administration (FAA) and the Virginia Department of Aviation. Prior to this meeting the Airport Commission recommended to terminate use of the Taxiway E connection to the south ramp and to look for an alternative connection.

The focal point of the discussion with agency representatives concerned the south ramp rehabilitation project, the slope of the Taxiway E connection to the ramp, the proposed access road to the ramp and justification for future planned capital improvement projects. It was discussed that it is the preference of the FAA and State to address a new taxiway connection **after** the south ramp rehabilitation project is completed. This is due to in great part to planning requirements and modifications for the Airport Layout Plan that must be addressed to construct a new taxiway connection. In addition, the FAA indicated that the cost to possibly reduce the slope of the Taxiway E connection would not be supported and that it is the agency's interest to maintain operational justification to provide funding for future capital projects such as expanding the south ramp and rehabilitating closed Runway 24. He informed members that the proposed access road to the south ramp was also discussed with the state during the meeting. However, the Virginia Department of Aviation indicated that this project would not be eligible for state funding as a stand-alone project.

The advantages and disadvantages of rehabilitating the Taxiway E connection were discussed with agency representatives. The FAA said it would be less costly to leave Taxiway E as is, versus removing the asphalt and seeding the area. The FAA also said that a NOTAM could be issued to prevent aircraft from accessing the ramp from the taxiway connection if it is the recommendation of the Commission not to rehabilitate it. Marc Adelman said there is already significant debris along the Taxiway E connection due to its pavement condition that could contribute to damaging aircraft if pilots do not check NOTAMS and use the connection to access the ramp. He also mentioned that the pavement condition will worsen over time and require ongoing maintenance to eliminate weeds and remove debris that could damage aircraft parked on the south ramp.

Topic: Airport Capital Improvement Plan Update (Continued)

Due to these conditions Marc Adelman said that it is his recommendation to rehabilitate the Taxiway E connection because there are more advantages to completing the rehabilitation than not doing it. *After discussion, a motion was made by Michael Duncan and seconded by Fred Shanks to include Taxiway E connections as part of the south ramp project. All members in attendance were in favor and the motion passed.*

Marc Adelman said that he spoke with the Public Works Engineering Division Director about the access road project and he indicated that design work does need to be completed. Public Works Engineering agreed to complete the design work and provide the airport with a cost estimate to complete the work for the FY24 budget. Marc Adelman said that after design work is completed, he estimated that the project cost could be approximately \$50,000-\$60,000. Other Airport Capital Improvement Plan projects were discussed as identified below.

AIRPORT CAPITAL IMPROVEMENT PLAN					
FISCAL YEAR	PROJECT DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL
2023	SITE PREP FOR NEW AIRCRAFT PARKING RAMP TO SUPPORT DEVELOPMENT (Anticipated start date: September/October 2022)	-	\$813,657	\$203,414	\$1,017,071
2023	REHABILITATE SOUTH RAMP – ONE PHASE IF PROJEC RECEIVES FULL FUNDING FROM THE FAA (Anticipated start date: September/October 2022)	\$2,876,130	\$255,656	\$63,914	\$3,195,700
2023	FUEL FARM EXPANSION – Construction (Anticipated start date: April 2023)	-	\$163,340	\$536,660	\$700,000
2024	TERMINAL BUILDING ROOF REHABILITATION	-	\$160,000	\$40,000	\$200,000
2025	MASTER PLAN UPDATE	\$360,000	\$32,000	\$8,000	\$400,000
	NO OTHER PROJECTS PLANNED FOR AFTER 2025 FOR FEDERAL AND STATE FUNDING REQUESTS UNTIL OPERATIONAL JUSTIFICATION DATA IS AVAILABLE.				
PROJECTS INELIGIBLE FOR FEDERAL AND STATE CAPITAL 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 ACCESS ROAD TO SOUTH RAMP	-	-	\$60,000	\$60,000
2024	CONSTRUCT ONE CORPORATE HANGAR – 13,000 SQUARE FEET	-	-	\$2,600,000	\$2,600,000

Topic: Update on FY2022 Capital Projects (Continued)

After discussion, a motion was made by Michael Duncan and seconded by Gene Jackson to approve the Airport's Capital Improvement Plan for FY2023-FY2025 as presented and gave approval to submit this plan to the Virginia Department of Aviation. All members in attendance were in favor of the motion.

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 the cost of jet fuel went up \$0.53 per gallon in one week, which he has never seen before. Currently, AU Aviation Services is selling jet fuel at \$5.00 per gallon. He also commented that the FBO staff and airport staff will be completing fire extinguisher training this coming Friday with the Fire Department. In addition, he informed the Commission that the FBO is beginning to provide cleaning services for aircraft. Discussion continued.

Public Comment Period

No public comments.

Closed Meeting

The Airport Commission convened in closed meeting at 4:15 pm to discuss Virginia Code Sec.15.2-1800 and T-Hangar lease changes. The Airport Commission re-convened in open meeting at 5:03 pm.

Communications

No communications.

Adjournment

The Commission meeting adjourned at 5:05 pm. The next regular Commission meeting is scheduled for **Tuesday, April 12, 2022, at 3:00 pm in the Airport's Southside Conference Room.**