

AIRPORT COMMISSION MINUTES

July 12, 2022

3:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, July 12, 2022.

Attendees:

Marc Adelman, Director	Phil Hall	Alan Spencer, Deputy City Attorney
Sid Allgood	Gene Jackson	Todd Pinekenstein, Building & Grounds Superintendent
Jessie Barksdale	Robert Jiranek	Lisa Bivens, Administrative Assistant
Michael Duncan	Fred Shanks	
Stephen Daniel	John Earl, FBO Manager	

Election of Officers

Alan Spencer, Deputy City Attorney began the meeting by opening the floor for the election of officers. Michael Duncan nominated Phil Hall to serve as chairman through June 30, 2023. All members in attendance were in favor and the motion passed. Michael Duncan nominated Stephen Daniel to serve as vice-chairman for the term. All members in attendance were in favor and the motion passed. Afterward, Phil Hall chaired the meeting.

Approval of Agenda

Jessie Barksdale moved to approve the agenda for the July 12, 2022, Airport Commission meeting as presented. Sid Allgood seconded the motion, all members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the June 14, 2022, Airport Commission Meeting be accepted as presented. Sid Allgood seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Airport Commission Members

Michael Duncan said he had the opportunity today to bring representatives of potential investors to look at the south ramp and Taxiway H locations where hangars could be located for a potential charter operation.

Sid Allgood thanked everyone for their support over the last two years while he served as chairman of the Commission.

Topic: Consideration of the Aviation Promotion Grant

Action: Discussion completed regarding use of grant funds for a ribbon cutting ceremony and an Airport Open House/Young Eagles Rally.

Disposition: Airport staff will move forward to submit a grant application to secure Aviation Promotion grant funds.

Marc Adelman asked for the Commission's input to consider submitting an Aviation Promotion Grant application during FY2023. He mentioned funding could be used to support a ribbon cutting ceremony for the terminal building project and hosting another Young Eagles Rally.

Topic: Consideration of the Aviation Promotion Grant (Continued)

Marc Adelman stated that the ribbon cutting ceremony could also address the completion of the Runway 13/31 rehabilitation project and the startup of the south ramp rehabilitation project. He indicated that it is likely the ceremony could be held during the spring of 2023 after the completion of the terminal building renovation project. In addition, he inquired whether the Airport Commission would like to use promotion grant funds to host another Airport Open House/Young Eagles Rally. The Commission agreed to move forward with submitting a grant application to support both special events.

Topic: Runway 13/31 Rehabilitation Update

Action: Marc Adelman updated the Commission on the timeline for the Runway 13/31 rehabilitation project.

Disposition: Project completion is anticipated by August 1st except for the permanent pavement markings.

Marc Adelman updated the Commission on schedule highlights for the Runway 13/31 Rehabilitation project as identified below.

- July 11 - July 21, 2022: Install fabric and pave Runway 13/31 and repair seven (7) areas along Taxiway F.
- July 11 - July 21, 2022: Two areas along Taxiway F require full depth pavement repair near the intersection of Taxiway J, which involves placing 18" of aggregate base. Five other areas along Taxiway F require shallow depth repair, which involves placing 6" of aggregate base.
- July 17 - July 20, 2022: Closure of Runway 2/20 at night beginning at 7:30 pm (tentative).
- July 22 - July 29, 2022: Install fabric and pave Runway 13/31 and Taxiway F.
- August 1: Paint temporary runway markings/permanent markings 30 days later.

Marc Adelman also updated the Commission concerning anticipated cost overruns due to the increase in asphalt prices compared to when the project was bid and the additional repair work necessary along Taxiway F.

Topic: Update on the South Ramp Rehabilitation Project

Action: Marc Adelman updated the Airport Commission concerning the status of the South Ramp Rehabilitation project.

Disposition: Notice concerning the availability of federal funds to finance the Runway Rehabilitation project will be provided at the August Airport Commission meeting.

A grant application was submitted to the Federal Aviation Administration (FAA) on June 29, 2022, to complete the Runway 13/31 rehabilitation project in phases in case full funding is not available to complete the entire project under one grant. The total project cost for Phase I is \$1,889,986.50 and the FAA funding share is 82.7% or \$1,563,364.00, the State matching share is 13.8% or \$261,298.35 and local share is 3.5% or \$65,324.15. Typically, funding levels for projects that are considered eligible for full federal funding are 90% federal, 8% state and 2% local funding. Marc Adelman indicated that he hopes that we will know by the August Airport Commission meeting if federal funds are approved for the project. However, certain improvements related to the South Ramp Rehabilitation project are not considered eligible for federal aid, which influenced funding allocation levels.

Topic: Status of Terminal Building Renovation Project

Action: Marc Adelman updated the Airport Commission on the status of the Terminal Building Renovation project.

Disposition: Marc Adelman said that he believes the contractor is about 30 days behind in the schedule with completing the project.

Marc Adelman updated the Airport Commission on the status of the Terminal Building Renovation project. Current work activities underway:

Phase 1 – 21.3% complete

- Approximately 95% of the ceiling tile grid and the light fixtures for the north end of the terminal building are installed.
- Parts for the pilot shower unit were installed over the past month. Installation of the ceramic tile for the walls and floor is not finished.
- Installation of the new 18' wide gate is completed.
- The gate operator is installed but it is not linked to the new gate yet.

Marc Adelman said that he believes the contractor is about 30 days behind schedule. Some of the work on the north end that is behind schedule include the following:

- Counter installation
- Sliding glass door installation
- Final painting completed
- Wall tiles and floor tiles
- Installation of the ceiling HVAC unit for the FBO Manager's office

Topic: Capital Improvement Planning

Action: Additional Information will be evaluated to address capital planning needs

Disposition: A survey of other general aviation airports will be completed

During the June Airport Commission meeting it was discussed to seek input from the state to see if conceptual planning activities could be completed in advance of the Master Plan Update. Marc Adelman said that Stephen Smiley, Senior Aviation Planner for the state responded that the Virginia Department of Aviation recommends that conceptual planning activities be completed in tandem with the planned Airport Master Plan Updated that is programmed to begin in the fall of 2024. Sid Allgood commented that he has not received any additional feedback from Commission members regarding ideas for capital improvements at this time. Discussion continued.

Todd Pinekenstein commented that while we plan for capital projects, we also need to maintain existing facilities in good repair such as the vault, completing repairs to the t-hangar roof and changing runway/taxiway lighting to LED.

It was also discussed to generate a list of other airports, who are located near casinos that could be contacted to get information as to how the casino impacted their airport. Marc Adelman said that airport staff will seek information from the airports and provide an update at the next meeting.

Topic: FBO Management Update

Action: John Earl provided an update on FBO activities.

Disposition: Additional information will be provided next month by the FBO.

John Earl reviewed aircraft data with the Airport Commission for the month of June 2022. He said that 120 aircraft visited the field during the month. He mentioned that most of the jet traffic was due to events at the Virginia International Raceway (VIR). He also discussed several ventures he has in the works with the Commission. Phil Hall thanked John Earl on a great first year as FBO manager of AU Aviation Services.

Public Comment Period

No public comments.

Communications

Sid Allgood thanked everyone for their support over the last two years while he served as chairman of the Commission. He also asked everyone to go back and respond to the email sent from the Conceptual Plan Committee regarding any ideas they may have for the future.

Jessie Barksdale commented on an incredibly good meeting. He also thanked Phil Hall and Stephen Daniel for agreeing to serve as officers over the next year.

Stephen Daniel mentioned the proposed increase on the personal property tax rate on aircraft not being passed by City Council. Alan Spencer suggested in the future having a work session in advance to inform City Council of the issues. Discussion continued.

Phil Hall thanked everyone for the opportunity to serve as Chairman of the Commission. He also mentioned having a work session/retreat before the end of the year. In addition, he said he recently spoke with Corrie Bobe, the city's Economic Development Director at an Industrial Development Council (IDA) meeting about opportunities for the airport and other entities to discuss what we share and what the needs are from a synergy standpoint. He added that the comments were received very well and were appreciated.

Gene Jackson said he has been to work sessions in the past and presented information regarding airport issues and he does not think that City Council really understands what the Commission does.

Robert Jiranek said he thinks that City Council is interested in what is going on with the airport. He added that we are making great progress and believes that progress will continue as we move forward.

Fred Shanks mentioned that the Airport Commission is an advisory board. He suggested that in advance of the budget season to have a joint meeting with City Council or invite Council to a Commission meeting to go over things and present the facts of the items that will be recommended by the Commission during the budget process. Mr. Shanks also said that he is glad John Earl is on board and he is doing a fantastic job.

Adjournment

The Commission meeting adjourned at 4:46 pm. The next regular Commission meeting is scheduled for **Tuesday, August 9, 2022, at 3:00 pm in the Airport's Southside Conference Room.**