

AIRPORT COMMISSION MINUTES

October 11, 2022

3:00 P.M.

City Hall, Fourth Floor Conference Room

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, October 11, 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
Stephen Daniel	Fred Shanks	
Michael Duncan	Earl Reynolds, Deputy City Manager	

Approval of Agenda

Fred Shanks made a motion to approve the agenda for the October 11, 2022, Airport Commission meeting. 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 September 13, 2022, Airport Commission meeting be accepted as presented. Jessie Barksdale seconded the motion, all members in attendance were in favor and the motion passed.

Sid Allgood moved that the minutes of the September 30, 2022, Planning Meeting be accepted as presented. Fred Shanks seconded the motion; all members were in favor and the motion passed.

Communications from Visitors and Airport Commission Members

Michael Duncan extended an invitation for the Airport Commission to join the Civil Air Patrol US Airforce (CAP-USAF) next Tuesday, October 18th at 6:00 pm for a BBQ dinner. This dinner will include the squadron, airport staff, FBO staff and the CAP-USAF officers. The week of October 17-21, 2022, the CAP-USAF will hold training exercises at the airport.

Topic: Update on the Terminal Building Renovation Project

Action: Marc Adelman updated the Airport Commission on the terminal building renovation project currently underway.

Disposition: Demolition work to the airside entrance area should begin within a week.

Marc Adelman updated the Airport Commission on the status of the terminal renovation project and provided pictures of the progress. Demolition work to the restrooms located on the south end of the terminal is underway. This work includes jackhammering the concrete floor to support plumbing requirements for the new restrooms from the basement. Piedmont Glass began work to install new sliding glass entry/exit doors located on the Airport Drive side of the building and should be completed this week. Channel 13 interviewed Marc Adelman regarding the project. In addition, the demolition work to the airside entrance area should begin within a week.

Topic: Update on the status of FY23 Capital Improvement Projects

Action: Marc Adelman updated the Airport Commission concerning the status of FY23 Capital Improvement Projects.

Disposition: State grant applications will be submitted to support the projects discussed.

Marc Adelman identified that the Runway 13/31 rehabilitation project is complete except for the painting of a 12' long yellow stripe at the intersection of the Runway 31 end and Taxiway F. The South Ramp project is scheduled to begin in November.

Plans call for submitting a grant request to the state for the February 2023 Virginia Aviation Board meeting to replace the terminal roof. This project will be advertised for bid in December so bids can be received prior to the deadline of January 17th. If state funding is not approved in February for this project, then it would be readvertised to meet bid deadline requirements for the August 2023 board meeting. If this is necessary, then the terminal building roof project will be included as part of the City's FY2024 Capital Special Projects budget.

Marc Adelman said bid prices should be received by October 18th to seal coat the shoulders of Runway 13/31 so the project can be considered for state funding in November. If the project does not rank high enough for funding consideration in November, the airport can resubmit the grant request for the February 2023 Virginia Aviation Board meeting. Discussion continued. Information is identified below related to the status of the FY23 Capital Improvement Projects.

UPDATE ON PLANNED FY 23 CAPITAL IMPROVEMENT PROJECTS

PROJECT DESCRIPTION	BOND FUNDS	STATE /FEDERAL FUNDS	LOCAL BUDGET	TOTAL ESTIMATED COST	STATUS OF PROJCT
BOX HANGAR	\$187,000	\$0	\$268,000	\$455,000	To be bid after final costs are received for the Runway 13/31 project.
SOUTH RAMP REHAB	\$0	\$1,960,000	\$40,000 (Extra \$26,767 needed for local share due to work that is not supported by the FAA)	\$2,000,000	Work will begin in November 2022 due to sub-contractor availability.
FUEL FARM EXPANSION – to become a FY2024 CIP project	\$537,000	\$163,000	\$0	\$700,000/ Engineering firm to provide estimate for double walled tank	Bid opening delayed until May 2023 due to the anticipated opening of the casino. (Tank is expected to be delivered within 6 months)
TERMINAL ROOF	N/A	Make application for February 2023 Virginia Aviation Board meeting	If state funds are approved, then the city's cost would be 20% of the total cost.	\$300,000- \$360,000 (recover roof) Bids to replace roof will be obtained as well.	FAA and NWS to confirm what hardware is needed on the terminal roof to support their requirements.

Topic: FY2024 Capital Improvement Projects/Strategic Planning Committee Update
Action: Marc Adelman updated the Airport Commission concerning potential FY24 Capital Improvement Projects and strategic planning activities.
Disposition: Discussion will continue in future meetings.

Marc Adelman discussed the projects identified below in the table with the Airport Commission. He indicated that the budget process for the city ends in January/February. The projects referenced below will be revised based on additional input received from the Airport Commission. Discussion continued.

DRAFT FY2024 CAPITAL IMPROVEMENT PROJECT LISTING

PROJECT DESCRIPTION	STATE /FEDERAL FUNDS	LOCAL BUDGET	TOTAL ESTIMATED COST
ADDITIONAL BOX HANGAR OR T-HANGAR UNITS	\$0	\$475,000	\$175-\$200 PER SQUARE FOOT
SOUTH RAMP REHAB PHASE 2 PAVE SOUTH RAMP	\$3,136,000	\$64,000	\$3,200,000
FUEL FARM EXPANSION	\$163,000	\$500,000+	\$700,000
TERMINAL ROOF*	Approximately 80% of the total cost if state funds are not approved in February 2023	\$75,000*	\$360,000 *
SERVICE ROAD TO SOUTH RAMP	\$0	\$65,000	\$65,000
RECOVER T-HANGAR BUILDING UNITS	\$0	\$300,000+	\$300,000+
TOTAL LOCAL COST		\$1,404,000 - \$1,479,000	\$4,740,000 - \$5,100,000

Marc Adelman reviewed and explained the importance and issues associated with the service road project to the South ramp. Airport Commission members discussed whether the service road should be one lane or two lanes. Discussion continued.

During the strategic planning meeting one of the needed improvement projects discussed involved the obstructed view of the end of Runway 31 from the operations tower. Marc Adelman said he is looking into it further and has reached out to the state and sent them the slide that shows the area of concern for their review and input. Engineering services will be required to support any obstruction or earth removal project to the end of Runway 31. Discussion continued.

Phil Hall asked if there are any additional projects that should be added to the list that was developed at the strategic planning meeting on September 30, 2022. Michael Duncan reviewed the items that he has on the list that was developed from the strategic planning meeting. Marc Adelman suggested adding utility infrastructure that will be needed to facilitate improvements for the closed Runway 24 area.

Topic: FY2024 Capital Improvement Projects Update (Continued)

Phil Hall appointed Michael Duncan and Stephen Daniel to form a strategic sub-committee to help formulate criteria for improvement projects discussed during the strategic planning meeting. He also suggested that Mr. Duncan and Mr. Daniel to work with Todd Pinekenstein and Marc Adelman to add to the list items needed for the facility. There is also a development sub-committee that consists of Fred Shanks and Sid Allgood, who will evaluate opportunities to develop property for short term and long-range planning. This information will be developed into a report and the specifics can be discussed at anytime or in closed session if necessary. Discussion continued.

Topic: FBO Lease Review

Action: Copies of the FBO lease agreement were distributed for review.

Disposition: Commission members were asked to review the lease and offer input during a future meeting.

Copies of the FBO Lease Agreement were distributed for the Airport Commission's review. Phil Hall commented that the lease will need to be modified next year due to the planned expansion of the fuel farm and Averett's interest to financially support the project. The Airport Commission members were asked to review the lease and think about any items that need to be addressed during a closed meeting. Marc Adelman informed the Airport Commission that the current FBO lease with Averett University ends on December 31, 2024. The lease includes an option that allows for three periods of five years each. A rental fee of \$18,000 is currently paid each year by Averett University. Discussion continued.

Topic: FBO Management Update

Action: John Earl provided information for Marc Adelman to share at the meeting.

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

Marc Adelman read a statement provided by John Earl for the meeting. Last week senior Averett University and Danville Community College representatives met to discuss the planned Aircraft Maintenance Training program and how partnering together will benefit our region and aviation. John Earl said this was his first on the subject, in-person meeting.

Public Comment Period

No public comments.

Communications

Lisa Bivens reminded everyone that the Commission voted during the September Commission meeting to move the November Commission meeting to November 15th due to election day on November 8th.

Adjournment

The Commission meeting adjourned at 4:05 pm. The next regular Commission meeting is scheduled for **Tuesday, November 15, 2022, at 4:00 pm in the Fourth Floor Conference room at City Hall.**