

AIRPORT COMMISSION MINUTES

January 14, 2020

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, January 14, 2020.

Attendees:

Marc Adelman, Director	Michael Duncan	Ray Rodriguez, GSO Aviation
Sid Allgood	Phil Hall	Travis Williams, Averett University
Jessie Barksdale, Chairman	John Lippert, Visitor	Libby Rembold, General Aviation
Ken Carlson	Corrie Bobe, Economic Dev.	Alan Spencer, Asst. City Attorney
Stephen Daniel	Linwood Wright, Economic Dev.	Lisa Bivens, Administrative Assistant

Approval of Agenda

A motion was made by Michael Duncan and seconded by Sid Allgood to approve the agenda for the January 14, 2020 meeting. All members in attendance were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the December 10, 2019 meeting be accepted as presented and Michael Duncan seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

No Communications.

Topic: Airport Maintenance Update

Action: Todd Pinekenstein updated the Commission on current maintenance projects. The airport recently completed an Independent Security Audit Assessment, which is a State requirement.

Disposition: A comparison of airport fuel prices, operational and infrastructure data collected from nearby airports will be presented at the next Commission meeting.

Todd Pinekenstein updated the Commission on current maintenance projects. On January 1, 2020, a small single engine aircraft ran off the end of Taxiway F on the northeast side of the field and lodged in a drainage ditch. There were no injuries but the aircraft sustained significant damage. The Federal Aviation Administration (FAA) and the Virginia State Police were notified and they determined that it was a taxiing incident and not a crash. This past Sunday an insurance recovery team removed the aircraft from the airfield.

In November, the Airport Commission discussed aviation fuel pricing and it was decided to place this item on the agenda at a later date. Todd Pinekenstein said he was requested to gather related information to identify factors that may influence fuel pricing at nearby airports. He identified that different data would be collected to complete an assessment and he requested input from members whether additional criteria was desired to be included as part of this effort.

Topic: Airport Maintenance Update (Continued)

Last month tree-trimming activities were completed along Airport Drive. During the next phase of the project, trees located in the fuel farm area will be removed to complete a ten-foot buffer zone located between the trees and the fence. This was one of the recommendations provided by the Danville Police Department to improve security during a recent Independent Security Audit Assessment, which was completed for the State. The Danville Regional Airport is now considered a Virginia Safe Airport since the audit was completed. Other recommendations to improve airport security included adding no trespassing signs along the perimeter of the fence and replacing signs that are faded. The Safe Airport designation will also enable the airport to receive priority points that will be considered as part of the state’s review of capital projects.

Topic: Proposed of FY21 Capital Improvement Budget

Action: The Commission reviewed the FY2021 airport’s capital budget.

Disposition: The Commission approved the FY2021 proposed capital program of projects.

The FY21 proposed airport capital program of projects was reviewed with the Commission. Danville’s airport engineering firm participated in the meeting via conference call. Anticipated funding levels for different capital projects are identified below.

PROJECT DESCRIPTION	FAA FUNDING	STATE FUNDING	LOCAL FUNDING	TOTAL PROJECT COST EST.	POSSIBLE COMPLETION
Aircraft Shelter and pad	\$0	\$0	\$45,000	\$45,000	SEPTEMBER 2020
Design and bidding services to rehab Runway 13/31	\$0	\$0	\$210,011	\$210,011	DECEMBER 2020
Widen Taxiway H – federal and state eligible	\$796,179	\$70,771	\$17,693	\$884,663	SPRING 2021
Apron Area for parking aircraft adjacent to box hangars – state funding	\$0	\$256,530	\$64,132	\$320,662	SPRING 2021
Taxi-lanes for T-Hangar building, federal and state eligible	\$428,274	\$38,069	\$9,517	\$475,860	DECEMBER 2021
Site prep for t-hangar building, aircraft parking area, grading, state funding	\$0	\$203,973	\$50,993	\$254,966	DECEMBER 2021
Site prep for one (1) 13,000 sq. ft. hangar building, 50 space parking lot, retaining wall, state funding	\$0	\$912,916	\$228,229	\$1,141,145	DECEMBER 2021
TOTAL	\$1,224,453	\$1,494,259	\$613,575	\$3,332,287	

Topic: Proposed of FY21 Capital Improvement Budget (Continued)

An aircraft shelter and pad is proposed to be constructed on closed Runway 24 due to the need for additional aircraft storage space and extensive time requirements to construct a hangar building. The demand for hangar space at this airport is increasing and the airport has maintained a hangar waiting list for the last few years. This project could be completed as early as September of 2020 at an estimated cost of \$45,000.

Marc Adelman said the footprint of the aircraft shelter is proposed to be 50' x 40'. A similar sized building is already identified in the closed Runway 24 area on the current Airport Layout Plan (ALP). Sid Allgood suggested that utility drops for the proposed site be included in this project. Marc Adelman asked the airport engineering firm to update the ALP for the closed Runway 24 area to reflect that additional sites could be designated for aviation use. This would allow for more shelters or hangars to be installed adjacent to closed Runway 24 if necessary.

Design and bidding services to rehabilitate Runway 13/31 is also proposed for the FY2021 Capital Improvement Plan. The estimated cost for this project is \$210,011. It is anticipated that the design could be completed by the winter of 2020 and bidding would take place in 2021 so that the construction costs could be considered during the budget process for FY2022.

Widening of Taxiway H is planned for FY21 to support regional jet aircraft operations. The proposed layout shows possible areas of hangar development, which includes developing a 13,000 square foot hangar and vehicle parking for commercial operations. In addition, a six-unit t-hangar building is proposed to be constructed in this area. Funding levels vary for portions of this project since federal assistance cannot be used to finance aircraft or automobile parking areas. It is estimated that the federal eligible funding for this project related to construction and construction administrative services would be \$884,863. Discussion continued.

The proposed site prep construction cost for the apron area for aircraft parking that would be located adjacent to the 13,000 square foot box hangars is not eligible for federal funding but it is possible that the project may be eligible for state funding. The cost for site prep design services and site prep construction is estimated at \$320,662.

The development of taxi-lanes adjacent to Taxiway H to provide access to a new six-unit t-hangar building is eligible for federal and state funding since the taxi-lanes would support aircraft movement. This project is estimated to cost \$475,860. However, the construction cost to complete site prep activities for a t-hangar building and the adjacent aircraft parking area is not eligible for federal funding but could potentially receive state funding. The total estimated cost for this project is \$254,966. Another project identified for the FY21 capital improvement budget includes completing site prep for one 13,000 square foot hangar that would also be located adjacent to Taxiway H. In addition, this project would involve constructing a service road and the development of a parking lot and retaining wall, which are not eligible for federal funding but could receive state funding. The total estimated cost for this project is \$1,141,145. However, Marc Adelman identified that the state's portion for project activities would be \$912,916 and funding may not be approved by the state due to the project cost. Consequently, there may be a need to try to secure funds from other sources. The largest cost of the project is linked to the parking lot and the retaining wall, which is approximately half of the total project cost. Associated expense for the project includes drainage, excavation and material removal for the area for one box hangar as identified. Discussion continued.

Topic: Proposed of FY21 Capital Improvement Budget (Continued)

Marc Adelman discussed the estimated timing that FY21 capital projects could be completed, grant cycles and potential funding issues with the Commission. *A motion was made by Michael Duncan and seconded by Sid Allgood to approve the FY2021 proposed capital program of projects. All members in attendance were in favor of the motion.* Marc Adelman said that a conference call will be scheduled soon with the Virginia Department of Aviation, the FAA's Washington Airport's District Office and the airport engineering firm to discuss the capital improvement plan and gain their input concerning the scope and timing of the projects. He said he would inform the Commission of the date and time of the call so that any members interested could participate.

Travis Williams, Chief Flight Instructor for Averett University's flight school was in attendance for the meeting and made the Commission aware that they will be receiving one new aircraft per year for the next five years and will need additional hangar space.

Commission members in attendance expressed concern that the capital improvement plan did not identify that all three 13,000 square foot hangars would be built at once. Marc Adelman said that there is a meeting scheduled next week with the city's budget team and he would make them aware of the need for additional hangars. Phil Hall suggested putting together a request for City Council and the State to consider including all three hangars in one proposal. He also suggested that we look for additional funding resources to complete all three buildings if necessary. Marc Adelman said there are funds requested in the FY2022 Capital Improvement Plan (CIP) to build one 13,000 square foot hangar and the six-unit t-hangar building. Discussion continued.

Topic: Update on 2020 Airport Open House and Young Eagles Rally

Action: The 2020 Airport Open House and Young Eagles event is set for August 29, 2020.

Disposition: An Aviation Promotion Grant application will be submitted to the Virginia Department of Aviation.

Marc Adelman said that the North Carolina Experimental Aircraft Association (EAA) Chapter that held the 2019 Young Eagles Rally in Danville met this past week to schedule events for 2020 and indicated they would like to hold another rally in Danville on August 29, 2020. The chapter is planning to modify registration activities since many children who pre-registered last year did not attend the 2019 event. Presently, there are no anticipated conflicts with events scheduled at the Virginia International Raceway the weekend of August 29, 2020. In addition, Averett University and the Danville Science Center indicated they would be able to support the event this August. The EAA Chapter expressed interest in parking aircraft near the public viewing area this year. The chapter indicated they felt the proposed parking arrangement was important because it would improve parent participation and help parents be more engaged.

Marc Adelman said an Aviation Promotion Grant application would be submitted to the Virginia Department of Aviation for the 2020 event. Budget information related to the 2019 Airport Open House and Young Eagles Rally was provided for the Commission's review. It was also discussed to include a static display for the 2020 event. Michael Duncan said he would be happy to coordinate military support. *A motion was made by Ken Carlson and seconded by Michael Duncan to submit the grant application to the State. All members in attendance were in favor of the motion.*

Public Comment Period

Libby Rembold commented that it was her understanding there was going to be a meeting scheduled with General Aviation Inc., Averett University and a Commission member to discuss fuel price situation with them but it appears that the airport is doing the research. She also commented their new lease states that they are to provide a report at each Commission meeting that provides aviation fuel price information for a fifty-mile radius. She shared fuel price information with the Commission and discussed her findings. Ken Carlson asked that a specific time be put on the agenda for General Aviation Inc.'s report be reviewed at each meeting instead of during the public comment period.

Communications

Sid Allgood said he would like to put together a committee to study sources of revenue. Ken Carlson thanked Libby Rembold of General Aviation Inc. for the information on the fuel prices. He commented that the current prices are better than they were. Linwood Wright thanked the Commission for their support of GSO Aviation Inc.

Adjournment

The Commission meeting adjourned at 5:30 pm.

The next meeting is scheduled for **Tuesday, February 11, 2020 at 4:00 pm in the Danville Regional Airport's Eastern Conference Room.**