

AIRPORT COMMISSION MINUTES

February 11, 2020

4:00 P.M.

Eastern Conference Room

The following were present at the Danville Regional Airport Commission Meeting on Tuesday, February 11, 2020.

Attendees:

Marc Adelman, Director	Michael Duncan	Libby Rembold, General Aviation
Ken Carlson	Phil Hall	Alan Spencer, Asst. City Attorney
Stephen Daniel	Joe Miller, Vice Chairman	Todd Pinekenstein, Bld. & Grounds Supt.
		Lisa Bivens, Administrative Assistant

Vice-Chairman Joe Miller led the meeting in the absence of Chairman Jessie Barksdale.

Approval of Agenda

A motion was made by Michael Duncan and seconded by Steven Daniel to approve the February 11, 2020 agenda. All members were in favor of the motion. A motion was later made by Michael Duncan and seconded by Stephen Daniel to amend the agenda to include item "F" to discuss terminal building pet signage. All members in attendance were in favor and the motion passed.

Approval of Minutes

Steven Daniel moved that the minutes of the January 14, 2020 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

Libby Rembold commented that since the new FBO lease does not allow her to bring her dog to the airport that signage should be installed to say "No Pets Allowed, Service Animals Only". Based on her comments the agenda was amended to discuss this issue further.

General Aviation Fuel Report Update

Libby Rembold circulated copies of the most recent fuel price information for the Commission's review. After review and discussion, it was decided to schedule a meeting potentially in May with General Aviation Inc. and Averett University to discuss fuel pricing and potential options for them to purchase fuel that could provide a reduced price. *A motion was made by Joe Miller and seconded by Ken Carlson to table discussion and consider scheduling a meeting with Averett University and General Aviation in May 2020 to discuss fuel pricing further. All members in attendance were in favor of the motion.*

Topic: Airport Maintenance Update

Action: Todd Pinekenstein updated the Commission on current maintenance projects.

Disposition: Terminal building upgrades will continue for the next few weeks.

Todd Pinekenstein updated the Commission on current airport maintenance projects.

Topic: Airport Maintenance Update (Continued)

He indicated that a week ago, representatives from the office of Economic Development came to the airport and informed staff of their interest to complete several improvements for the terminal building and grounds area.

Currently, the fountain has been removed and carpeting installed in the area where the fountain was located. Also, the cinder block walls located on the north side of the terminal were painted. Landscaping has been refreshed in areas adjacent to the terminal and new benches have been installed in front of the building. Other upgrades to be completed in the next few weeks include the installation of a 70” monitor and a counter top with charging stations that will be located on the northwest wall of the terminal. Discussion continued.

Adelman said based on the current improvements underway he suggested to the City Manager and Economic Development staff that the airport could submit a grant application to the state to complete improvements to the southside of the terminal building so the upgrades are consistent. He said he plans to work together with Economic Development to generate ideas. He also indicated that the Commission could offer input regarding any ideas recommended.

Topic: Airport Fuel Pricing, Operational and Infrastructure Assessment

Action: Todd Pinekenstein updated the Commission on fuel prices, airport infrastructure and operational data collected from nearby airports.

Disposition: The Commission plans to meet with General Aviation Inc. and Averett University this spring to discuss fuel-pricing issues.

Todd Pinekenstein updated the Commission on comparison data collected from airports in a thirty-three nautical mile radius of the airport regarding fuel pricing, infrastructure and airport operations. Criteria collected included current fuel pricing, whether taxes were included in the fuel price, if self-fueling was available on the field and the length of the airport’s primary runway. In addition, the data included information concerning the availability of an instrument landing system, whether a flight school was located at the airport, number of based jets and single engine aircraft on the field, daily operations, transient operations and the number of airports located nearby the field. Marc Adelman indicated that the survey results suggest that multiple factors can drive the fuel prices at each location such as the number of FBOs based at an airport. Discussion continued.

Topic: Updated FY21 Capital Improvement Budget

Action: Marc Adelman provided and discussed the updated FY2021 airport’s capital budget with the Commission.

Disposition: The updated CIP will be submitted for consideration by the City Manager’s office and City Council.

Marc Adelman stated that the results of a conference call with the Virginia Department of Aviation and the Federal Aviation Administration (FAA) influenced greatly the draft Airport Capital Improvement Plan. He added that he was glad that Joe Miller, Sid Allgood and Jessie Barksdale were able to participate in the call. State representatives clarified that funding is not eligible for a commercial hangar project that will be rented exclusively to a business. The state also identified that if hangar units are open for public use and offered on a first come first serve basis then state funding would be eligible for site prep activities.

Topic: Updated FY21 Capital Improvement Budget (Continued)

Consequently, state funding will not be available for site prep construction since the planned 115' x 130' hangar project would support an exclusive business. In addition, the FAA indicated during the call that they will not have funds available to complete the Taxiway H Widening project during FY2021. As a result, this project will not be bid as part of the design effort, which is currently underway and will be bid later when federal funds are available. In addition, Talbert, Bright & Ellington has agreed to complete design work for site prep work related to the new six-unit t-hangar building and aircraft parking area in lieu of not bidding the Taxiway H Widening project.

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
Site prep and taxilane construction for t-hangar building, aircraft parking area, grading - state funding	\$0	\$520,300	\$130,075	\$650,375	SPRING 2021
Design services for site prep construction for one (1) 13,000 sq. ft. hangar building, - located adjacent to Airport Drive, Northwest side of field	\$0	\$0	\$250,000	\$250,000	SPRING 2021 Zoning Variance Required
TOTAL	\$0	\$520,300	\$635,086	\$1,155,386	

Proposed FY21 Capital Improvement Budget (Continued)

Marc Adelman said since the January 2020 Airport Commission meeting, the airport has considered developing the large hangar on the north side of the field. He added that the cost for design services and prep construction for this hangar that could be located on a vacant parcel near the fire station adjacent to Airport Drive is estimated at \$250,000. Due to setback requirements and the length of the hangar, the project will require a zoning variance. Site prep construction for this project could be completed by the spring of 2021. Due to the proximity of the hangar to the long-term parking lot, an additional parking area will not be required for this project and will reduce the total estimated project cost compared to developing the facility on the south side of the field. Marc Adelman also reviewed the FY2022 proposed projects with the Commission.

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

Action: A draft budget for the event including a possible static display was discussed.

Disposition: The Airport Promotion Grant agreement has been received from the Virginia Department of Aviation and will be executed after the funds are appropriated by City Council on April 7, 2020.

The state Airport Promotion grant agreement was received this week from the Virginia Department of Aviation, however it cannot be executed until City Council appropriates funds for the project. The final reading to appropriate state and local funds is expected to occur on April 7, 2020. A draft budget for the 2020 Airport Open House and Young Eagles day was distributed for review. Marc Adelman commented that he communicated with the Virginia Military Aviation Museum concerning static display aircraft. A summary of aircraft appearance fees were distributed for review. He indicated that some of the advertising budget could be used to help finance a static display if necessary, relative to registration activity that may be facilitated through social media that could free up advertising funds. Discussion continued.

Marc Adelman informed the Commission that a capital grant request was approved by the state to complete the final phase of HVAC improvements for the terminal building involving the lobby and hallway areas. The total project cost is \$181,000. On February 20, 2020 the Virginia Aviation Board will vote to approve funding for the project.

Terminal Building Pet Signage

Michael Duncan expressed concern with installing exterior signage that Libby Rembold recommended that would indicate that only service dogs are allowed in the airport because he completes rescue flights for Pilots for Paws. After a short discussion, it was decided to get the exact language from the lease and look at this issue at the next meeting.

Public Comment Period

Libby Rembold asked would the airport be closed during the August 29, 2020 Open House/ Young Eagles Rally event and where would customers of General Aviation Inc. park their aircraft. Marc Adelman said the airport would not be closed during the event and suggested that customers of General Aviation Inc. could park in the new expanded apron area and on the north end of the terminal apron where the FBO parks aircraft for large VIR events.

Communications

No Communications

Adjournment

The Commission meeting adjourned at 5:14 pm.

The next meeting is scheduled for **Tuesday, March 10, 2020 at 4:00 pm in the Danville Regional Airport's Eastern Conference Room.**