

AIRPORT COMMISSION MINUTES

May 12, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, May 12, 2020 via Zoom.

Attendees:

Marc Adelman, Director	Michael Duncan	Alan Spencer, Asst. City Attorney
Sid Allgood	Phil Hall	Todd Pinekenstein, Bld. & Grounds Supt.
Jessie Barksdale, Chairman	Joe Miller, Vice Chairman	Lisa Bivens, Administrative Assistant
Ken Carlson	Cheryl Terry	
Stephen Daniel	Laura Ashworth, Economic Dev.	

Chairman Jessie Barksdale called the meeting to order and welcomed new member Cheryl Terry to the Commission.

Approval of Agenda

A motion was made by Michael Duncan and seconded by Phil Hall to approve the May 12, 2020 agenda. All members in attendance were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the March 10, 2020 meeting be accepted as presented and Phil Hall seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

No communications from visitors.

Topic: Airport Signage Improvements for Airport Drive and S. Boston Road location

Action: Laura Ashworth of the city's Economic Development office discussed signage options with the Commission.

Disposition: The city will move forward to obtain quotes to complete signage improvements as recommended.

Marc Adelman informed the Commission that Laura Ashworth of the city's Economic Development Office was present for the meeting to offer some suggestions regarding possible airport signage improvements for the sign located on a brick structure at Airport Drive and Highway 58.

Laura Ashworth shared different options with the Commission for signage improvements. She indicated that to lower the cost for each option new signage could be installed just on the east and west sides of the brick structure and leave the city seal on the front (north side of structure). Marc Adelman said a grant application could be submitted for this project to the Virginia Department of Aviation but currently it is very uncertain about the availability of state aid for next year. In the short term, this improvement could be accomplished using anticipated surplus operating funds from the airports utility account this fiscal year.

Topic: Airport Signage Improvements (Continued)

After discussion, *a motion was made by Michael Duncan and seconded by Joe Miller to proceed with Option 2b. This option would include 3/8 inch thick aluminum individually cut lettering on two sides of the sign and is estimated to cost \$10,498.84. Phil Hall amended the motion to include that the lighting be upgraded as part of the project. It was also agreed to use the airplane logo with no windows and to have the brick structure pressure washed. All members were in favor and the motion passed.*

Topic: Terminal Apron Rehabilitation Project and Walking Trail Project Update

Action: Projects are under construction.

Disposition: Weather issues may impact the planned work schedules for both projects.

Marc Adelman updated the Commission on the Terminal Apron Rehabilitation and Walking Trail projects. Currently, the grass area that will be developed to expand the apron and the tie-down area are under construction. The inspector for the project indicated that the contractor should be able to begin paving the terminal apron areas within the next three weeks. However, the inspector also indicated they are experiencing moisture issues in trying to meet density goals. Phil Hall asked when the connection to the fire station would be done. Mr. Adelman commented that the fire station connection would be completed towards the end of the project.

The walking trail that parallels Stinson Drive is now under construction. The project will extend the trail to Airport Drive across from the FBO maintenance hangar. Brian Dunevant of Public Works Engineering indicated that the Airport Drive curve project will begin later this fall. This project is linked to the Airport Layout Plan review process.

Topic: Updated FY21 Capital Improvement Plan

Action: Status of capital projects were identified for next fiscal year.

Disposition: Bid specifications are currently being completed to support t-hangar development.

Marc Adelman indicated he was pleased to inform the Commission that to date all planned FY2021 airport capital projects are moving forward through the local budget process. He indicated that the airport's engineering firm is currently finishing up bid specifications to complete site prep activities and develop taxi-lane access to support the construction of a new t-hangar building. The planned building could support four t-hangars and one box hangar or six-t-hangars. This project would also involve widening Taxiway H from the intersection of Taxiway E to the corporate hangar presently located adjacent to Taxiway H. The taxi-lane and site prep construction project will be bid in July and hopefully state funding will be approved for the project this fall.

The draft Airport Layout Plan was revised to erect an aircraft shelter previously discussed so it could be located adjacent to Taxiway H. The cost of the shelter and the concrete pad is estimated to cost approximately \$45,000. Mr. Adelman also indicated that the three box hangars identified in the draft Airport Layout Plan that are located adjacent to Taxiway H had to be reduced in size from 13,000 square feet to 10,000 square feet to support Object Free Area requirements and to accommodate a retaining wall that will be located south of the corporate hangars.

Topic: Updated FY21 Capital Improvement Plan (continued)

In addition, the draft Airport Layout Plan was updated to reflect where the 15,000 square foot hangars would be located on the northeast side of the airfield adjacent to closed Runway 24. Mr. Adelman said he also asked the engineering firm to include an Object Free Area for Closed Runway 24 to support future taxi-lane access to the hangar area. This project is also currently moving forward through the budget process, which will be finalized on June 16.

The funds to complete the design work to rehabilitate Runway 13/31 are also included in the FY2021 Capital Improvement Plan. The design effort will include bidding services. Mr. Adelman asked if the Commission would like to bid that work out with the base bid maintaining the current width of the runway and include an alternate reducing the width from 100 feet to 60 feet to as previously discussed. After discussion, it was the consensus of the Commission to move forward to include the base bid and the alternate.

Topic: Strategic Planning Activity – Development of Scope of Work

Action: Issues related to completing a strategic Terminal Area Plan were discussed.

Disposition: Commission members recommended to proceed with planning activities.

Marc Adelman identified various issues that could be studied in conjunction with completing a strategic terminal area plan. The Virginia Department of Aviation indicated recently that common tasks associated with a conceptual terminal building and a site plan could be combined. Per a request from the Commission, he informed members of his opinion of planning issues that needed to be addressed in terms of importance as identified below.

Airport Strategic Plan Conceptual Terminal Area Study	
List of needs in terms of importance	Explanation
Grant obligations – Since FY17 the state has provided \$322,579 in aid for terminal projects	If a new terminal building is constructed then the city would be responsible for paying the state for previous improvements completed to the existing terminal
Building space needs for customers	How much additional building space is needed to accommodate casino traffic?
Aircraft parking space needs	Terminal should be located adjacent to ramp to support large regional jet aircraft and other aircraft operations to provide convenient customer service
Automobile parking needs	Terminal should be located near available automobile parking
FBO customer area and administrative space needs	Space needs for FBO should be addressed to meet increased customer demand and support company objectives (i.e. conference room, office space, kitchen)
Utility Access	The location of terminal will impact utility access cost requirements
City Code Requirements	The proximity of a new building to other airport facilities will impact construction cost

Airport Strategic Plan (Continued)

List of needs in terms of importance	Explanation
State funding availability	State funding for terminal building improvements is related to public use space available in terminal
Additional amenities for pilots and customers	Size of bathroom facilities should be addressed, Will shower facilities and larger pilot's rest area be needed as part of improvement project?
FAA Design Standards and ALP requirements	A new terminal building must be identified in the Airport Layout Plan and conform to FAA design standards such as Object Free Area and Building Restriction Line and not impact other planned projects

Marc Adelman also provided a scope of services for the Commission to review regarding a possible strategic site plan/conceptual plan. The Virginia Department of Aviation provides funding to complete terminal site plans and conceptual plans. A conceptual plan will generate renderings, floor plans and budget estimates for building development whereas a site plan would primarily focus on site alternatives for building development and the related advantages and disadvantages of each option studied. He recommended that if the Commission would like to pursue funding for a strategic planning effort that both activities be merged together and accomplish all the objectives listed below.

Airport Strategic Plan - Recommended Scope of Services

- Project Objectives should be clearly identified
- A Preferred Concept design should be identified
- Phasing of improvements should be identified and developed in a logical sequence to allow for continuous effective FBO operations to support increased capacity, sequenced demolition if needed and renovations or replacement of facilities
- Develop survey, geotechnical data needed to support concept design options
- A short term and long-term site plan for different options should be identified as needed
- Define the size and functionality of FBO needs to support increased traffic and possible large passenger loads related to casino customer activity
- Evaluate advantages and disadvantages of possible FBO terminal locations with respect to construction cost, aircraft operations, vehicle access and customer requirements
- Determine location and layout of the FBO terminal
- Coordinate the Concept Design with Airport Commission and FBO staff to assist with refinement of floorplan options
- Determine the interior and exterior architectural design approach for terminal building improvements
- Identify security requirements
- Architectural and Engineering services recommendations should integrate local city code requirements
- Identify estimated construction cost for new construction
- Identify alternate floorplans for consideration of FBO terminal layout

Topic: Strategic Planning Activity – Development of Scope of Work (Continued)

Mr. Adelman said that he believes it is in the best interest of the airport to get ahead of the curve and make sure the terminal building can facilitate passenger traffic related to possible casino development and planned growth related to Averett University's flight center. He clarified that the state will not provide funding to develop floor plans for any new building except for a terminal building. If the Commission would like to make application for a strategic planning effort, the next opportunity would be the September board meeting. He clarified the airport engineering firm and architect would need to provide a detailed scope of work potentially using the identified bullet points as an outline and provide fees for services for the state to review. Marc Adelman also provided to the Commission possible terminal floor plans that could be associated with renovation work.

After discussion, the Commission agreed to request the airport engineering firm and their architect to submit a scope of services and fees to complete a strategic plan for terminal area improvements but not make application for funds until internal local planning activities are completed. *It was also the consensus of the Commission to initiate a state grant request for architectural services to complete terminal building improvements.* Mr. Adelman said if funding is approved by the state to complete architectural services that related work could begin at the end of 2020 or early 2021 and renovation work could be bid by the spring of 2021. The next Virginia Aviation Board meeting will not occur until mid-September. Therefore, if state funding is approved for architectural services the local appropriation for the project would not occur until after the grant agreement is received from the state later this fall. At that time, dependent upon the outcome of the local referendum regarding the casino, the project could proceed or be delayed. A meeting with the architect, Commission members, Averett University and General Aviation Inc. will be scheduled to discuss floor plan options for terminal renovations to expand capacity for increased passenger traffic.

General Aviation Inc. Fuel Report Update

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. The report indicated that General Aviation Inc.'s AVGAS prices decreased \$.20 per gallon in comparison to the last report. Comments provided by General Aviation Inc. indicated that only 1206 gallons of jet fuel and 1094.3 gallons of AVGAS were pumped during the month of April due to COVID-19. She also indicated that no loads of fuel were received and no fuel flow fees were paid during the month.

Public Comment Period

Libby Rembold provided comments in writing for the meeting. She commented that she is glad to see the airport may finally be getting a new sign and that the sign currently located on Highway 58 had been there since 1961. She said that she agrees that the FBO needs more space based on their experience with running the FBO for over 70 years. Libby Rembold also requested help from airport staff to keep the bathrooms and hallways clean and sanitized.

Adjournment

The Commission meeting adjourned at 6:12 pm.

The next meeting is scheduled for **Tuesday, June 9, 2020 at 4:00 pm. Members will participate electronically via Zoom.**