

AIRPORT COMMISSION MINUTES

June 9, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, June 9, 2020.

Attendees:

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

Approval of Agenda

A motion was made by Phil Hall and seconded by Sid Allgood to approve the June 9, 2020 agenda. All members in attendance were in favor and the motion passed.

Approval of Minutes

Joe Miller moved that the minutes of the May 12, 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: Establish a nominating committee to select officers

Action: Michael Duncan will serve as the nominating designee.

Disposition: Recommendations will be made at the July meeting.

The Airport Commission expressed consensus for Michael Duncan to communicate with Commission members concerning officer appointments and make a recommendation to the Commission as a whole for the positions of Chairman and Vice-Chairman at the July meeting.

Topic: Update on the Terminal Apron Rehabilitation and Expansion Project

Action: Information was shared with members regarding the status of the apron project.

Disposition: The contractor expects to begin the last two phases by the end of June or in July.

Marc Adelman updated the Commission on the progress of the Terminal Apron Rehabilitation and Expansion project. The final two phases of the project that will involve milling and paving the apron from Averett's Flight Center towards the Airport Fire Station should begin towards the end of June or early July. The contractor indicated that paving the tie-down and apron expansion areas would begin by the end of the week.

During excavation, a water spring was found under the tie-down area. Because of moisture issues, the contractor and engineering firm obtained permission from the Federal Aviation Administration (FAA) through a change order to apply a cement treatment to stabilize the soil in that area before the base course was installed.

Topic: Terminal Building Renovation Project

Action: The scope of services for architectural work to increase terminal building space for passengers and pilots was discussed with Airport Commission members.

Disposition: It was the consensus of the Commission to move forward with the scope of services to complete architectural services and to submit a grant application to the Virginia Department of Aviation to assist with financing the project.

Marc Adelman indicated a group meeting was held at the airport to discuss possible terminal building renovations to support increased passenger traffic and improve amenities for pilots. Those attending included Airport Commission members, Larry Hasson, Dewberry architect, commercial pilots, representatives of Averett University and Mike and Libby Rembold of General Aviation Inc. The primary focus of the meeting concerned developing a scope of services for a grant application for architectural services to renovate the terminal building. The deadline for the state aviation grant application is June 26, 2020. Currently, the estimated cost for architectural services is \$208,940. *After discussion, it was the consensus of the Commission to move forward with the scope of services as presented.*

Initial Scope of Services provided by Dewberry:

- Meet with airport representatives to clearly define project requirements
- Provide two schematic layouts showing potential renovations and additions and make changes based on comments
- Provide preliminary probable construction costs for each of the two accepted schematics
- Determine potential phasing of the schematics to break project into manageable construction costs
- Provide owner with final schematic floor plans of acceptance scheme for grant use
- Estimated cost for all related services - \$208,940 (i.e. structural, mechanical, plumbing, electrical, site plans and permitting and bidding)

Marc Adelman said another issue related to completing terminal building renovations to support casino traffic is the existing canopy that supports automobile and truck traffic, which is located adjacent to the terminal building due to its 10' height clearance. Karen Black, Public Works Chief Engineer evaluated options to accommodate large 45' bus traffic in this area. She believes minor modifications could be completed to the semi-circle pavement area to allow a large bus to complete necessary turning movements to board passengers near the main entrance of the terminal building. However, to accomplish this objective it would be necessary to remove the 10' high canopy.

Marc Adelman asked members if they would like to modify the scope of services to renovate the terminal by including the removal of the canopy to the scope of work for architectural services. Discussion continued. *After discussion, it was the consensus of the Commission to add the removal of the existing canopy to the scope of services.*

Topic: Runway 13/31 Project Update

Action: The scope of services for the Runway 13/31 project was discussed with members.

Disposition: Design services to rehabilitate Runway 13/31 will involve the full width of the runway and a request to displace the Runway 13 end will be made to the FAA so it can be used to take-off versus only as an overrun area.

Marc Adelman said if the city's budget is approved in June, it would include funding to complete design services to rehabilitate Runway 13/31. Previously, the scope of services discussed for the project addressed rehabilitating 60' of the 100' width of the runway to reduce the project cost. However, he informed Commission members the City Manager's office supports considering rehabilitating the full existing width of the crosswind runway. Marc Adelman also suggested rehabilitating the blast pad overrun area at the end of Runway 13 near the fire station. All of the cost estimates to date have excluded that area as part of the rehabilitation project. Marc Adelman requested input from members regarding rehabilitating this part of the runway and marking it as a displaced threshold allowing the pavement section to be used for takeoff purposes. Discussion continued.

Topic: Airport Strategic Plan – Development of Scope of Work

Action: Potential scope of work received from Talbert, Bright & Ellington

Disposition: Commission members expressed interest for a work session to discuss issues further before a consultant is hired.

Danville's Airport Engineering firm prepared a scope of services and fees to complete a strategic terminal site and concept study. The estimated total cost of the plan is \$97,065.70. During the May Airport Commission meeting members suggested to obtain the firm's proposal for services but not move forward until additional information is collected. This work would be required by the state if funding were requested to construct a new terminal building. Marc Adelman expressed concern over completing certain planning tasks such as generating passenger forecast data in advance of casino development that could dramatically influence passenger demand. However, he believes other tasks could be completed in the short term such as looking for site options for a new terminal building that may be needed. Discussion continued. Sid Allgood suggested the Commission should hold a work session to discuss these issues and complete some work internally before a strategic plan is initiated by a consultant. All members agreed.

Topic: Young Eagles Rally and Airport Open House Update

Action: Input was provided regarding possible pilot participation and the availability of static aircraft for the special event.

Disposition: Commission members preferred to pursue obtaining current military aircraft for static display. In addition, further input is needed to confirm pilot participation.

Marc Adelman said he spoke with Bob Cassell of the Apex, North Carolina EAA Chapter regarding the status of the Young Eagles Rally. Mr. Cassell indicated the chapter is still interested in possibly moving forward with the event despite the COVID-19 situation. Mr. Cassell mentioned for another event their chapter was planning in June that was cancelled due to the pandemic, about fifty percent of their pilots indicated they were still on board with completing free flights for students. He also shared that he likes the idea of having an Open House event in conjunction with the rally but he is concerned with social distancing issues.

Topic: Young Eagles Rally and Airport Open House Update (Continued)

To support social distancing goals for the Young Eagles Rally and Airport Open House Marc Adelman recommended eliminating the Star Lab exhibit and pizza distribution. In addition, he recommended modifying registration activities to reduce the possible number of attendees that could be in the terminal building at one time.

Marc Adelman said he received additional information from the Virginia Military Aviation Museum about available static aircraft for the special event. Museum staff indicated that a deposit is not required but encouraged the airport to execute a signed agreement in advance of the event. In addition, fuel fees are not included with appearance fees and attendees will not be allowed to get inside the static aircraft. After reviewing possible static aircraft available through the museum for the event, Commission members suggested to pursue military aviation support for static aircraft to have more current aircraft on display than were available through the Virginia Military Aviation Museum. Marc Adelman said he would submit the necessary forms to secure military aviation support.

General Aviation Inc. Fuel Report Update

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. The current load of AVGAS is the load they received in March before the pandemic and General Aviation Inc. received a load of jet fuel today causing the price to go up from \$3.15 to \$3.45 per gallon.

Public Comment Period

No public comments.

Communications

Stephen Daniel asked about the status of the airport sign. Marc Adelman said the quotes for the sign are due on June 12. The company that submits the lowest quote will be asked to provide a three dimensional exhibit. This will help determine if the Commission would like to proceed with including the aircraft logo on each side of the brick structure.

Adjournment

The Commission meeting adjourned at 5:14 pm.

The next meeting is scheduled for **Tuesday, July 14, 2020 at 4:00 pm. Members will meet at the airport. Social distancing will be accomplished.**