

# AIRPORT COMMISSION MINUTES

August 11, 2020

4:00 P.M.

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

## Attendees:

Marc Adelman, Director	Phil Hall, Vice Chairman	Travis Williams, Averett University
Sid Allgood, Chairman	Robert Jiranek	Alan Spencer, Asst. City Attorney
Jessie Barksdale	Joe Miller	Libby Rembold, General Aviation
Stephen Daniel	Earl Reynolds, Deputy City Mgr.	Richard Bailey, General Aviation
Michael Duncan	Charles Harris, Averett University	Todd Pinekenstein, Bld. & Grounds Supt.
	Dave Hutcheson, Civil Air Patrol	Lisa Bivens, Administrative Assistant

## Approval of Agenda

A motion was made by Phil Hall and seconded by Michael Duncan to approve the August 11, 2020 agenda as presented. Jessie Barksdale questioned the need to change the Communications Section of the agenda. Discussion continued. Sid Allgood commented that the changes allow the meeting to be opened up for discussion to hear ideas and concepts that may not be heard otherwise. Six members were in favor of the motion and one member opposed the motion. Motion passed.

## Approval of Minutes

Michael Duncan moved that the minutes of the July 14, 2020 meeting be accepted as presented and Stephen Daniel seconded the motion. All members in attendance were in favor and the motion passed.

## Communications from Visitors

Captain Michael Duncan and Captain Dave Hutcheson of the local Civil Air Patrol were present for the meeting and recognized Jessie Barksdale and Joseph Miller for the outstanding assistance provided to the Civil Air Patrol during their tenure as Chairman and Vice-Chairman of the Danville Regional Airport Commission.

**Topic:** Update on the Terminal Apron Rehabilitation and Expansion Project

**Action:** The terminal apron project is substantially complete. The contractor will be completing additional work to correct pavement deficiencies.

**Disposition:** The entire ramp will be seal coated after September 15, 2020.

Marc Adelman updated the Commission on the progress of the Terminal Apron Rehabilitation and Expansion project. The project is substantially complete, however there are deficiencies in multiple areas that must be addressed by the contractor. In four different areas, grinding work will be necessary since the pavement does not meet Federal Aviation Administration's (FAA) smoothness specifications. Patchwork is required adjacent to the FBO maintenance hangar due to ponding issues and repair work is also needed for the grassy area adjacent to the apron. The contractor plans to seal coat the entire ramp after September 15, 2020 due to input received from Virginia International Raceway and Averett University.

**Topic:** Aircraft Open Hangar/Aircraft Hangar Project Update

**Action:** Issues related to the possible development of an open hangar were discussed.

**Disposition:** Marc Adelman recommended that local funding should be considered for other hangar projects due to financial concerns and hangar availability issues.

Marc Adelman shared information during the July Airport Commission meeting concerning the possibility of constructing an open hangar and rental fees that are charged by other airports for open hangars. Over the past month additional quotes have been received to complete the necessary drive and concrete pad for Danville Regional's open hangar. The quotes came in much greater than expected for the project. As a result, Marc Adelman indicated he feels the local funds programmed for the open hangar project could be put to better use for other hangar improvements especially if funds were merged for this project with another project that is presently on hold due to the pandemic. He mentioned that the open hangar was considered initially because an aircraft owner needed hangar space and constructing an open hangar could be completed quickly until other enclosed hangars are constructed. However, hangar space became available for the aircraft and the open hangar is not needed to serve that purpose. Furthermore, Marc Adelman indicated that an open hangar may not be the best investment since the revenue generating capabilities are very limited but a box hangar could potentially generate \$700 to \$800 per month in comparison.

Marc Adelman said this past week a conference call was held with representatives from the FAA and Virginia Department of Aviation to discuss the new t-hangar building project, which involves widening Taxiway H, constructing a new taxi-lane for a new t-hangar building and site prep work for a new t-hangar building. The conference call also addressed planned terminal building renovations. He expressed concern about the ability to secure needed matching funds to widen Taxiway H because Danville's airport engineering firm identified that the project would cost in excess of \$1,000,000 and the FAA indicated federal funds would not be available this year. In addition, the state is currently unsure of their ability to fund projects due to the budget situation.

The Taxiway H widening project was bid together with the development of a new taxi-lane to support a t-hangar building. The improvements were bid together to avoid possible access issues that would occur if widening of the taxiway was completed after the taxi-lane and building were constructed, which would prevent tenants from being able to get out of their hangars while the taxiway is widened. Marc Adelman recommended if state funds are not approved for this project this year to possibly rebid the project next year but only complete the new taxilane and site prep work for the new t-hangar building to improve the probability of securing state funds. However, he also recommended that the t-hangar building should be built after the widening of Taxiway H is completed using federal and state funds to avoid access issues. Discussion continued.

**Topic:** Airport Long Term Plan/Establish Planning Meeting

**Action:** Discussion was held regarding scheduling a planning meeting for Commission members.

**Disposition:** Mr. Allgood said he will be in touch with everyone regarding the planning meeting.

Sid Allgood said he would like to schedule a planning meeting to have an opportunity for members to express opinions, ideas and concepts regarding their duties as Commission members. He indicated that a meeting would create an opportunity to develop a long-range plan for the

airport to discuss things that will be facing the Commission in the near and distant future. Michael Duncan and Phil Hall expressed their support of have a planning meeting. Mr. Allgood said he would be in touch with everyone regarding the scheduling of the meeting.

**Topic:** **General Aviation Fuel Report and discussion concerning future reporting requirements**

**Action:** Discussion was held to determine whether Commission members wanted to continue to receive the fuel report on a monthly basis.

**Disposition:** After discussion, it was decided to keep the fuel report as part of each monthly meeting as the lease identifies.

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. She commented that fuel pricing is about the same as last month. Sid Allgood asked the Commission if they wanted to keep receiving the fuel report data at each meeting. He recommended that the lease be amended to only require the report on a quarterly or semi-annual basis since the information can be obtained at any time on the internet. Libby Rembold said that if the Commission does not want the report each month she would like to have something in writing to that effect. Michael Duncan and Phil Hall suggested leaving the report in place each month to review related information and because it is a requirement of the current lease.

**Topic:** **Aviation Promotion Grant**

**Action:** Options for a new aviation promotion project were discussed.

**Disposition:** The Commission recommended making application for state funding to produce a new promotional product to support marketing goals.

As discussed at the last meeting, Betty Wilson of the Virginia Department of Aviation suggested that the airport make application for a new Aviation Promotion grant to support a different project since the Young Eagles rally was cancelled due to the pandemic. The grant allows for up to \$15,000 in expenses to be financed at fifty percent with state funding, which requires a \$7,500 local match requirement. It was discussed at the last meeting to possibly use the funds for an airport exhibit/educational display. Marc Adelman provided examples of exhibits used at other airports and a virtual tour for the Commission's review. He also asked for input and direction from the Commission if they would like to pursue another Promotion Grant request. He indicated, a grant application will need to be submitted to the state to outline how the funds will be used. Discussion continued. Michael Duncan suggested that the project should include a historical and prospective viewpoint about the value of the airport for use as a marketing tool to support multiple objectives. Charles Harris of Averett University was present for the meeting and mentioned that the university produced a virtual tour and indicated he would be happy to collaborate in the coming months with this project.

***A motion was made by Michael Duncan and seconded by Jessie Barksdale to move forward with the Aviation Promotion Grant and to have the Commission look at the creation of an appropriate promotional product working with the tenants on the field and other members to come up with a plan to make use of the Promotion Grant funds. All members in attendance were in favor of the motion.***

**Topic: Committees – needs and ideas**

**Action:** Commission members discussed the development of committees to assist with gathering information and to support decision-making efforts.

**Disposition:** Commission members were requested to develop ideas for committee assignments.

Sid Allgood suggested establishing committees of two members that would get together and complete research activities and bring that information back to the entire Commission for review and consideration. The committees would be used to help develop programs and ideas. Phil Hall indicated that he agrees with the concept and indicated there is a lot of sorting out of details that could be shared at the meetings so that the Commission is not starting from ground zero every time a new topic is discussed. Discussion continued. Several Commission members expressed concern regarding transparency and accountability issues related to establishing two-person committees and making sure the entire Commission is informed of all the necessary information and options when decisions are made. After discussion, Sid Allgood asked the Commission to develop a list of ideas and areas that need to be considered and bring those ideas back for discussion during the September meeting.

**Topic: FBO Tours**

**Action:** Commission members expressed interest to tour FBOs.

**Disposition:** Sid Allgood will follow up with members concerning a date for the planned tours.

Sid Allgood said during the February meeting Commission members discussed the possibility of visiting Fixed Based Operators close by to generate ideas for possible renovations to Danville's FBO and terminal in advance of possible casino traffic. Due to the COVID-19 pandemic, these tours were postponed. After discussion, several members volunteered to go on a trip to complete a tour of other FBO's in the region. Sid Allgood said he will working on getting with everyone to schedule a date for the trip.

**Topic: Bond Issuance Public Hearing/Airport Capital Projects**

**Action:** Information was provided concerning the status of a bond issuance for capital projects.

**Disposition:** Capital funds will be appropriated for airport projects this fall subject to City Council approval to issue bonds.

A public hearing will be held on August 18, 2020 concerning the city's plans to issue bonds for FY2021 city's capital improvement projects including airport projects. Subject to the approval of a resolution to issue bonds, City Council will appropriate funds this fall for all city capital projects and it is expected that in January 2021 the bond issuance will be completed. The bond issuance applies to the following FY21 airport projects; 1) Site prep for a 15,000 square foot hangar located adjacent to closed Runway 24 (all local funds), 2) Design services to rehabilitate Runway 13/31 (all local funds), 3) Construct an open hangar/aircraft shelter (all local funds) and 4) Widen Taxiway H and complete site prep for a new t-hangar building (state and local funds). Marc Adelman said that the status of several of the airport projects are currently uncertain due to the pandemic and available state funding. He added that there is time for the airport to sort out which projects should be completed. Adelman also added that additional input is necessary from the state and City Manager's office regarding the projects. Discussion continued.

### **Public Comment Period**

Charles Harris commented that Averett University is in the process of opening back up and will have one of its largest freshman classes. He added he plans to provide an update to the Commission in September concerning the FBO transition and will complete a follow up report by the end of the year. Libby Rembold mentioned that the airport promotion project should include information about the airport and things to do in Danville. She said one ongoing issue they have experienced is that hotels will not come to the airport to pick up visitors. She also expressed concern regarding the grass and landscaping in front of the FBO.

### **Communications**

Sid Allgood said he appreciates the input received from members reflects an expressed excitement for the future. He distributed copies of the City Code for the Airport Commission and asked Commission members to review to see if there are any articles that need to be changed for further discussion at the next meeting. Jessie Barksdale thanked Marc Adelman for a great update. Stephen Daniel asked about the progress of the trail extension and trailhead parking lot project currently underway.

### **Adjournment**

The Commission meeting adjourned at 5:30 pm.

The next meeting is scheduled for **Tuesday, September 8, 2020 at 4:00 pm. Members will meet at the airport. Social distancing will be accomplished.**