

AIRPORT COMMISSION MINUTES

September 8, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, September 8, 2020.

Attendees:

Marc Adelman, Director	Joe Miller	John Lippert, Visitor
Sid Allgood, Chairman	Cheryl Terry	Alan Spencer, Asst. City Attorney
Stephen Daniel	Earl Reynolds, Deputy City Mgr.	Libby Rembold, General Aviation
Michael Duncan	Charles Harris, Averett University	Todd Pinekenstein, Bld. & Grounds Supt.
Robert Jiranek	Travis Williams, Averett University	Lisa Bivens, Administrative Assistant

Approval of Agenda

A motion was made by Michael Duncan and seconded by Joe Miller to approve the September 8, 2020 agenda as presented. All members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the August 11, 2020 meeting be accepted as presented and Joe Miller seconded the motion. All members in attendance were in favor and the motion passed.

Communications from Visitors

Libby Rembold commented that the new signage located at Airport Drive and South Boston Road looks very nice. She also mentioned that she noticed the lights for the sign are staying on all day.

Topic: Bond Issuance Update

Action: Marc Adelman updated the Commission concerning the city's plans to issue bonds for capital projects.

Disposition: According to the Finance Department, the city anticipates receiving bond funds potentially as early as November.

Since the last meeting, City Council approved a resolution to issue bonds for all city capital projects. They also approved an ordinance to authorize use of Fiscal Year 2021 Debt Capacity. On September 15, 2020, City Council will consider authorizing a resolution for the sale of bonds. In October, it is anticipated that the City Manager, City Attorney and Mayor will execute bond issuance documentation. According to the Finance Department, they plan to receive funds potentially as early as November for all city project including funds for FY2021 airport projects.

Topic: Update on the Terminal Apron Rehabilitation and Expansion Project

Action: The contractor will be completing additional work to correct pavement smoothness and grass seeding deficiencies.

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

Marc Adelman informed members about the status of the terminal apron project and mentioned that pavement deficiencies exist that do not meet Federal Aviation Administration's (FAA) smoothness specifications. The contractor initiated repair work; however, two areas along the ramp still need additional work. In addition, additional seeding is needed near Taxiway A and the tie-down area. The entire ramp will be seal coated after the deficiencies are corrected. The seal coating is planned for after September 15 due to input received from the Virginia International Raceway and Averett University.

Topic: Aircraft Hangar / Taxiway H Widening Project Update

Action: Issues were discussed related to available federal and state funding for the project.

Disposition: Marc Adelman suggested that funding could be requested from the state in February 2021 to complete the t-hangar taxi-lane and site preparation for the new t-hangar building in the event funding is not approved in September.

Marc Adelman indicated that an important email was received recently from the FAA, which indicated that the Washington Airport District Office (WADO) would attempt to work with Danville's request for Design Services to Widen Taxiway H during FY21 and complete construction activities in FY22. This is extremely significant because the Virginia Department of Aviation's policy is to prioritize projects funded by the FAA. When capital projects receive federal funding, the state's funding match is limited to 8% and as a result, this funding arrangement allows the state to assist with financing more projects. Marc Adelman stated that the state also received a copy of the email from the FAA and as a result, he projected that it is unlikely the Virginia Department of Aviation will support the grant request that involved the state providing 80% funding for the Taxiway H Widening project. Discussion continued.

The Taxiway H widening project was bid together with the development of a new taxi-lane to support the construction of a new t-hangar building. These improvements were bid together to avoid possible access issues that would occur if the widening of the taxiway occurred after the taxi-lane and t-hangar building were constructed. Certain portions of the paving project are not eligible for federal aid. Consequently, when the project is rebid, the aircraft parking areas and taxi-lane that will provide access to the new t-hangar building will only receive state funding and must be bid separately.

Marc Adelman said that the only other option that could be considered presently to secure some funding for the project would be to reapply in February and ask for less state capital assistance to complete only the t-hangar taxi-lane and site preparation for the t-hangar building because neither of these two items are eligible for federal funding. He indicated that while this may assist with securing some state funding, there is not a real advantage in doing this because the t-hangar building could not be constructed until Taxiway H is widened. Discussion continued.

Topic: Airport Long Term Plan/Establish Planning Meeting

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

Disposition: Sid Allgood said he would be sending out an email to obtain information about Commission members' schedules.

Sid Allgood said he would be sending out an email to learn when members would be available to conduct a retreat-style meeting. He said the meeting would more than likely be an all-day event occurring on a Saturday. Mr. Allgood said this meeting would create an opportunity to develop ideas and a long-range plan for the airport.

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

Action: Fuel pricing was reviewed by the Commission.

Disposition: New loads of fuel will be received by General Aviation Inc., which could result in a price change.

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. She commented that they received a load of jet fuel today and should be getting a load of AVGAS by the end of the week, which may change the fuel pricing for each type of fuel.

Topic: Aviation Promotion Grant

Action: The state indicated that the promotion grant has been approved.

Disposition: The promotion grant should be received soon for execution by the city.

Danville's Aviation Promotion Grant has been approved by the Virginia Department of Aviation. The program manager indicated that she is currently waiting for Mark Flynn, Department Director to sign off on the grant and then it would be mailed to Danville for execution. At the last meeting, it was discussed to complete a video production to promote the airport based on the motion made and approved by the Commission.

An estimated timetable to complete the project is identified below:

- A request for proposals can now be issued for a video production project
- The project must be completed and the final invoice received by April 1, 2021
- The project should be advertised by November 1, 2020
- A purchase order should be issued to the company by December 1, 2020
- Development of project specifications should begin as soon as possible
- Input from Mark Aron, City's Multi-Media Manager is recommended
- Video taken of jets on ramp and Young Eagles Rally could be incorporated

Marc Adelman indicated that a Request for Proposals could be used to enter into a contract with a company. He stated that a Request for Proposals is different than an Invitation to Bid since the price identified by vendors is only one of the criteria evaluated, which provides more flexibility to choose a qualified candidate. While the project can be completed by April 1, 2021 it was suggested that if it were completed earlier that fall colors be included in the video. Marc Adelman said he would strongly suggest securing input concerning this project from Mark Aron, the city's Multi-Media Manager. Discussion continued.

Topic: Aviation Promotion Grant (Continued)

It was the consensus of the Commission for Michael Duncan and Phil Hall to continue to work as a Committee of the Commission and work with Marc Adelman to develop the project specifications.

Topic: FBO Tours

Action: Marc Adelman provided and discussed images from the Commission members recent tour of FBOs at the Raleigh Durham airport.

Disposition: Information received during the tours will be used to develop the scope of work to complete terminal building renovations.

Site visits were completed in August of the Signature and TAC Air Fixed Based Operators located at the Raleigh-Durham airport. Marc Adelman provided images and discussed the visits and how the information received could help with considering possible terminal and FBO facility upgrades. He also said images of the tour were sent to Dewberry for review.

The following are Marc Adelman's recommendations based on the FBO tours in Raleigh:

- Do not demolish the canopy adjacent to the terminal building near Airport Drive to support bus access and bring buses directly onto the ramp
- Bathroom renovations planned for the southside of the terminal are not necessary
- Expand bathroom facilities located across from the FBO
- Expand the airside canopy to provide better protection related to weather conditions
- Expand the pilot's lounge to support shower facilities and a quiet area
- Enlarge the FBO waiting area
- Widen the gate between the Terminal Building and Averett's Flight Center to support bus access to the terminal ramp area

Public Comment Period

Libby Rembold said when the location of the FBO manager's office is considered that it should be discussed with the FBO and whoever is going to be in there. She said they always felt the manager's office should be located where you could see onto the ramp to see that everyone is doing what they should be doing. Concerning the airport promotion video project, Libby Rembold mentioned that jet traffic, general aviation traffic and Averett aircraft should be included as part of the video. Libby Rembold also asked if the information from the Committees would be discussed during the regular Airport Commission meetings. Sid Allgood indicated that this information would be shared during open meetings and it was the job of the Committees to do the groundwork and research to speed up what is done in the Commission meetings when action is taken.

Libby Rembold commented on the recommendation to allow buses onto the terminal ramp and stated that is why we leave that gate open when VIR is here because those people want their vehicles brought out on the ramp. She added that now that the gate has been changed, which is going to make that difficult. Libby Rembold indicated the buses need to come out here and pick up the people, they do not need to come through here.

Public Comment Period (Continued)

Michael Duncan asked about why the gate was changed and Marc Adelman said there used to be a button on the gate control that could keep the automatic gate from closing, which is not consistent with FAA guidance and now that it has been modified there is a certain amount of time that is available to get through the gate before it closes. Libby Rembold said now when you are bringing fifteen cars out on the ramp somebody has to stand there. Michael Duncan said I understand that and I also know that I was here at 6:30 pm a couple of nights ago, the ramp was completely empty, and the gate was standing wide open. Libby Rembold said that is because the person that was here until 9:00 pm that night did not check the gate before he left to go home. Michael Duncan said I understand that the gate was open, the ramp was open, and it wasn't right. Marc Adelman mentioned that airport staff have noticed recently where the gate was left open and unattended multiple times.

Charles Harris commented that Averett University has engaged with a firm who will be updating and reconstructing the new FBO website, which will be tweaked throughout the fall. In addition, they are also currently in the process of doing some fieldwork and focus groups to develop an operations procedures manual. Mr. Harris also mentioned that Bud Oakley, President of the Virginia Aviation Business Association would be working with Averett University as a consultant through the next six months, working on all matters operational and leading some focus groups for the overall marketing strategy. Additionally, a job description has been finalized for the FBO manager position. Mr. Harris said he would be in attendance for the Commission meetings and answer any questions the Commission may have.

Communications

Stephen Daniel commented regarding a new rental car business in Danville. He also commented that he enjoyed the FBO tours that were taken.

Adjournment

The Commission meeting adjourned at 5:15 pm.

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