

AIRPORT COMMISSION MINUTES

October 14, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, October 14, 2020.

Attendees:

Marc Adelman, Director	Robert Jiranek	Ray Rodriguez, GSO Aviation
Sid Allgood, Chairman	Joe Miller	Alan Spencer, Asst. City Attorney
Jessie Barksdale	Earl Reynolds, Deputy City Mgr.	Libby Rembold, General Aviation
Stephen Daniel	Charles Harris, Averett University	Todd Pinekenstein, Bld. & Grounds Supt.
Michael Duncan	Travis Williams, Averett University	Lisa Bivens, Administrative Assistant
Phil Hall	Bud Oakey, President, Virginia Aviation Business Association	

Approval of Agenda

A motion was made by Phil Hall and seconded by Jessie Barksdale to approve the October 14, 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 September 8, 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 and Commission Members

No public comments

Topic: Averett University Update – Consultant Services

Action: No action was taken

Disposition: Future updates regarding aviation consultant services will be provided to the Commission.

Charles Harris introduced Bud Oakey, President of the Virginia Aviation Business Association (VABA), who will be serving as a consultant to Averett University. Mr. Oakey will assist the university with transitioning to assume FBO operations that will involve different responsibilities such as developing operational procedures and marketing strategies.

Mr. Oakey said that Averett University has requested his involvement to complete an independent review, which will entail pulling together qualitative information through a systematic report that will be presented to Averett University and the Airport Commission. He said this activity would involve several trips to Danville to complete interviews with people at the airport and with the Airport Commission. The primary objective is to identify perceived needs, clarify expectations and to develop a blue print to accomplish certain goal sets with moving forward. Discussion continued. Marc Adelman suggested that Ray Rodriguez of GSO Aviation, who was in attendance, would be a great resource to discuss FAA repair facility workforce issues. Discussion continued with the Commission asking questions to gain clarification on the process.

Topic: Averett University Update – Consultant Services (Continued)

Charles Harris previewed the new website that is currently under development that the university will use when they provide FBO services. Mr. Harris commented that the website should reflect the history of the Danville Regional Airport and the involvement of the Rembolds with bringing the FBO to this point. He also mentioned that the website will identify the planned transition involving Averett University as the new FBO and the fact that Michael Rembold will be working with Averett once they provide FBO services. Discussion continued.

Mr. Harris also informed the Commission that on September 30, 2020, Averett University submitted a proposal to hold the Air Force Junior ROTC Academy in Danville next summer. If approved, there will be as many as fifty high school students, who are Air Force ready and who would participate in the program.

Topic: Update on the Terminal Apron Rehabilitation and Expansion Project

Action: A meeting with the airport engineering firm, contractor and sub-contractors was held to discuss remaining project deficiencies.

Disposition: Drainage modifications will be necessary to correct water ponding issues. The airport will try to secure state aviation funds to complete the work. Additional analysis is needed to determine appropriate strategies for correcting other pavement deficiencies.

Marc Adelman informed members about the status of the terminal apron project and identified the pavement deficiencies that still exist. He showed images of the areas requiring additional work that were sent to the airport's engineering firm, who coordinated a meeting this morning with the seal coat manufacturer, the sub-contractor who applied the seal coat and APAC, the general contractor.

The airport engineering firm believes that the water ponding issue that is occurring on the north side of the ramp is most likely due to the existing slope from the large 80' x 80' hangar to Hangar 400. As a result, water from both hangars is flowing to the same point near the northeast downspout for Hangar 400, which is causing water to pond along the terminal ramp from the hangar area to Taxiway A. Drainage modifications will be necessary to correct the ponding issue and the airport plans to make application for state funds to complete the work.

Marc Adelman also reviewed images that show brown residue is located on the terminal ramp near Averett's Flight Center building and the Civil Air Patrol building. The residue may be a result of hydraulic fluid or some other fluid that got onto the ramp prior to the completion of the seal coat work. During the meeting today that occurred with airport staff, the airport engineering firm, contractors and the seal coat manufacturer it was recommended by the seal coat manufacturer that cores be extracted to determine how much of the damaged pavement area should be milled and repaved. In addition, there is another area near the maintenance hangar where pavement deficiencies exist that must be addressed by the contractor and sub-contractor.

Topic: Airport Long Term Plan/Establish Planning Meeting

Action: Discussion involved scheduling a planning meeting for Airport Commission members.

Disposition: Sid Allgood said he would be in touch with members soon regarding a possible date adjustment so more members can potentially attend the planning meeting.

Sid Allgood said the tentative dates that have been discussed with members may need to be adjusted to allow more members to be present for the planning meeting. He indicated he will be in touch with Commission members soon regarding the date and will also be sending a brief outline of the meeting agenda.

Topic: General Aviation Inc. Fuel Report

Action: Fuel pricing was reviewed by the Commission.

Disposition: A new load of fuel was received by General Aviation Inc., on Saturday, 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 fuel this past Saturday and that fuel pricing may change.

Topic: Airport Commission Sub-Committee Update – Video Production Project

Action: The sub-committee's recommendations were reviewed by the entire Commission.

Disposition: The approved draft Request for Proposals (RFP) will be sent to the city's Purchasing office to be advertised.

Marc Adelman updated the Commission concerning recommendations provided by the sub-committee to develop a promotional video. He also reviewed the motion that was approved at the August Airport Commission meeting to create a promotional product with the assistance of airport tenants. The sub-committee met on September 18, 2020 to discuss the project with Mark Aron, Danville's Multi-Media Manager and provided recommendations to draft a RFP for video production services. In addition, the sub-committee recommended that aerial photography should be included as part of the video. Input was requested from Commission members concerning the project scope, evaluation procedures and planned timetable for the project.

A purchase order was issued to Aerial Unlimited to complete aerial photography at the airport using an unmanned aircraft vehicle/drone due to time constraints associated with obtaining FAA approval. The tentative date for the aerial photography is November 17, 2020. Input was requested from Commission members regarding areas on the airfield to be filmed by Aerial Unlimited. Phil Hall expressed thanks to Mark Aron for his assistance with developing the RFP. Marc Adelman said he would like to emphasize that since this project is funded through a State Aviation Promotion Grant, the state will only provide fifty percent funding relative to the low price submitted by a production company. Discussion continued.

After discussion, a motion was made by Joe Miller and seconded by Steven Daniel to approve the draft RFP for the video production. All members in attendance were in favor and the motion passed.

Public Comment Period

Libby Rembold said that she agreed with the comment made by Bud Oakey that this airport has always been Danville's best kept secret. She also commented that Mr. Oakey said everybody has to work together and that does not happen here. She also agreed that the space here at the airport is not always used for the best purposes.

Closed Meeting

The Airport Commission of the City of Danville, Virginia recessed and immediately reconvened into closed meeting at 5:05 pm. The Airport Commission of the City of Danville, Virginia immediately reconvened into open meeting at 5:50 pm.

Communications

No communications

Adjournment

The Commission meeting adjourned at 5:53 pm.

The next meeting is scheduled for **Tuesday, November 10, 2020 at 4:00 pm. Members will meet at the airport. Social distancing will be accomplished.**