

AIRPORT COMMISSION MINUTES

May 11, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, May 11, 2021.

Attendees:

Marc Adelman, Director	Gene Jackson	Alan Spencer, Asst. City Attorney
Sid Allgood, Chairman	Robert Jiranek	Libby Rembold, General Aviation
Jessie Barksdale	Joseph Miller	Todd Pinekenstein, Bld. & Grounds Supt.
Stephen Daniel	Don Aungst, Averett, Vice	Lisa Bivens, Administrative Assistant
Michael Duncan	President, CFO & COO	

Approval of Agenda

A motion was made by Michael Duncan and seconded by Joe Miller to approve the agenda for the May 11, 2021 meeting. All members in attendance were in favor and the motion passed.

Approval of Minutes

Gene Jackson moved that the minutes of the April 13, 2021 Commission meeting be accepted as presented. Robert Jiranek seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

No Communications.

Topic: Airport Capital Improvement Program Update

Action: The status of the Airport Capital Improvement Projects was reviewed.

Disposition: The Commission will be updated when individual projects are approved for funding and scheduled to begin.

Marc Adelman updated the Commission on the status of the airport's Capital Improvement Projects. He indicated that unique numbers were identified for each project in the PowerPoint presentation to help distinguish the planned improvements.

Sid Allgood said he asked Joe Miller and Steven Daniel to serve on the subcommittee for the Terminal Building Renovation project. Mr. Allgood stated that he felt subcommittee members worked very well together with the production of the airport promotional video project and would like to continue along those lines with other projects. The kickoff meeting for the Terminal Building Renovation project is scheduled at 2:30 pm on June 8, 2021 in advance of the Airport Commission meeting. The project is expected to be bid by December 2021. A grant application will be submitted to the state for construction activities to complete terminal renovations so it can be considered for funding at the March 2022 Virginia Aviation Board meeting. If the state grant is rejected in March, then local funding will be used for the project.

STATUS OF AIRPORT CAPITAL IMPROVEMENT PROJECTS

PROJECT NUMBER	PROJECT NAME	PROJECT OBJECTIVE	PROJECT STATUS
1	REHABILITATE RUNWAY 13/31 AND TAXIWAY F – CONSTRUCTION	MILL 2”, INSTALL FABRIC AND PAVE	CITY COUNCIL IS ANTICIPATED TO APPROVE NEXT YEAR’S CAPITAL BUDGET ON MAY 18, 2021. THIS WEEK DANVILLE’S PURCHASING DIRECTOR TO PROVIDE NOTICE OF AWARD TO ADAMS CONTINGENT UPON BUDGET APPROVAL
2	ARCHITECTURAL SERVICES TO RENOVATE TERMINAL BUILDING	IMPROVE ACCESS FROM AIRSIDE TO LANDSIDE AND EXPAND FACILITY AMENITIES FOR PILOTS AND PASSENGERS PROJECT INCLUDES NEW FURNITURE FOR COMMON AREA AND PILOT’S LOUNGE	CONTRACT HAS BEEN AWARDED. A KICKOFF MEETING WITH THE ARCHITECT AND REPRESENTATIVES OF THE AIRPORT COMMISSION AND AVERETT UNIVERSITY IS SCHEDULED FOR JUNE 8 TH IN ADVANCE OF THE JUNE 2021 AIRPORT COMMISSION MEETING. <i>CITY BUDGET FOR JULY 1, 2021 – JUNE 30, 2022, INCLUDES \$632,660 TO COMPLETE RENOVATION WORK.</i>
3	WIDEN TAXIWAY H - CONSTRUCTION	WIDEN TAXIWAY TO SUPPORT REGIONAL JET AIRCRAFT, CONSTRUCT TAXILANE AND SITE PREP FOR NEW T-HANGAR BUILDING	CONTRACT HAS BEEN AWARDED TO APAC BUT IT HAS NOT BEEN EXECUTED. CONSTRUCTION WORK IS NOT EXPECTED TO BEGIN UNTIL LATER THIS SUMMER. CONTRACT WITH WRA, THE INSPECTION COMPANY HAS NOT BEEN FINALIZED.
4	DESIGN SERVICES TO CONSTRUCT AIRCRAFT PARKING RAMP AND AUTOMOBILE PARKING LOT	COMPLETE DESIGN SERVICES TO BID PROJECT THIS FALL TO CONSTRUCT AIRCRAFT RAMP FOR JETS AND 39-SPACE AUTOMOBILE PARKING LOT <i>SUPPORT DEVELOPMENT OF FUTURE PUBLIC USE CORPORATE HANGARS</i>	GRANT APPLICATION HAS BEEN SUBMITTED FOR DESIGN SERVICES TO THE VIRGINIA DEPARTMENT OF AVIATION. THIS PROJECT IS NOT ELIGIBLE FOR FAA FUNDING SINCE THE PROJECT IS INTENDED FOR PARKING AIRCRAFT AND AUTOMOBILES. THE STATE WILL ADVISE ON THE GRANT STATUS NEXT MONTH. THIS GRANT WILL ONLY SUPPORT PUBLIC USE HANGAR FACILITY DEVELOPMENT. <i>FUNDING IS NOT ELIGIBLE FOR BUSINESS DEVELOPMENT OBJECTIVES.</i>
5	DESIGN SERVICES TO REHAB TAXIWAY CONNECTIONS AND SOUTH RAMP	DESIGN BID SPECS TO RUBBLIZE THE EXISTING CONCRETE AND PAVE OVER 510’ X 425’ RAMP WITH ASPHALT. CORRECT BUCKLING DEFICIENCIES.	GRANT APPLICATION HAS BEEN SUBMITTED FOR DESIGN SERVICES TO THE FEDERAL AVIATION ADMINISTRATION. THE PROJECT WILL BE FINANCED AT 100% WITH FEDERAL AID. THE FAA SHOULD ADVISE ON THE GRANT STATUS BY JULY 1 ST .

Marc Adelman indicated that the Taxiway H widening, and taxi-lane construction project was awarded to APAC, Inc., however due to subcontractor issues it is anticipated that the project will not begin until late summer. This project is expected to be completed in 60 days and the airport will be working with WRA, Inc. to complete testing and inspection services.

Topic: Aviation Promotion Grant

Action: Project options were considered for the FY22 Aviation Promotion Grant application.

Disposition: An aviation promotion grant application will be submitted in June 2021 to support a Young Eagles Rally and Airport Open House. The grant application will identify advertising to promote the airport as an alternate project if the rally cannot be held.

Marc Adelman requested input from the Commission regarding a preferred scope of activities for the FY2022 Aviation Promotion Grant application. Typically, grant requests are submitted in June or July to improve the probability of securing state aid. Aviation promotion grants provide up to 50% funding or \$7,500 for a \$15,000 project budget. Adelman said he spoke to the state's Aviation Promotion grants manager regarding using funds for another Airport Open House and Young Eagles Rally and asked about optional project activities if a Young Eagles Rally doesn't work out. The grants manager recommended including another project as part of the grant application that could be completed if the rally cannot be held. She also indicated that the project would have to be closed out by May 2022. As a result, a potential Young Eagles Rally would have to be held no later than early to mid-April 2022 for all invoices to be received and processed before the grant closeout deadline.

Marc Adelman indicated that an alternate project for the Aviation Promotion grant application could involve placing additional television advertising using the 30-second spots that were produced this year. He added that he believes the Business Development spot would be a good fit for the Greensboro or Charlotte markets. However, he suggested that the General Awareness and Aviation Educational spots would be best advertised in the Danville area.

Marc Adelman reviewed television advertising information with the Commission. He mentioned that he feels comfortable that the airport's current operating budget can support spending a total of \$6,000 in June for television advertising. An additional \$10,000 in advertising funds will be available in July in conjunction with the FY22 budget. In addition, if the FY22 Aviation Promotion Grant is approved and was used for television advertising there would be another \$15,000 available to promote the airport next year.

After discussion it was the consensus of the Commission to complete television advertising with Channel 13 and Comcast and placing ads for the Education and General Awareness spots on Channel 13 and the Business Development spot in the Greensboro, Charlotte, and Raleigh areas. Michael Duncan suggested letting Marc Adelman decide what he thinks is best regarding the streaming option to promote the airport and saturate the market in the right areas. The Commission was also in agreement that the Aviation Promotion Grant should be pursued to hold an Airport Open House and Young Eagles Rally but if it does not work out, then state funding should be requested for additional advertising to promote the airport.

Sid Allgood indicated due to previous discussions regarding current fuel farm capabilities and the possibility of installing a self-fueling facility that it would be good to establish a subcommittee to offer input regarding these projects to the Commission. Mr. Allgood mentioned that Gene Jackson and Steven Daniel volunteered to serve as a subcommittee to research these projects and provide information to the Commission including cost estimates. Both members were on the Commission when the possibility of establishing self-service fueling facility was discussed previously.

Topic: General Aviation Inc. Fuel Report

Action: Fuel pricing information was reviewed by the Commission.

Disposition: Additional fuel price information will be provided next month.

Libby Rembold said that they received a load of AVGAS this week. She also commented that she hopes the issues with the pipeline will not affect jet fuel deliveries. She stated that General Aviation Inc. is on the list to receive a delivery on Thursday.

Public Comment Period

Don Aungst of Averett University attended the meeting and mentioned that John Earl, the new FBO manager will be departing California on Friday and will begin his new position with the university effective June 1, 2021. In addition, he mentioned the university received a draft strategic marketing plan from Bud Oakey. Currently, Don Aungst, Dr. Franks, Travis Williams, and John Earl are reviewing the document.

Communications

Sid Allgood mentioned that there is a lot going on at the airport and from time to time he will be reaching out to other Commission members for assistance. Michael Duncan said that he was approached by the county ROTC leaders about upcoming field day activities planned for June 14 through June 18, 2021. He indicated the ROTC would like to complete a mini Young Eagles Rally for the cadets. He will be getting more information and could potentially be calling on members for assistance.

Adjournment

The Commission meeting adjourned at 4:51 pm.

The next regular Commission meeting is scheduled for **Tuesday, June 8, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**