

# AIRPORT COMMISSION MINUTES

June 8, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, June 8, 2021.

## Attendees:

Marc Adelman, Director	Robert Jiranek	John Earl, FBO Manager
Sid Allgood, Chairman	Joe Miller	Alan Spencer, Asst. City Attorney
Jessie Barksdale	Larry Hasson, Dewberry	Libby Rembold, General Aviation
Michael Duncan	Santi Sanchez-Contreras,	Todd Pinekenstein, Bld. & Grounds Supt.
Phil Hall	Dewberry	Lisa Bivens, Administrative Assistant
Gene Jackson	Don Aungst, Averett, Vice President, CFO & COO	

## Approval of Agenda

A motion was made by Robert Jiranek and seconded by Phil Hall to approve the agenda for the June 8, 2021 meeting. All members in attendance were in favor and the motion passed.

## Approval of Minutes

Michael Duncan moved that the minutes of the May 11, 2021 Commission meeting be accepted as presented. Gene Jackson seconded the motion, all members in attendance were in favor and the motion passed.

## Communications from Visitors and Commission Members

No Communications.

### **Topic: Welcome John Earl**

**Action:** Don Aungst introduced John Earl, the new Fixed Based Operator (FBO) manager to the Commission.

**Disposition:** Effective July 1, 2021 Averett University will assume management of the FBO.

Don Aungst, Chief Financial Officer for Averett University introduced John Earl, the new FBO manager to the Commission. Mr. Earl indicated he was excited to be in Danville. Effective July 1, 2021 Averett University will assume management responsibilities for the FBO.

### **Topic: Terminal Building Renovations Update/Subcommittee**

**Action:** Plans for the terminal building renovation project were reviewed.

**Disposition:** Larry Hasson of Dewberry indicated he would try to get a couple of concept renderings together for review at the July Airport Commission meeting.

Marc Adelman stated that subcommittee members involved with the terminal building renovation project met prior to the Airport Commission meeting today along with representatives of Dewberry's Architectural Department and Averett University. Larry Hasson, Dewberry's Architecture Department Manager was also in attendance to discuss the project and respond to questions.

**Topic: Terminal Building Renovations Update (Continued)**

Marc Adelman mentioned that a state aviation capital grant was approved in April by the Virginia Aviation Board to provide financial assistance for the terminal building renovation project. He indicated that a contract with Dewberry Engineering has been executed and a purchase order was issued to the company to complete design services for the project. A primary goal is to complete the design work and open bids by the end of December 2021 so that the construction project could be considered for state funding at the February 2022 Virginia Aviation Board meeting. Construction work could potentially begin in May of 2022. If the state grant is rejected, then local funds that have been budgeted for the project through the city's Capital Improvement Program will be used to finance the work.

Marc Adelman reviewed conceptual plans for the renovation project with Commission members. Larry Hasson suggested that during the design process it will be decided whether the bathrooms located on the south side of the terminal should be expanded to meet ADA requirements. It was also discussed to enclose the new vending machine area, which will be relocated to the south end of the terminal building. Larry Hasson said he would try to prepare a couple of concept renderings for members to review during the next Airport Commission meeting in July.

**Topic: Establish a Nominating Committee for Airport Commission Officers**

**Action:** Sid Allgood and Phil Hall confirmed they were open to serving another term as officers.

**Disposition:** Alan Spencer commented that he would run the election during the July 13<sup>th</sup> Airport Commission meeting.

Procedures to appoint new officers for the Airport Commission were discussed and it was determined that it is unnecessary to establish a nominating committee since members are willing to serve. Marc Adelman stated that Sid Allgood, Airport Commission Chairman and Phil Hall, Vice-chairman are eligible to be reappointed based on the city code. Both members indicated they were open to serving another term per the recommendations of the Commission. Alan Spencer commented that he would run the election during the July 13<sup>th</sup> meeting.

**Topic: Update on the Fuel Farm Expansion and Self-Fuel Facility Project**

**Action:** Subcommittee recommendations were discussed with the Airport Commission.

**Disposition:** It was decided for the subcommittee to meet with John Earl and Brian Salyers to discuss the recommendations and come back to the Airport Commission with a final recommendation.

During the last meeting Gene Jackson and Stephen Daniel were appointed to serve on a subcommittee to gather information concerning the possibilities of expanding the existing fuel facility and installing a self-fuel facility on the airfield. The subcommittee met last week to discuss this project. Marc Adelman provided background information to the Commission regarding planning issues related to this project that were considered by the subcommittee, which are identified below.

- Planned location of the self-fuel facility with respect to aircraft operational activity and the current Airport Layout Plan designation for the self-fuel facility.

**Topic: Update on the Fuel Farm Expansion and Self-Fuel Facility Project (Continued)**

- Alternate locations for a self-fuel facility that could potentially impact hangar development.
- Need and cost of the self-fuel facility
- Need and cost for the fuel facility expansion

The current sites identified on the Airport Layout Plan for both the self-fueling facility and the fuel farm expansion were discussed. Other items that impact planning efforts for both projects were discussed including the following.

- State funding levels vary relative to fuel sales. More funding is provided if fewer gallons are sold.
- Danville is currently eligible to receive 33% funding from the state for the fuel facility projects relative to the current gallons of aviation fuel sold at the airport.
- Danville can receive up to \$200,000 for an aviation self-fueling facility project.
- The estimated cost to modify a fuel farm with self-fueling capabilities is between \$15,000-\$20,000 provided the fuel farm is located on the aircraft ramp. Since Danville's fueling facility is not located adjacent to the terminal ramp the self-fueling facility project cost is estimated to be much greater.

The Virginia Department of Aviation provided cost information for other fuel facility expansion projects completed in Virginia including the following.

- **Design Cost** for a FY2015 project at the Wakefield airport to add four (4) 4,000-gallon tanks - \$49,656.
- **Construction Cost** for the FY2016 Wakefield airport to add tanks and containment area - \$204,210.

Based on information identified above, if the total cost to modify the airport's existing fuel farm was \$300,000 then the City of Danville would be eligible to receive \$99,000 in state funding.

Gene Jackson discussed two possible locations to develop a self-fueling facility. He indicated that he feels the areas near the Civil Air Patrol Building and the Operations tower could interfere with ingress/egress traffic and take away from the development of possible corporate hangar development. In addition, pilots that choose self-fueling typically buy less fuel such as 10-15 gallons at a time, which in turn would not be a good investment for the city. Gene Jackson also suggested that if the city were to operate a self-fueling facility it would be in direct competition with a FBO trying to sell fuel. He indicated that the subcommittee feels the construction of a self-fueling facility is not a good idea at this time for the city. Furthermore, it was identified that if the FBO should choose to go into the self-serve fueling business, it would be their decision. The city should not be in competition with the FBO.

Regarding the fuel farm expansion project, Gene Jackson said the subcommittee discussed to possibly replace the current Jet A tank with a larger tank or add a second Jet A tank inside the current fuel farm location. Additional modifications to the containment area would be required relative to the scope of the project. Marc Adelman said he strongly recommends that the Commission move forward with a fuel farm expansion plan. He said that he has asked John Earl to offer recommendations regarding additional fuel supply needs.

**Topic: Update on the Fuel Farm Expansion and Self-Fuel Facility Project (Continued)**

On two different occasions this spring the FBO sold over 22,000 gallons of jet fuel in one weekend and the current tank only accommodates 12,000 gallons. With added casino traffic it is conceivable that 30,000 gallons of jet fuel or more could be sold in one weekend. Discussion continued.

It was decided for the subcommittee to meet with John Earl, FBO manager and Brian Salyers of Talbert, Bright & Ellington to discuss recommendations made by the FBO regarding their preferences for additional fuel supply capabilities. A final recommendation would be made to the Airport Commission from the subcommittee after further information is reviewed.

**Topic: Update on Runway 13/31 and South Ramp Rehab project**

**Action:** Marc Adelman updated the Commission on the two capital improvement projects.

**Disposition:** The Runway 13/31 project will begin in July 2022 and will be financed with local funds only. A grant agreement is anticipated to be received soon from the Federal Aviation Administration (FAA) to complete design work to rehabilitate the south ramp and the taxiway connections to the ramp.

The Runway 13/31 Rehabilitation project will not begin until the summer of 2022. The project was bid out in January 2021 to provide a reliable budget estimate, but the city could not get under contract until July 2021 since the project will be funded during FY2022, which begins July 1, 2021. Over the spring the general contractor obtained other work, which prevented the company from being able to start the Runway Rehabilitation project during 2021. After further discussion with the general contractor it was decided that a contract would be executed for the project to begin in July 2022.

Currently, the city is waiting on a 100% federally funded grant agreement for design services to rehabilitate the south ramp and the taxiway connections to the south ramp. On July 6<sup>th</sup> funds will be appropriated locally for this project. It is anticipated that the FAA grant should be executed for this project in early July.

**Topic: General Aviation Inc. Fuel Report**

**Action:** Fuel pricing information was reviewed by the Airport Commission.

**Disposition:** Additional information will be provided next month by the FBO.

Libby Rembold provided fuel pricing information to the Airport Commission. She also commented that General Aviation Inc. recently hired two Averett students to help with fueling aircraft and other duties and that they had done an awesome job. She added that she hopes they will be able to keep their jobs with the new FBO.

**Public Comment Period**

No Comments

**Communications**

Sid Allgood thanked General Aviation Inc. for an outstanding weekend of providing service. He also offered his thoughts and prayers to Mike Rembold during his recuperation. Michael Duncan mentioned the Pittsylvania County JROTC field day would be held at the airport on June 18<sup>th</sup>.

### **Communications (Continued)**

Phil Hall thanked General Aviation Inc. for a great weekend and offered his best to Mike Rembold. Robert Jiranek mentioned the great service provided over the years by General Aviation Inc. not only from Mike Rembold but also from his father, Paul Rembold. He commented that their service over the years highlights a standard that is expected to continue at the airport.

Marc Adelman mentioned that next Thursday, June 17, 2021 he will be completing a presentation to the Virginia Aviation Board. The meeting will be streamed online, and he will make that information available to the Commission in the event members would like to watch remotely.

### **Adjournment**

The Commission meeting adjourned at 5:09 pm.

The next regular Commission meeting is scheduled for **Tuesday, July 13, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**