

AIRPORT COMMISSION MINUTES

December 13, 2022

3:00 P.M.

City Hall, Fourth Floor Conference Room

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, December 13, 2022.

Attendees:

Marc Adelman, Director

Michael Duncan

Alan Spencer, Deputy City

Sid Allgood

Gene Jackson

Attorney

Jessie Barksdale

Lisa Bivens, Administrative

Stephen Daniel, Vice-Chairman

Assistant

Stephen Daniel, Vice-Chairman lead the meeting due to the absence of Chairman Phil Hall.

Approval of Agenda

Michael Duncan made a motion to amend the agenda for the December 13, 2022, meeting to include as Item A, Report from the Sub-Committee and to remove Item E, FBO Lease Update. Sid Allgood seconded the motion, all members in attendance were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the November 15, 2022, Airport 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 Airport Commission Members

No communications.

Topic: Update from the Airport Commission Planning Sub-Committee

Action: Michael Duncan provided a document that included sub-committee recommendations regarding planning items discussed during the September 30, 2022, Airport Commission Planning meeting.

Disposition: Project recommendations discussed during the meeting will be studied as part of the upcoming Airport Master Plan Update.

Michael Duncan reviewed recommendations with the Airport Commission that prioritized certain future planning activities. These activities are summarized below.

- Construct hangars and particularly those that can store jet aircraft.
- Improve the line of sight from the Operations Tower to Runway 13/31.
- Develop the east side of the airport.
- Develop solid expectations and know who is doing what when it comes to communicating the value of airport activities.

Topic: Update from the Airport Commission Planning Sub-Committee (Continued)

The recommended project activities provided by the sub-committee were briefly discussed. Other planning activities identified by Commission members included the possibility of providing food service, widening the primary runway and holding another airshow.

Chris Franks, Chief Engineer for the Danville Public Works Engineering Office was in attendance for the meeting. Marc Adelman asked Mr. Franks if Public Works staff could complete the design work to improve the line of sight between the Operations Tower and Runway 13/31. Discussion continued.

Topic: FY24 Operating Budget for consideration

Action: Lisa Bivens, Senior Administrative Assistant reviewed the proposed FY2024 operating budget with the Commission.

Disposition: After review, a motion was made to approve the operating budget as discussed.

Lisa Bivens reviewed the airport's draft FY2024 operating budget with the Airport Commission and mentioned there are few changes for the upcoming budget compared to the FY2023 budget. She projected that the related cost for maintenance service contracts, outside services, telephone/internet expenses and fuel will increase incrementally for FY2024. *After the review, Michael Duncan made a motion to approve the airport's operating budget for FY2024 as presented. Sid Allgood seconded the motion and all members in attendance were in favor and the motion passed.*

Topic: Update on the Terminal Building Renovation Project

Action: Marc Adelman updated the Airport Commission concerning the terminal building renovation project.

Disposition: Drywall work activity is underway for the bathrooms located on the south side of the terminal building and demolition work continues with the airside canopy.

Marc Adelman updated the Airport Commission concerning the status of the terminal building renovation project and showed images of the progress completed to date. Since the Airport Commission met in November, drywall has been installed and wallpaper removed on the south end of the terminal. One of the existing columns located in the terminal has been wrapped with a semi-gloss gray decal to cover existing defects. The installation of the wrap was approved by the airport and the FBO, so a decision was made to wrap the other three columns located in the terminal. This work should be completed on December 15th. Marc Adelman also indicated that demolition work for the airside canopy is still underway.

Topic: Update on the status of FY23 Airport Capital Improvement Projects

Action: Marc Adelman updated the Airport Commission concerning the status of FY23 Capital Improvement Projects.

Disposition: State grant applications were submitted to the Virginia Department of Aviation to support the projects that are eligible for funding this fiscal year.

Information is summarized on the following page concerning the status of capital improvement projects that were discussed during the meeting with the Airport Commission and are scheduled to begin or will be completed this fiscal year.

Topic: Update on the status of FY23 Capital Improvement Projects (*Continued*)

- Box Hangar – An invitation to bid will be issued in February to construct a box hangar that will be located adjacent to Taxiway H. It is expected that this project will begin this spring.
- Seal Coat Shoulders/Runway 13/31 – State Aviation Grant funds will be appropriated by January 3, 2023, so the shoulders along Runway 13/31 can be seal coated. This project will begin in early 2023 subject to acceptable temperatures to complete the work. The total cost for this project is \$85,071.
- South Ramp Construction/Phase I – Construction work began on December 12th that involved the installation of underdrains along the perimeter of the east side of the ramp. Rubblization work is expected to begin in January 2023. Marc Adelman provided images for the underdrain installation work completed to date.
- Obstruction Analysis for the Runway 31 End – A state aviation grant request was submitted and will be considered during the February 2023 Virginia Aviation Board meeting to complete an obstruction analysis for the end of Runway 31. The cost for this project is \$43,938.
- Terminal Roof Replacement – A state aviation grant request will be considered during the February 2023 Virginia Aviation Board meeting to replace the terminal roof based on the architect's recommendation. Bids will be opened on January 10, 2023, to meet state deadline requirements. The estimated cost for this project is anticipated to exceed \$400,000.
- South Ramp Design/Phase 2 – A state aviation grant request will be considered during the February 2023 Virginia Aviation Board meeting to complete design services so Phase II of the south ramp rehabilitation project can be advertised for bid. The cost to develop the bid documents is \$45,277.

Topic: FY24 Capital Improvement Projects for Budget Consideration

Action: Marc Adelman updated the Airport Commission concerning the status of projects under consideration for the FY24 budget.

Disposition: Projects identified during the meeting with the Airport Commission will be reviewed with the City's Budget Team this winter.

Identified below is information concerning the status of capital projects currently under consideration for the FY24 budget.

- South Ramp Construction – Phase 2 of the south ramp rehabilitation project is scheduled to be bid this spring subject to the approval of state funds this February to complete required design services for the second phase of the project. The estimated cost to complete required construction work for the second phase of the project next fiscal year is expected to exceed \$3,000,000.

Topic: FY24 Capital Improvement Projects for Budget Consideration (Continued)

- Box Hangar or T-Hangar units – Marc Adelman suggested that another box hangar could be developed next fiscal year and located adjacent to Taxiway H. During the meeting it was identified that the estimated construction cost is \$455,000.
- Fuel Farm Expansion – The airport plans to submit a budget request to install a 20,000-gallon jet fuel tank addition. The updated total cost estimate for the project is \$843,282. It is possible that the City of Danville could receive \$165,000 in state funding that would subsidize the total project cost.
- Service Road to South Ramp – The existing road that provides access from Airport Road to the south ramp is not paved. The estimated cost to pave the road was provided by Danville Public Works Engineering, which is \$137,235. This project is not eligible for federal or state aviation funding. If local funding is approved for this project, then construction work would begin after the south ramp project is finished in 2024.

Marc Adelman informed the Airport Commission that Chris Franks, Chief Engineer for the Danville's Public Works Engineering Office was in attendance to address questions concerning the service road project. Discussion continued.

Topic: FBO Management Update

Action: John Earl, FBO manager was in attendance for the meeting.

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

John Earl informed the Airport Commission since Averett University has been out on winter break, things have been quieter. However, he indicated that the past few days there have been several corporate aircraft visiting the field. He also said that aircraft maintenance activities continue to be good this time of year. He mentioned that annuals for aircraft are being completed and that pilots fly in from all bordering states to have maintenance completed in Danville. John Earl also stated that aircraft used to complete aerial surveying and that frequented the field last year are starting to trickle back in again this year.

Communications

Marc Adelman informed the Airport Commission that a bus was available to take members who would like to complete a tour of the south ramp construction site. Several Commission members indicated that they would like to go on the tour.

Stephen Daniel said that the January 2023 meeting will be held at the airport. Phil Hall has invited several guests to be in attendance to speak so it should be a very interesting meeting.

Adjournment

The Commission meeting adjourned at 3:50 pm. The next regular Commission meeting is scheduled for **Tuesday, January 10, 2022, at 3:00 pm in the airport's Eastern Conference Room.**