

AIRPORT COMMISSION MINUTES

November 15, 2022

4:00 P.M.

City Hall, Fourth Floor Conference Room

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, November 15, 2022.

Attendees:

Marc Adelman, Director	Gene Jackson	Alan Spencer, Deputy City
Sid Allgood	Robert Jiranek	Attorney
Stephen Daniel, Vice-Chairman	Fred Shanks	Todd Pinekenstein, Building &
Michael Duncan	Earl Reynolds, Deputy City	Grounds Superintendent
Phil Hall, Chairman	Manager	Lisa Bivens, Administrative
		Assistant

Approval of Agenda

Robert Jiranek made a motion to approve the agenda for the November 15, 2022, Airport Commission meeting. Fred Shanks 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 October 11, 2022, Airport Commission meeting be accepted as presented. Stephen Daniel seconded the motion, all members in attendance were in favor and the motion passed.

Sid Allgood moved that the minutes of the September 30, 2022, Planning Meeting be accepted as presented. Fred Shanks seconded the motion; all members were in favor and the motion passed.

Communications from Visitors and Airport Commission Members

No communications.

Topic: Update on the Terminal Building Renovation Project

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

Disposition: Demolition work activity is underway for the bathroom located on the south side of the terminal building and airside canopy entrance area.

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 October significant progress has been completed with the demolition work to the restrooms located on the south end of the terminal. The fence line located near the airside canopy has been removed and the concrete footings have been poured to install the pier columns to support the installation of the new canopy. Marc Adelman indicated that additional change orders were proposed to the general contractor for the project and quotes for related work will be considered by the architect once received.

Topic: Update on the status of FY23 Capital Improvement Projects

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

Disposition: State grant applications will be submitted to support the projects that are eligible for funding this fiscal year.

Identified below is information concerning the status of capital improvement projects that were discussed with the Airport Commission and are scheduled to begin or will be completed this fiscal year.

- Box Hangar – The airport is waiting for Adams Paving to send the final invoice for the Runway 13/31 rehabilitation project to confirm whether a surplus or overage exists so an invitation to bid can be issued to construct a box hangar.
- 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 – A pre-construction meeting will be scheduled this month with staff from the Federal Aviation Administration and the Virginia Department of Aviation. Construction work is expected to begin before the end of November 2022. Rubblization work is expected to begin in December 2022.
- Obstruction Analysis for the Runway 31 End – A state aviation grant request will be considered in February to complete an obstruction analysis of the Runway 31 end. Marc Adelman indicated the cost for this project is \$43,938.
- Terminal Roof Replacement – A state aviation grant request will be considered in February to replace the terminal roof based on the architect's recommendation. The project will be advertised for bid in December 2022 to meet the January 17, 2023, 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 in February 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.

Update on FY24 Capital Improvement Projects

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 in February and the estimated cost to complete construction work next fiscal year is expected to exceed \$3,000,000.

Update on FY24 Capital Improvement Projects (Continued)

- Additional Box Hangar or T-Hangar units – Marc Adelman suggested that another box hangar could be developed next year adjacent to Taxiway H. It was identified that the estimated cost for the project will exceed \$400,000.
- Fuel Farm Expansion – The airport plans to submit a budget request to install a 20,000-gallon jet fuel tank addition. This project was deferred for this fiscal year due to the delay with the opening of the casino. The most recent cost estimate for this project exceeds \$950,000. State funding of \$165,000 will be pursued for the project next summer. An updated cost estimate for the fuel farm expansion project was reviewed by the Airport Commission. There was some discussion regarding Averett University paying for a portion of the project.

Marc Adelman mentioned that if anyone would like to offer suggestions to include other capital improvement projects that would be considered for the FY24 budget to please let him know. Phil Hall referenced the project list that was developed in the special planning meeting. Mr. Hall said that he asked Michael Duncan and Stephen Daniel to develop a list of primary projects that are recommended to be addressed first and get back to the Commission.

Topic: FBO Management Update

Action: Nishad Menon attended the meeting and provided an update.

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

Nishad Menon informed the Commission that AU Aviation is planning to hire additional help.

Closed Meeting

The Airport Commission convened into closed meeting at 4:40 pm. The Airport Commission reconvened back into open meeting at 5:36 pm.

Communications

Sid Allgood commented that Todd Pinekenstein and the airport staff did a great job on the renovation of the t-hangar restroom. Fred Shanks said he is very excited about everything that is going on and that he is happy to be a part of the Commission. Robert Jiranek commented about continuing to try to get the runway extended and suggested that the Operations Tower should be upgraded. Discussion continued concerning this possibility.

Phil Hall said he recently ran into Dr. Wallace, President of the Danville Community College. He informed the Commission that Dr. Wallace brought him up to date concerning what is happening with the aviation maintenance education training program. Phil Hall said he invited Dr. Wallace to attend the January 10, 2023, Airport Commission meeting to discuss the program with the Commission. He also commented that he invited City Manager, Ken Larking to attend as well. Discussion continued.

Adjournment

The Commission meeting adjourned at 5:48 pm. The next regular Commission meeting is scheduled for **Tuesday, December 13, 2022, at 3:00 pm in the Fourth Floor Conference room at City Hall.**