

AIRPORT COMMISSION MINUTES

September 14, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, September 14, 2021.

Attendees:

Marc Adelman, Director	Gene Jackson	John Lippert, Guest
William Allgood, Chairman	Robert Jiranek	Alan Spencer, Deputy City Attorney
Jessie Barksdale	Joe Miller	Todd Pinekenstein, Bld. & Grounds
Stephen Daniel	Earl Reynolds, Deputy City Mgr.	Supt.
Michael Duncan	John Earl, FBO Manager	Lisa Bivens, Senior Admin. Assistant
Phil Hall, Vice Chairman	Don Aungst, Averett, Vice President, CFO & COO	

Approval of Agenda

Michael Duncan made a motion to add item F to the agenda to update the Airport Commission on an aircraft maintenance program. The motion was seconded by Gene Jackson to approve the agenda for the September 14, 2021 with the addition of item F. All members in attendance were in favor and the motion passed.

Approval of Minutes

Gene Jackson moved that the minutes of the August 10, 2021 Airport Commission meeting be accepted as presented. Phil Hall seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

Michael Duncan informed Commission members that a flying club has formed at the airport. It has not been incorporated yet, but insurance and paperwork requirements are in the works.

Mr. Duncan indicated that the name of the flying club is Sky Pilot Aero Club. The plan is to start small with approximately five members and then expand membership over time. He also mentioned that hopefully add an additional aircraft will be available for members to use through the flying club. Discussion continued.

Topic: Update on Capital Improvement Projects

Action: Marc Adelman updated the Commission on the current Airport Capital Improvement Projects.

Disposition: A grant application will be submitted this week to seek state funding to complete design services to expand the fuel farm facility.

Marc Adelman updated the Airport Commission on the status of current airport capital improvement projects. The projects identified on the following page are either underway or funding is currently being pursued.

Topic: Update on Capital Improvement Projects (*Continued*)

- Rehabilitate Runway 13/31 - This project is scheduled to begin by July 5, 2022. The project startup was delayed due to the budget process, which involved bidding the project last winter to obtain an accurate cost amount but required executing the contract after July 1, 2021. During the spring of 2021 the contractor obtained other work, which created the need to postpone starting the Runway 13/31 rehabilitation project until the summer of 2022.
- Terminal Building Renovations - Recently information was received from the architect, Larry Hasson of Dewberry that the design project is currently forty-five percent complete. Dewberry visited the airport recently to address mechanical engineering issues. In addition, it is recommended that drywall be installed along the hallway in the FBO area. The architect is currently exploring options that would avoid the need to connect the sanitary sewer line from the existing women's restroom to the toilet that will be in the new pilot's shower so the women's restroom can remain open during construction. Plans call for bidding the terminal building renovation project this winter to pursue a state aviation grant in February and starting construction in March.
- Taxiway H Widening – The Airport Commission completed a brief on-site review of the Taxiway H construction project during the meeting. Marc Adelman mentioned that the project is ahead of schedule due in part to dry weather conditions. To date, no unsuitable material has been discovered in the construction area.

The Taxiway H project began on September 7th and drainage work is underway. Grading will begin once the drainage pipe and structures are installed. The footprint of the planned site prep area to develop a new t-hangar building has begun. Marc Adelman stated that for the first time an inspection services company is responsible for completing related project duties separate from those of the airport's engineering firm. WRA Inc. was hired to complete inspection services for this project and reports directly to the city instead of the airport's engineering firm, Talbert, Bright and Ellington.

- Design Services to construct a corporate aircraft parking ramp to support three, 13,000 square foot hangar facilities and an automobile parking lot – Marc Adelman reported that Brian Salyers of Talbert, Bright & Ellington will issue a notice to the subcontractors to begin survey work and geotechnical services.
- Design Services to Rehab Taxiway Connections and the South Ramp – Marc Adelman indicated that the airport engineering firm will issue a notice to subcontractors to begin survey work and geotechnical services.
- Design Services for Fuel Farm Expansion – Marc Adelman said the city's budget director informed him that the city has sufficient local matching funds for the design services project to expand the fuel farm. This project will cost \$74,000 and state funding is available at 33% if a grant is approved. The state aid funding level is based on the number of gallons of fuel sold at an airport. The grant request will be submitted this week to the state for consideration.

Topic: **Planning Activities for the Young Eagles Rally and Airport Open House**

Action: Newspaper and radio advertising was completed to inform the public of the new date that the Young Eagles Rally and Airport Open House will be held.

Disposition: On October 1, 2021 the airport and the Apex, North Carolina EAA Chapter will reassess where to move forward with holding the event.

Marc Adelman commented that he is not sure if the planned Airport Open House and Young Eagles Rally scheduled for October 30, 2021 will be held since it is contingent on maintaining enough pilots to support the event. Advertising has been completed to inform the public of the new date.

During the first week of October 2021, the status of the project will be reassessed by the EAA Chapter 1114 and the airport. Marc Adelman added that he is working with Travis Williams to determine whether Averett University's flight instructors will be able to participate by completing free flights for children.

Topic: **FBO Management Update**

Action: John Earl provided an update of FBO activities.

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

John Earl updated the Commission on FBO activities. He mentioned that the grand opening for AU Aviation Services is scheduled for October 26, 2021 and Commission members will be receiving emails from Averett University regarding the event. As part of the grand opening, Titan Fuels will complete an email blast to all their customers and inform them that extra reward points will be received for buying fuel at AU Aviation Services in October. In addition, John Earl said he met with Kerrigan Smith at the Virginia International Raceway (VIR) last week to discuss the raceway events in 2022 and will be working with him to support customer needs who fly in to attend VIR events, moving forward. Mr. Earl also commented that he is currently in the last stages of finalizing requirements to support aircraft rental and pilot instruction activities through the FBO. Discussion continued.

Topic: **Airport Retreat Discussion**

Action: Sid Allgood asked the Commission to begin thinking about ideas for airport improvements to be discussed at the retreat.

Disposition: The next Airport Commission Retreat will be held on September 30, 2021.

Sid Allgood said at the retreat last year the Commission assigned priorities to projects. He mentioned that the projects that were planned to be completed over six years have been compressed to about three years. Mr. Allgood asked Commission members to begin thinking about ideas for improvements and changes because the retreat is a brainstorming session where ideas can be researched and priorities can be assigned. Dates for the next retreat were discussed. Marc Adelman said that if the retreat is held on a weekday there may be an opportunity to seek input from aviation planners representing the Federal Aviation Administration (FAA) and the Virginia Department of Aviation during the retreat through a conference call arrangement. It was the consensus of the Commission to have the next retreat on September 30, 2021. Marc Adelman said he will reach out to the FAA and State to see if they can be involved during the meeting.

Topic: **Aircraft Maintenance program**

Action: Michael Duncan updated the Commission on an aircraft maintenance program.

Disposition: A visit to the Shenandoah Valley Airport is scheduled for October 22, 2021 to inspect their facility.

Michael Duncan informed the Commission about the possible development of a FAA approved aircraft maintenance program that could be established in Danville. He indicated that he plans to visit the Shenandoah Valley Airport later this month to tour their maintenance facility. Discussion continued.

Public Comment Period

No public comments received.

Communications

Jessie Barksdale commented that the Rotary Club presentation that Marc Adelman recently completed was outstanding. Michael Duncan commented that the Civil Air Patrol (CAP) is back to being at forty members strong with twenty-two cadets. An update regarding current CAP activities continued. Joe Miller thanked the Commission for the learning experience he received during his time on the Commission and said it was such a rewarding experience. Sid Allgood thanked Joe Miller again for his outstanding leadership while being a part of the Commission.

Adjournment

The Commission meeting adjourned at 5:16 pm. The next regular Commission meeting is scheduled for **Tuesday, October 12, 2021 at 4:00 pm in the Airport's Eastern Conference Room.**

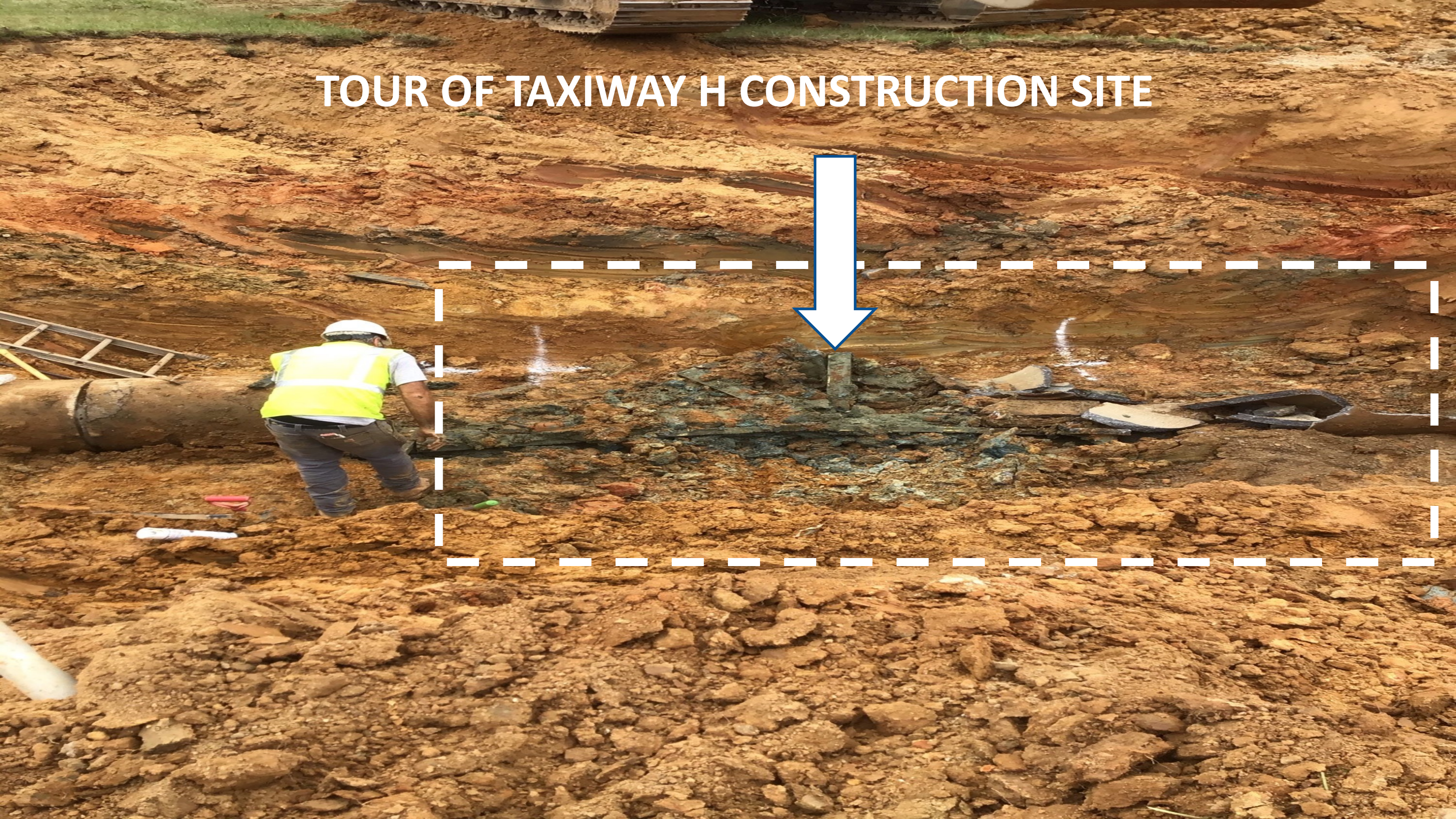
Airport Commission Meeting

SEPTEMBER 14, 2021

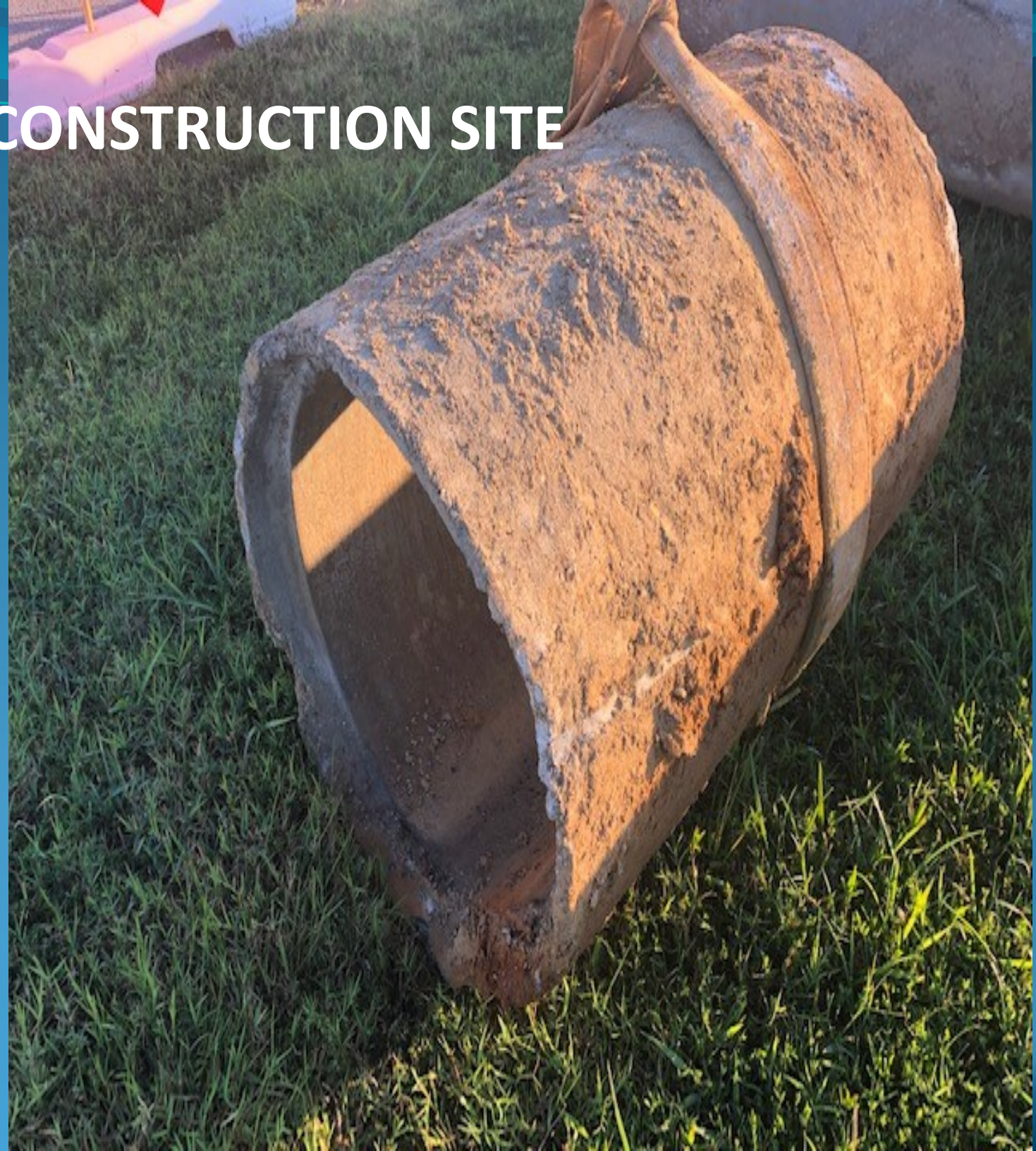
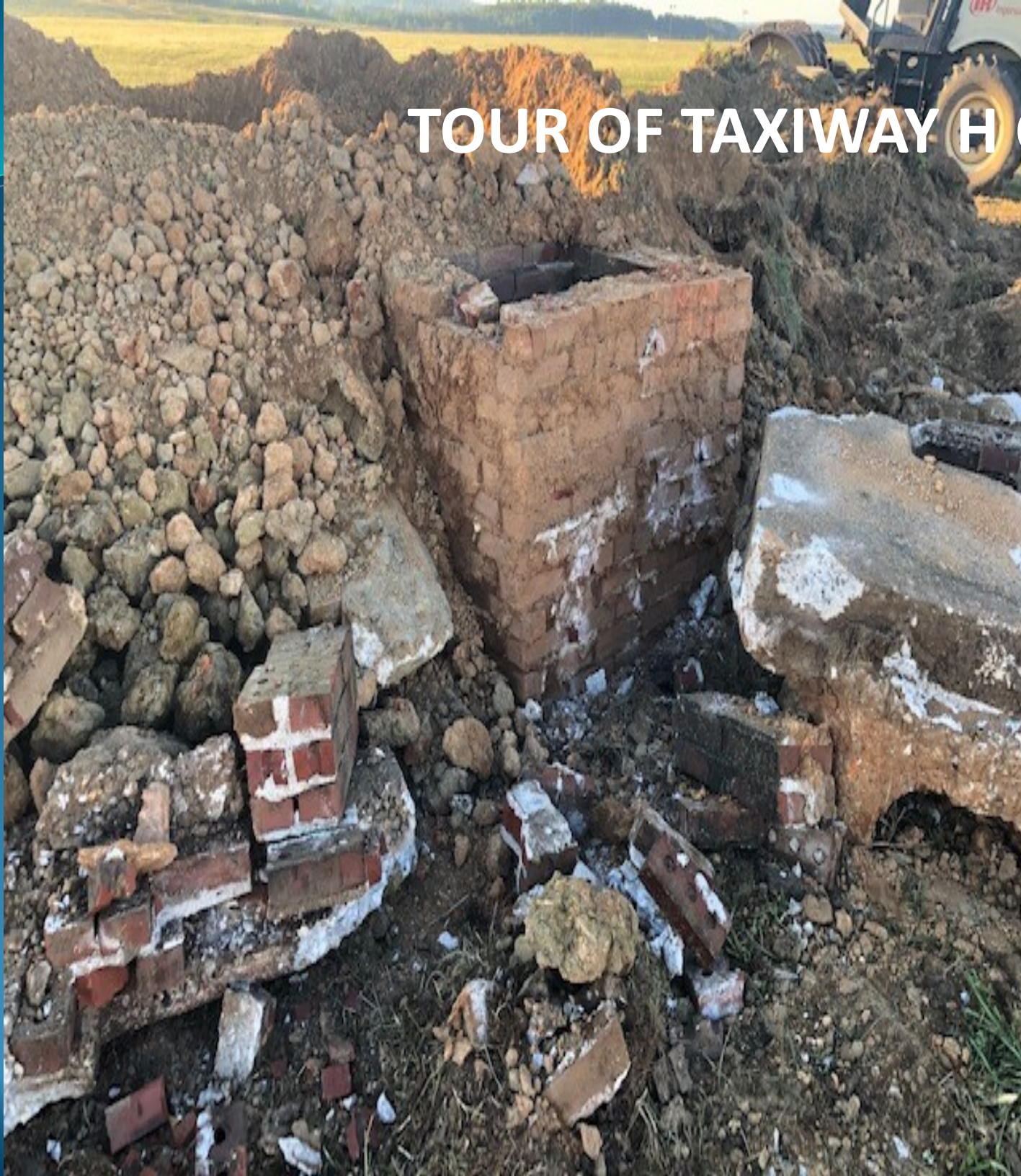
STATUS OF AIRPORT PROJECTS			
PROJECT NUMBER	PROJECT NAME	PROJECT OBJECTIVE	PROJECT STATUS
1	REHABILITATE RUNWAY 13/31 AND TAXIWAY F – CONSTRUCTION	PRESERVE RUNWAY TO MAINTAIN RELIABLE ACCESS FOR SMALL AIRCRAFT	CONSTRUCTION WORK IS EXPECTED TO BEGIN BY JULY 5, 2022
2	ARCHITECTURAL SERVICES TO RENOVATE TERMINAL BUILDING	IMPROVE PASSENGER ACCESS TO TERMINAL BUILDING AND EXPAND FACILITY AMENITIES FOR PILOTS AND PASSENGERS	DESIGN WORK 45% COMPLETE EXPLORING OPTIONS TO CONNECT SANITARY SEWER TO SHOWER AREA THAT WILL INCLUDE A TOILET REQUEST TO INSTALL DRYWALL ALONG NORTH HALLWAY – FBO AREA
3	WIDEN TAXIWAY H BY 25’ AND CONSTRUCT TAXILANE	SUPPORT CORPORATE JET AIRCRAFT OPERATIONS AND DEVELOP ACCESS TO NEW T-HANGAR BUILDING	CONSTRUCTION BEGAN SEPTEMBER 7 th DRAINAGE WORK UNDERWAY, GRADING WILL BEGIN ONCE THE DRAINAGE PIPES AND STRUCTURES ARE FINISHED FOR PROJECT

STATUS OF AIRPORT CAPITAL PROJECTS			
PROJECT NUMBER	PROJECT NAME	PROJECT OBJECTIVE	PROJECT STATUS
4	DESIGN SERVICES TO CONSTRUCT JET AIRCRAFT PARKING RAMP AND AUTOMOBILE PARKING LOT	SUPPORT DEVELOPMENT OF PUBLIC USE CORPORATE HANGARS	STATE GRANT APPROVED ENGINEER WILL ISSUE THIS WEEK A NOTICE TO PROCEED FOR SURVEY AND GEOTECHNICAL SERVICES PROJECT TO BE BID – APRIL 2022
5	DESIGN SERVICES TO REHAB TAXIWAY CONNECTIONS AND SOUTH RAMP	REHABILITATE SOUTH RAMP TO SUPPORT BUSINESS AVIATION DEVELOPMENT AND SUPPORT POSSIBLE SURPLUS AIRCRAFT PARKING NEEDS RELATED TO CASINO AND VIR TRAFFIC	ENGINEER HAS ISSUED NOTICE TO PROCEED TO COMPLETE SURVEY WORK AND GEOTECHNICAL SERVICES BIDS WILL BE OPENED DURING THE SPRING OF 2022
6	DESIGN SERVICES FOR FUEL FARM EXPANSION	INCREASE FUEL SUPPLY TO SUPPORT JET AIRCRAFT OPERATIONS RELATED TO THE CAESAR’S CASINO AND VIR TRAFFIC	GRANT APPLICATION SUBMITTED. THE GRANT WILL BE CONSIDERED IN NOVEMBER BY THE VIRGINIA AVIATION BOARD

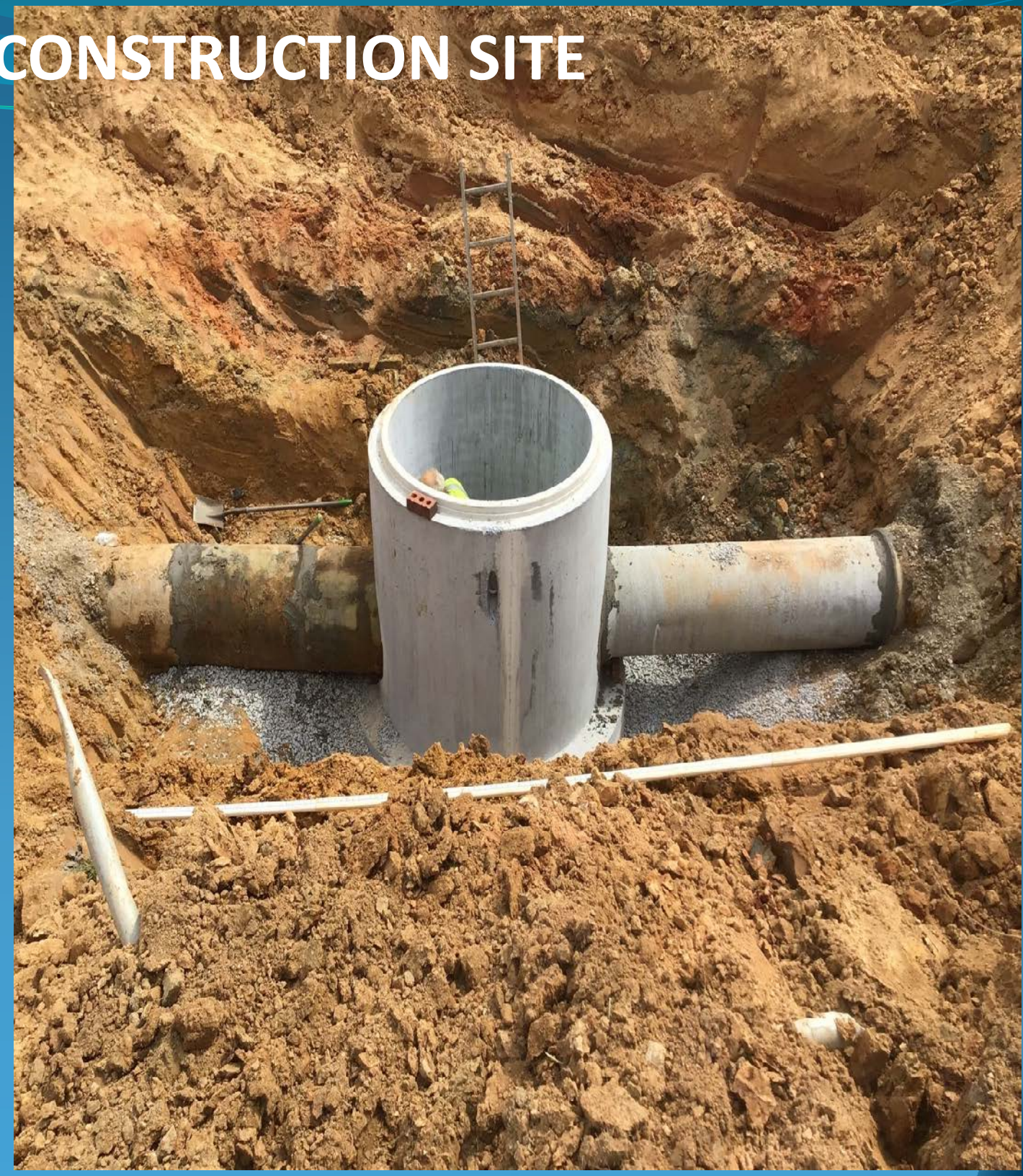
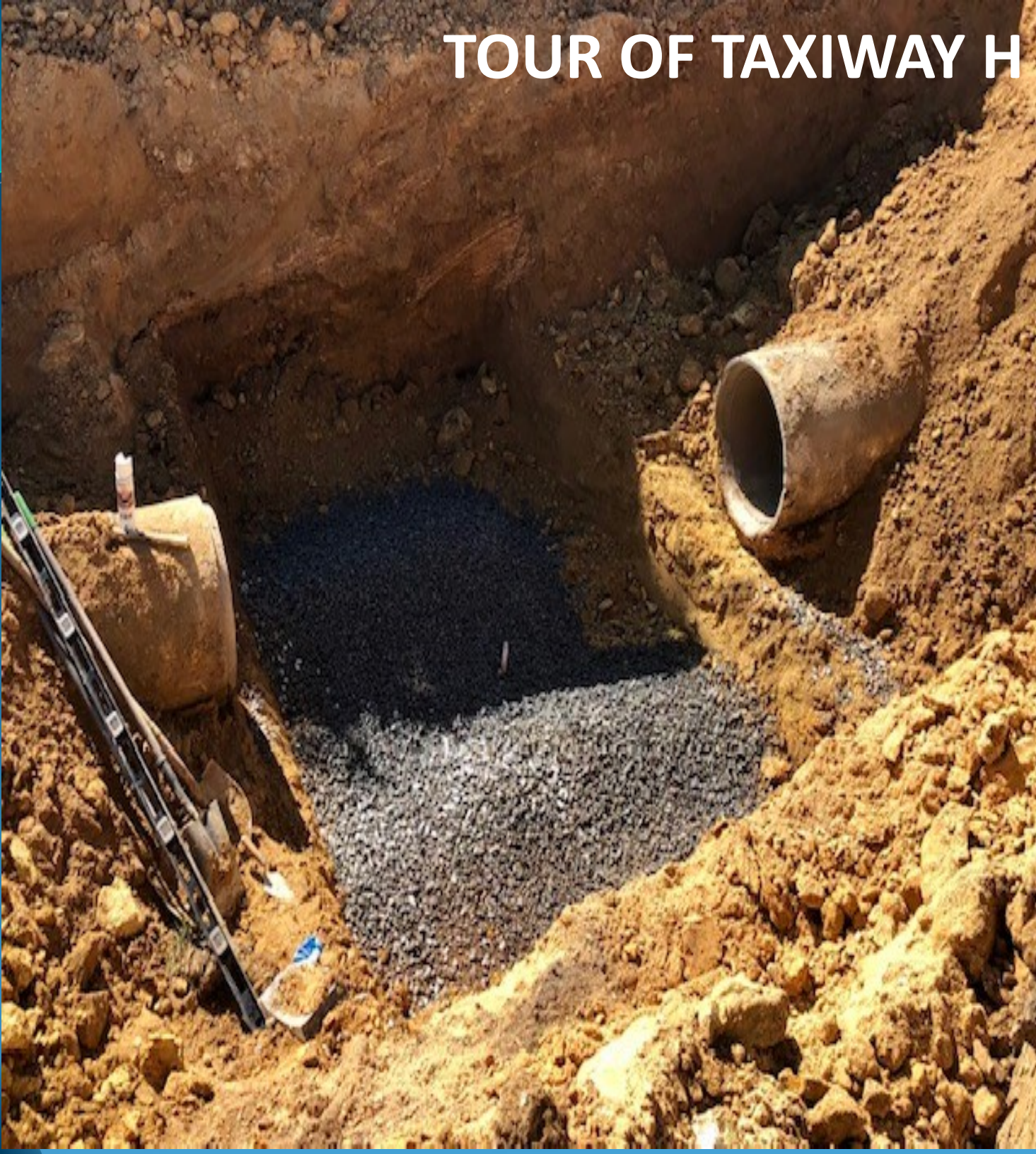
TOUR OF TAXIWAY H CONSTRUCTION SITE



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AIRPORT OPEN HOUSE AND YOUNG EAGLES UPDATE

- **SPECIAL EVENT RESCHEDULED FOR OCTOBER 30, 2021**
- **ADVERTISING PLACED TO INFORM PUBLIC OF THE RESCHEDULED DATE**
- **OCTOBER 1, 2021, THE EAA CHAPTER PLANS TO REASSESS CONDITIONS**
- **ADDITIONAL PILOTS NEEDED TO SUPPORT YOUNG EAGLES ACTIVITIES**

FBO MANAGEMENT UPDATE

AIRPORT COMMISSION RETREAT