

AIRPORT COMMISSION MINUTES

September 12, 2022

3:00 P.M.

Civil Air Patrol Building, 424 Airport Drive, Building #500

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

Attendees:

Marc Adelman, Director	Fred Shanks	Alan Spencer, Deputy City Attorney
Sid Allgood,	John Earl, FBO Manager	Todd Pinekenstein, Building &
Michael Duncan	Earl Reynolds, Deputy City	Grounds Superintendent
Stephen Daniel	Manager	Lisa Bivens, Administrative
Phil Hall		Assistant

Approval of Agenda

A motion was made by Michael Duncan to approve the agenda of the September 12, 2022, Airport Commission meeting as modified. The tour of Runway 13/31 and the terminal building was moved to the last item on the agenda and the FBO Management update was moved to the first item under New Business. Sid Allgood seconded the motion, all members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the August 9, 2022, Airport Commission Meeting be accepted as presented. Sid Allgood seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Airport Commission Members

No communications.

Topic: FBO Management Update

Action: John Earl provided an update on FBO activities.

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

John Earl updated the Commission on the FBO's fueling activities for the month of August 2022. He indicated that the FBO fueled 274 piston aircraft, 21 turbo-prop aircraft, 42 jet aircraft and 5 helicopters. A total of 34,000 gallons of fuel was put in the fuel farm during the month. John Earl also mentioned that the Blue Ridge Rock Festival brought in a group of aircraft including a Gulfstream G-650 and an Embraer Legacy. Discussion continued.

Topic: Update on the Terminal Artwork and Renovation Project

Action: Marc Adelman updated the Airport Commission on the terminal artwork and renovation project currently underway.

Disposition: On Monday, September 12th additional renovation work will begin on the south side of the terminal building.

Topic: Update on Terminal Artwork and Renovation Project (*Continued*)

Marc Adelman informed the Airport Commission that all artwork images to be located on the north side of the terminal have been placed on the walls except for two images, including one of Hyco Lake and an image of the River Walk Trail that shows the river in the background. After the bathroom renovations are completed and the walls are painted on the south side of the terminal then additional framed images will be placed on the walls. These images have been framed and are currently stored at the airport.

The delivery of the ceiling mounted heating/air conditioning unit that will be installed in the FBO Manager's office was delayed again. Presently, it is anticipated that the unit will be delivered by mid-October. It is anticipated that the FBO staff will not move back into their permanent location until the heating/air conditioning unit is received and installed.

Marc Adelman indicated there is miscellaneous work left to be completed on the north side of the terminal, which includes replacing the kitchen countertop, painting the cabinet in the testing center, completing electrical work for the new bathroom heater located in the pilot's shower and tinting the sliding glass door that is located between the FBO and the main terminal lobby area.

On Monday, September 12th additional renovation work will begin that includes demolishing the aircraft model display case and the bathrooms located on the south side of the terminal building. The new quiet area for pilots will serve as the pilot's lounge while demolition work occurs in the terminal and the airside canopy area. Discussion continued.

Topic: Update on the status of FY23 Capital Improvement Projects

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

Disposition: State grant applications will be submitted to support the projects discussed.

Marc Adelman identified that the final inspection was completed for the Runway 13/31 rehabilitation project on September 9, 2022. One item that needs to be addressed involves the painting of a 12' long yellow stripe where the pavement was milled and repaved at the intersection of the Runway 31 end and Taxiway F to support smoothness requirements.

It is the airport's interest to seal coat Runway 13/31's shoulders where drainage inlets are located 15' from the edge of the runway. This area of pavement is in poor condition. The proposed seal coat work was bid as an alternate to the runway rehabilitation project, however the work was not completed due to budget constraints, asphalt pricing and the asphalt price adjustment contract provision.

Marc Adelman indicated that plans call for receiving bid prices to seal coat the shoulders of Runway 13/31 so the project can be considered for state funding in November. If the project does not rank high enough to be funded in November, the airport can resubmit the grant request for the February Board meeting. Discussion continued.

Additional FY2023 Capital Improvement projects were discussed as identified on the next page.

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

PROJECT DESCRIPTION	BOND FUNDS	STATE /FEDERAL FUNDS	LOCAL BUDGET	TOTAL ESTIMATED COST	STATUS OF PROJCT
BOX HANGAR	\$187,000	\$0	\$268,000	\$455,000	To be bid after final costs are received for runway 13/31 project.
SOUTH RAMP REHAB	\$0	\$1,960,000	\$40,000 (Extra \$26,767 needed for local share due to FAA funding limit)	\$2,000,000	Work will begin in November due to sub-contractor availability.
FUEL FARM EXPANSION	\$537,000	\$163,000	\$0	\$700,000	Averett prefers to defer project until next fiscal year.
TERMINAL ROOF	N/A	Make application for February 2023 Virginia Aviation Board meeting/limited State funds available for November 2022 meeting.	If state funds are approved, then the city's cost would be 20% of the total cost.	\$300,000-\$360,000 (recover roof) Bids to replace roof will be obtained as well.	FAA and NWS to confirm what hardware is needed on the terminal roof to support their requirements.
SEAL COAT RUNWAY 13/31 SHOULDERS	No	Make application for November 2022 Virginia Aviation Board meeting.	If state funds are approved, then the city's cost would be 20% of the total cost.	\$40,000-\$50,000 (to seal coat the shoulders of the runway).	Bid prices to be received by October 18, 2022.

**UPDATE ON FY23 CAPITAL IMPROVEMENT PROJECTS
PHASE 2 – SOUTH RAMP REHABILITATION**
State funding request to be submitted for the February 2023 Virginia Aviation Board meeting

PROJECT DESCRIPTION	STATE FUNDS	FY24 LOCAL BUDGET	TOTAL ESTIMATED COST	STATUS OF PROJCT
PHASE 2 – SOUTH RAMP REHAB PROJECT	\$256,000	\$64,000	\$3,200,000	Phase 1 to begin in November 2022. Grant application for Phase 2 to be submitted in February 2023 based on the airport engineer's estimate. Construction work for Phase 2 is expected to begin by October/November 2023.

During the discussion concerning the planned fuel farm expansion, Stephen Daniel requested that Marc Adelman check into what the current lead time to receive the fuel tank would be and report back at the next meeting. Marc Adelman said based on previous conversations with a tank company and fuel dispenser installer the lead time requirement to receive a tank would be six months to a year. *A motion was made by Michael Duncan and seconded by Fred Shanks to approve moving forward with the grant proposals to the state as discussed. All members in attendance were in favor and the motion passed.*

Topic: Strategic Planning Committee Update

Action: Discussion regarding the upcoming Airport Commission Planning meeting.

Disposition: Airport Commission planning meeting is scheduled for September 30, 2022.

After discussion it was the consensus of the Airport Commission to move forward to hold a Strategic Planning Meeting on September 30, 2022. It was also discussed to use the list of projects the committee provided at the last meeting and tweak it to use as part of the agenda for the planning meeting. Phil Hall commented that there are two options where to have the meeting. He indicated that he received permission to use a conference room at American National Bank and Stephen Daniel offered that the Airport Commission could use Danville Dental Associates' conference room. The group will be informed where the meeting will be held.

Sid Allgood mentioned that when considering topics to discuss for the planning meeting to be thinking of the things coming to the area, not just the casino. He also mentioned the projects going on at the Blue Ridge airport in Martinsville. Marc Adelman asked the Airport Commission to please keep in mind that the Federal Aviation Administration and the Virginia Department of Aviation require operational justification to support capital project funding.

Topic: Tour of Runway 13/31 and Terminal Building Renovation project

Public Comment Period

No public comments.

Communications

Michael Duncan informed the Commission that on October 16-21, 2022, the Civil Air Patrol US Airforce (CAP-USAF) will hold a flight clinic in Danville. Representatives and aircraft from around the country will be spending the week in Danville. He also requested that a city official come and welcome them to Danville on the first day they arrive.

Sid Allgood recommended and made a motion to move the November 8th Commission meeting to November 15th due to election day. Fred Shanks seconded the motion and all members in attendance were in favor and the motion passed.

Phil Hall indicated that the list of projects that could be discussed during the upcoming planning session would be circulated again to the Airport Commission for any additional comments. The list will be refined and then he and Steve Daniel will develop an agenda using the list. Discussion continued.

Fred Shanks commented that the planning meeting should be for the Commission. A meeting with City Council could be held at a later date. Discussion continued.

Adjournment

The Commission meeting adjourned at 4:57 pm. The next regular Commission meeting is scheduled for **Tuesday, October 11, 2022, at 3:00 pm in the Fourth Floor Conference room at City Hall.**