

AIRPORT COMMISSION MEETING
AGENDA
Tuesday, June 14, 2022, 3:00 P.M.
Danville Regional Airport **Southside Conference Room**

I. Meeting Called to Order

II. Roll Call

III. Approval of Agenda June 14, 2022

IV. Approval of Minutes for the May 10, 2022, Commission meeting

V. Communications from Visitors and Airport Commission Members

Communications from Visitors and Airport Commission Members are opportunities for citizens and members to address the Airport Commission on matters not on the agenda. Each speaker shall clearly state his or her name and address (Commission Members not required to do so). Each individual speaker shall have five uninterrupted minutes. A representative of a group may have up to ten uninterrupted minutes to make a presentation. The representative shall identify the group and a group may have no more than one spokesperson. Airport Commission members may respond to communications to facilitate discussion regarding specific issues.

VI. New Business

A. Appointment of Nomination Committee

B. Capital Improvement Planning

C. Update on South Ramp Rehabilitation Project

D. Status of Terminal Building Renovation Project

E. Runway 13/31 Rehabilitation Project Update

F. FBO Management Update

Public Comment Period

Members of the public who desire to comment on a specific agenda item will be heard during this period. The Chairman/Vice Chairman of the Commission may restrict the number of speakers. Each speaker shall be limited to a total of three minutes for comments. Airport Commission members may respond to communications from the public to facilitate discussion regarding specific issues identified.

VII. Closed Meeting

VIII. Communications from:

William "Sid" Allgood

Jessie Barksdale

Stephen Daniel

Michael Duncan

Phil Hall

Gene Jackson

Robert Jiranek

Fred Shanks

IX. Adjourn

AIRPORT COMMISSION MINUTES

May 10, 2022

3:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, April 12, 2022.

Attendees:

Marc Adelman, Director	Gene Jackson	Alan Spencer, Deputy City Attorney
Jessie Barksdale	Robert Jiranek	Todd Pinekenstein, Building & Grounds
Stephen Daniel	Fred Shanks	Superintendent
Michael Duncan	Earl Reynolds, Deputy City Mgr.	Lisa Bivens, Sr. Admin. Assistant
Phil Hall	John Earl, FBO Manager	

Phil Hall chaired the meeting of May 10, 2022, due to the absence of Sid Allgood.

Approval of Agenda

Michael Duncan made a motion to approve the agenda for the May 10, 2022, Airport Commission meeting as presented. Gene Jackson seconded the motion, all members in attendance were in favor and the motion passed.

Approval of Minutes

Gene Jackson moved that the minutes of the April 12, 2022, Airport Commission Meeting be accepted as presented. Jessie Barksdale 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 on the South Ramp Rehabilitation Project**

Action: Marc Adelman updated the Airport Commission concerning the status of the South Ramp Rehabilitation project.

Disposition: The South Ramp Rehabilitation project will advertised for bid on May 15, 2022.

The south ramp rehabilitation project will be advertised for bid on May 15, 2022, and a pre-bid meeting will be held on May 31, 2022. Bids are due to the city's Purchasing Office on June 14, 2022.

During the last Airport Commission meeting, it was discussed and recommended that the construction sequencing plan for the south ramp project be revised to improve the probability that federal and state grants funds would be approved for Phase 2 of the project if the related cost for Phase 1 was reduced. Marc Adelman suggested that the cost of Phase 2 could decrease if the first phase also included milling and paving the taxiway connections that were not originally planned to be completed as part of Phase 1. He explained this change would serve to increase the cost of Phase 1 of the project, which reduces the cost of Phase 2. The second phase of the project is significantly more expensive than Phase 1 due to paving requirements. The original plans for Phase 1 of the project involved only rubblizing the ramp and completing repair work for the taxiway connections to the south ramp, not paving the connections.

Topic: Update on the South Ramp Rehabilitation Project (Continued)

The base bid for the south ramp project calls for contractors to provide prices for completing construction work for each phase of the project in the event the Federal Aviation Administration (FAA) is unable to fully fund the work under one grant. Contractors will also provide pricing for an alternate bid to complete both phases of the project through one grant award that would involve rubblizing the ramp, milling and paving the taxiway connections and paving the south ramp. The estimated cost to complete work related to the alternate bid is \$5,208,275.

Identified below are the major work activities planned for each phase of the south ramp project. It is anticipated that due to the estimated total project cost that the FAA will provide limited funding and the construction work will need to be completed in two separate phases.

Phase 1

- The concrete sections of the South Ramp to be rubblized and sealed
- An underdrain will be installed along the eastern side of the ramp
- The distressed areas of the taxiway connections to the ramp will be reconstructed
- Other areas of the taxiway connections will be milled to correct grades

Phase 2

- A five-inch asphalt overlay of the South Ramp will be completed

Discussion continued.

Topic: Update on the Terminal Building Renovation Project

Action: Marc Adelman updated the Airport Commission on the status of the Terminal Building Renovation project.

Disposition: A project status update meeting will be held next week

Marc Adelman updated the Airport Commission on the status of the Terminal Building Renovation project. As identified below, he clarified the work activities currently underway.

Phase 1

- All drywall work completed except for one section in the new pilot shower area
- Painting work began on May 8th
- A change order is needed for the shower which should be completed this summer
- Sliding glass door area to the main lobby area - demolition work has not begun
- New ceiling tiles and light fixtures will be installed after painting begins

Phase 2

- Phase 2 will begin after the north end of the terminal is completed and will involve the following work; the bathrooms located on the south side of the terminal will be expanded, the light fixtures in the south side of the terminal will be replaced and the existing airside canopy will be demolished and a new canopy will be installed. The existing concrete located under the airside canopy will be demolished and brick pavers will be installed. The existing grass areas located on airside will be paved.

Marc Adelman mentioned that the shower unit had to be reordered. The contractor originally ordered a shower unit that could not fit through the doors, so a new shower unit had to be ordered that comes in pieces and will be put together. In addition, the sliding glass door that will be located between the new FBO office area and the terminal lobby is not expected to arrive until late July. Discussion continued.

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 reviewed with Commission members an app that the FBO is strongly considering to use that is produced by a company called MRO Insider (Maintenance Repair Overhaul). This app allows participating FBOs to bid on fuel and aircraft maintenance work for private and corporate aircraft owners who also participate in the program. The inception of this app was backed by FlexJet. Discussion continued.

Public Comment Period

No public comments.

Communications

Michael Duncan mentioned he was in Lynchburg and observed students involved with the NEXTGEN Aviators program, which is designed for middle and high school students and to improve awareness of trades that support the aerospace industry. He commented that he thinks it would be good to get this program on the radar screen for our airport.

Gene Jackson mentioned this community has a need for an AME (Aviation Medical Examiner) and he would like to see Averett set up an office where an AME can come in to do physicals on the field. John Earl said he will explore this option. John Earl said Averett University received a grant to hold summer camps for high school students who will stay in the dorms and will be trained to solo an aircraft. The camps will take place over a couple of weeks and then another group would come in. In all there should be about 30 students involved with the summer camp activity.

Adjournment

The Commission meeting adjourned at 3:38 pm. The next regular Commission meeting is scheduled for **Tuesday, June 14, 2022, at 3:00 pm in the Airport's Southside Conference Room.**

2020-2022 UNICOM REPORT

	Arrivals	Departures	Over Flights	Local Ops.	ILS	Jet Oper.	Total Ops.
JANUARY							
Jan-20	586	593	8	757	93	37	1944
Jan-21	431	420	10	570	54	26	1431
Jan-22	353	333	11	481	65	18	1178
FEBRUARY							
Feb-20	477	500	5	785	55	17	1767
Feb-21	472	480	8	793	54	17	1753
Feb-22	535	493	7	701	97	24	1736
MARCH							
Mar-20	406	400	6	464	62	14	1276
Mar-21	647	634	12	783	80	90	2076
Mar-22	465	449	14	675	74	33	1603
APRIL							
Apr-20	127	100	9	86	22	4	322
Apr-21	634	638	9	1021	65	27	2302
Apr-22	576	576	11	767	69	43	1930
MAY							
May-20	150	142	2	56	15	41	350
May-21	539	537	10	791	77	47	1877
May-22	437	388	10	605	59	25	1440
JUNE							
Jun-20	406	376	8	474	72	50	1264
Jun-21	597	582	8	1031	43	89	2218
Jun-22							0
JULY							
Jul-20	529	512	12	743	82	64	1796
Jul-21	392	387	7	629	34	30	1415
Jul-22							0
AUGUST							
Aug-20	523	547	6	548	83	71	1624
Aug-21	431	439	10	509	54	33	1389
Aug-22							0
SEPTEMBER							
Sep-20	728	755	10	1337	98	49	2830
Sep-21	731	750	6	1119	126	70	2606
Sep-22							0
OCTOBER							
Oct-20	676	751	12	1385	67	24	2824
Oct-21	653	699	13	1299	114	87	2664
Oct-22							0
NOVEMBER							
Nov-20	573	611	25	958	64	25	2167
Nov-21	606	586	23	913	96	22	2128
Nov-22							0
DECEMBER							
Dec-20	363	367	11	489	33	15	1230
Dec-21	371	339	13	339	46	28	1062
Dec-22							0

COVID-19

COVID-19

COVID-19

	Arrivals	Departures	Over Flights	Local Ops.	ILS	Jet Ops.	Total Ops.
YTD 2020	1746	1735	30	2148	247	113	5659
YTD 2021	2723	2709	49	3958	330	207	9439
YTD 2022	2366	2239	53	3229	364	143	7887