

AIRPORT COMMISSION MINUTES

April 11, 2023

3:00 P.M.

Danville Regional Airport – Eastern Conference Room

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, April 11, 2023.

Attendees:

Marc Adelman, Director	Fred Shanks	Lisa Bivens, Administrative
Sid Allgood	John Earl, AU Aviation	Assistant
Jessie Barksdale	Ryan Dodson, Assistant	Todd Pinekenstein, Transportation
Phil Hall, Chairman	City Attorney	Bld. Grounds Superintendent
Gene Jackson		

Approval of Agenda

Sid Allgood made a motion to approve the agenda for the April 11, 2023, meeting as presented and Jessie Barksdale seconded the motion. All members in attendance were in favor and the motion passed.

Approval of Minutes

Jessie Barksdale moved that the minutes of the March 14, 2023, Airport Commission meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Update on Airport Capital Improvement Projects

Action: Marc Adelman updated the Airport Commission concerning capital improvement projects planned for FY2024 and FY2025.

Disposition: The Airport Capital Improvement Plan was submitted to the Federal Aviation Administration (FAA) and the Virginia Department of Aviation on April 1, 2023.

Marc Adelman reviewed the Airport's Capital Improvement Plan (CIP) projects for Fiscal Year 2024 and 2025 with the Airport Commission. The information identified below was highlighted during the meeting concerning the planned improvement projects.

- Based on a recent conference call, the FAA indicated they are currently unsure whether sufficient federal funding will be available to complete Phase 2 of the South Ramp project due to the estimated total project cost. Consequently, a third phase may be required to complete the project. This project will be bid this spring and will include an alternate for a third phase if sufficient funds are not available to complete the project in two phases.
- State funding will be requested this summer to complete design services for site prep construction work to develop a 10,000 square foot hangar for the south ramp.
- The FBO indicated they would prefer to consider expanding the fuel facility during FY2025. The Airport Capital Improvement Plan currently shows a 12,000-gallon tank would be installed instead of a 20,000-gallon tank. The reduction in size of the tank will significantly decrease the cost of the project. Discussion continued.

Topic: Update on Airport Capital Improvement Projects (Continued)

- Marc Adelman explained that any planned improvements to develop the airport including a possible future expansion of the runway must be included in the new Master Plan Update and Airport Layout Plan. He suggested that next year when the Airport Capital Improvement Plan is discussed with the FAA and state that the scope of the Master Plan Update should meet with the objectives of the City before proceeding with the planning project. Discussion continued.
- The Virginia Department of Aviation indicated they will not provide state funding to grade an area to support improved visibility from the tower to the end of Runway 31. As a result, this project will need to be considered in the future using only local funding.
- Currently, the airport maintains a state aviation grant to complete engineering services for site prep construction to support corporate hangar development adjacent to Taxiway H. This work would involve design services to grade the site, develop an automobile parking lot and widen an area for aircraft parking along Taxiway H. The engineering work will be completed by the spring of 2024 and site prep construction work would be bid in June 2024. This project would support the development of three hangar units up to 13,000 square feet in size. It is also anticipated that the state requirement to build a hangar within two years after completing site prep work will be eliminated this fall.
- It is the interest of the City Manager's office to use allocated Bipartisan Infrastructure funding to subsidize the cost of a hangar building that would be constructed adjacent to the south ramp. Federal aid will finance up to 90% of the cost of hangar construction. There was discussion regarding the possible need to seek supplemental finance assistance from the Danville Regional Foundation to complete this project. Discussion continued. Identified below are capital improvement projects identified for FY2024 and FY2025.

CAPITAL IMPROVEMENT PLAN UPDATE

Fiscal Year	Project Description	FAA	State	Local	Total
2024	Rehabilitate South Ramp – Phase Two FAA Eligible	\$3,541,072	\$314,762	\$78,691	\$3,934,525
2024	Rehabilitate South Ramp – Phase Two State Eligible Only	\$0	\$134,420	\$33,560	\$167,800
2024	Site Prep Design Services for 10,000 square foot hangar - South Ramp	\$0	\$208,000	52,000	\$260,000
2025	Fuel Farm Expansion Project – 12,000-gallon tank	\$0	\$163,340	\$500,838	\$664,178
2025	Master Plan Update – Runway Extension?	\$360,000	\$32,000	\$8,000	\$400,000
2025	Grade Area to Improve Visibility on Runway 31	\$0	\$0	\$125,788	\$125,788
2025	Site Prep Construction to support hangar construction – Taxiway H	\$0	\$1,150,000	\$287,500	\$1,437,500
2025	Site Prep Construction for 10,000 square foot hangar – South Ramp	\$0	\$1,387,005	\$346,751	\$1,733,756
2025	Construct 10,000 square foot hangar - South Ramp Total available federal and local matching funding programmed may be insufficient to construct a 10,000 square foot hangar	\$880,000	\$0	\$97,778	\$977,778

Topic: Box Hangar Update

Action: Three proposals were received to construct a box hangar that will be located adjacent to Taxiway H.

Disposition: Cirrus Construction will complete the box hangar project. After a contract is executed with the company a purchase order will be issued.

A Request for Proposal (RFP) was issued to build a new 54' x 42' box hangar that will be located adjacent to Taxiway H. Three proposals were received from general contractors. Cirrus Construction identified the lowest price to complete the project at \$307,100, which is \$135 cost per square foot. Original plans called for the hangar to be 54' x 42' however, since the proposed price came in so low, approval was received from the City to construct a 60' x 54' for \$362,280 at a cost of \$112 cost per square foot. After the contract is executed, a purchase order will be issued. Discussion continued.

Topic: Terminal Building Renovation Update

Action: Marc Adelman reviewed slides with the Airport Commission that provided an update concerning work completed for the terminal building renovation project.

Disposition: Additional work is necessary to complete renovations for the airside canopy.

Marc Adelman updated the Airport Commission concerning work activities completed to date involving the airside canopy area. Contractors are currently working on the metal stud framing under the canopy. Electrical prep work will follow once the framing is completed. Measurements for the aluminum composite panels that will be secured to the exterior of the canopy should be completed by mid-week. The forms to install concrete to support the airside canopy columns should be completed by the first of the week and poured by the end of the week. Once all electrical prep work is completed then the soffit panels can be installed.

Other work to be completed is identified below.

- Piedmont glass will the reinstall aluminum framed glasswork and doors.
- Quality Construction will start the demolition of the concrete areas near the airside canopy and rough in electrical underground work.
- Once concrete is poured, mortar beds will be set, and brick pavers will be installed.
- Ground lighting will be installed following the installation of the brick pavers.
- Asphalt paving of grass areas will be completed last to meet up to the concrete pavers.
- Quality Construction estimates 6 to 8 weeks of additional work to complete project.

Topic: Young Eagles Rally and Airport Open House

Action: Marc Adelman updated the Commission on the status of the Young Eagles Rally/Airport Open House, which will be held on April 29, 2023.

Disposition: A meeting is scheduled Thursday, April 13th to plan the event.

The Experimental Aircraft Association (EAA) chapter cannot support the April 29th event if Averett University's aircraft are used to complete flights due to a conflict with their volunteer-oriented mission. A total of 196 children registered to complete an airplane ride during the event. The Apex, North Carolina EAA Chapter has five aircraft that can be used to complete flights and could potentially only transport 100 children. Averett University indicated they have nine pilots that can complete airplane rides and should be able to transport 170 children. Discussion continued. A meeting is scheduled for this coming Thursday with Averett University, AU Aviation, Civil Air Patrol representatives and airport staff to plan the event.

Topic: FBO Management Update

Action: John Earl, FBO manager provided an update concerning activities related to Averett University and the FBO.

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

John Earl demonstrated the new tug that the FBO purchased recently. This tug can be used to park aircraft more efficiently using less ramp space. The unit is an all-wheel drive aircraft tug capable of towing aircraft up to 90,000 pounds on a 1% grade.

Public Comment

No public comments.

Communications

Commission members discussed the pros and cons of an airport authority.

Adjournment

The Commission meeting adjourned at 4:51 pm. The next regular Commission meeting is scheduled for **Tuesday, May 9, 2023, at 3:00 pm in the airport's Eastern Conference Room.**