

AIRPORT COMMISSION MINUTES

August 8, 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, August 8, 2023.

Attendees:

Marc Adelman, Director	John Earl, FBO Manager	Alan Spencer, City Attorney
Sid Allgood	Don Aungst, Averett	Todd Pinekenstein, Transportation
Jessie Barksdale	University	Bld. Grounds Superintendent
Stephen Daniel, Vice-Chairman	Marcio Couto, Manager of	Lisa Bivens, Senior Admin. Asst.
Michael Duncan	DCC's Aviation	
Phil Hall, Chairman	Maintenance Technology	
Gene Jackson	Program	
Bob Jiranek		

Approval of Agenda

A motion was made by Bob Jiranek to approve the agenda as presented for the August 8, 2023, meeting, and Sid Allgood 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 July 11, 2023, Airport Commission meeting be accepted as presented and Michael Duncan seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Danville Community College Aviation Maintenance Technology Program Update

Action: Marcio Couto updated the Airport Commission concerning the status of the Aviation Maintenance Technology program.

Disposition: Danville Community College staff will complete an in-person meeting with the Federal Aviation Administration (FAA) to discuss facility alternatives.

Marcio Couto, Manager of Danville Community College's Aviation Maintenance Technology Program updated the Airport Commission concerning the status of the Aviation Maintenance Technology Program. Phil Hall, Airport Commission Chairman, commented that the Airport Commission would like to know how they can assist with moving this program along to provide needed facilities.

Marcio Couto indicated that the FAA oversees and regulates aviation maintenance technology programs. He also identified minimum space requirements needed for Danville's facility and stated that he recently completed a review of facility space that Averett University leases from the airport and indicated that the available space is not sufficient to meet related requirements to support the aviation maintenance technology training program.

Topic: Danville Community College Aviation Maintenance Technology Program Update (Continued)

Marcio Couto said the next steps needed to establish a facility are for Averett University and Danville Community College to discuss training facility requirements for classrooms and labs. He also mentioned that he has reached out to the FAA to set up an in-person meeting to discuss facility alternatives and options. This meeting is pending on the FAA's availability.

Topic: Bipartisan Infrastructure Funding Options for Hangar Development

Action: Marc Adelman updated the Airport Commission concerning options to use available Bipartisan Infrastructure funding to construct a hangar.

Disposition: Marc Adelman indicated that the airport is moving forward to satisfy state and federal environmental review requirements to make application by December 2023 for site prep engineering services to develop the aviation maintenance training facility site.

Marc Adelman discussed options for using available Bipartisan Infrastructure funding to develop a hangar at different sites on the airfield. He mentioned that airports will receive a total of five allocations of Bipartisan Infrastructure funds from FY2022 through FY2026. Funds must be obligated at the end of the fourth fiscal year, or they will be recovered by the FAA. To date, Danville has received two Bipartisan Infrastructure allocations to date, totaling \$587,000. It is expected that a third, similar allocation amount will be received by the end of the calendar year. However, he indicated that a total of four (4) or more allocations would be needed to construct a 10,000 square foot hangar that would cost \$1,500,000 since 90% federal aid can be provided. Conversely, a total of three Bipartisan Infrastructure funding allocations are needed to finance a 6,400 square foot hangar that would cost approximately \$960,000. Also, if a 6400 square foot hangar were constructed, then it is possible that an additional, smaller hangar could be built using surplus Bipartisan Infrastructure funds that may be allocated during FY2025 and FY2026.

Marc Adelman said due to federal funding constraints and cost considerations for hangar development, he recommended building a 6,400 square foot hangar at the vacant parcel located adjacent to Airport Drive. Discussion continued regarding developing a hangar adjacent to the Airport Drive site. Mr. Adelman also shared cost estimate information for utility connections to support the aviation maintenance training facility that would be located adjacent to Airport Drive, which are identified below.

- Sewer Connection Cost Estimate - \$21,000
- Water Connection Requirements - \$46,461 for 2" domestic line, 6" fire line and hydrant.
- Three Phase Electric Service – City's cost of \$54,496 to complete required modifications to support three phase service for the site including installation of the transformer. Additional cost of \$13,419 for contractor to bring electric service to the building.
- Total Estimated 3-Phase Electrical Connection Cost - \$67,915
- **Total Estimated Cost for All Utilities - \$135,376**

He identified that the cost estimates for utility connections for the hangar are approximately \$80,000 less if a hangar were developed adjacent to Airport Drive versus the South Ramp. Marc Adelman also handed out information regarding the anticipated deadline requirements for the Hangar and Training Facility Project and discussed this information with the Commission.

Topic: Bipartisan Infrastructure Funding Options for Hangar Development (Continued)

After discussion, Marc Adelman said that the airport is moving forward with completing state and federal environmental review requirements so a state grant application can be submitted in December 2023 for site prep engineering services.

Topic: Terminal Building Renovation Project Update

Action: Marc Adelman reviewed the status of the terminal building renovation project with the Airport Commission.

Disposition: During the next month the contractor should pour concrete and install brick pavers.

Marc Adelman reviewed the status of the terminal building renovation project with the Airport Commission. Identified below is information shared with members.

- It was necessary for the electrical subcontractor to excavate the airside canopy area again at a deeper level to support lighting requirements for the ground lighting.
- The canopy lights and soffit panels have been installed and the airside canopy area is ready for concrete to be poured, weather permitting.
- The glass section inside the terminal has been removed and ceiling tiles have been installed.

Topic: Update on new 60' x 54' Box Hangar Project

Action: Marc Adelman updated the Airport Commission concerning status of the 60' x 54' hangar.

Disposition: It is anticipated that the new hangar project will be complete in November 2023.

Marc Adelman informed members that the new 60' x 54' hangar construction project is moving along well. There was a significant amount of ponded water in the construction site area due to the recent rain. It is anticipated that this project will be complete by November 2023. He also mentioned that at the next Airport Commission meeting a closed session will be needed to discuss the rental fee for the new hangar. A proposed fee arrangement for this hangar was discussed previously but the hangar is larger than the original design since the project came in under budget.

Topic: Aviation Promotion Grant Update

Action: The aviation promotion grant application to complete a new airport promotional video was recently approved by the State.

Disposition: The project will be completed during the spring of 2024.

The aviation promotion grant has been approved by the Virginia Department of Aviation to produce a new airport promotional video. Marc Adelman informed the Airport Commission that the project does not have to be bid since a quote was received for under \$10,000 from Elantes, the company that completed the last promotional video. After discussion, it was the consensus of the Airport Commission to issue a purchase order to Elantes. Airport Commission Chairman Phil Hall asked Michael Duncan to take the lead on this project. Michael Duncan said he would be glad to do so, and he will seek assistance from the Airport Commission as needed.

Topic: FBO Maintenance Update

Action: No updates were provided during the August Airport Commission meeting.

Disposition: AU Aviation Services will provide additional updates at the next meeting.

John Earl did not have any updates to provide during the August Commission meeting.

Public Comment

No public comments.

Communications

No communications.

Closed Session

The Commission convened into closed session at 4:02 pm. The Commission re-convened into open session at 5:01pm.

Adjournment

The Airport Commission meeting adjourned at 5:04 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, September 12, 2023, at 3:00 pm in the airport's Eastern Conference Room.**