

AIRPORT COMMISSION MINUTES

September 12, 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, September 12, 2023

Attendees:

Marc Adelman, Director	Fred Shanks	Alan Spencer, City Attorney
Stephen Daniel, Vice-Chairman	John Earl, FBO Manager	Todd Pinekenstein, Transportation
Michael Duncan	Earl Reynolds, Deputy City	Bld. Grounds Superintendent
Phil Hall, Chairman	Manager	Lisa Bivens, Senior Admin. Asst.
Gene Jackson		

Approval of Agenda

A motion was made by Michael Duncan and seconded by Fred Shanks to move agenda Item #4 to agenda Item #1; add the discussion of hangar rental fees after the update of the box hangar project; add discussion regarding the Obstruction Analysis as Item #6. All members in attendance were in favor of the proposed amendment. Gene Jackson moved to approve the agenda as amended and Stephen Daniel 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 August 8, 2023, Airport Commission meeting be accepted as presented and Stephen Daniel seconded the motion. All members in attendance were in favor and the motion passed.

New Business

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

Action: Marc Adelman updated the Airport Commission concerning the status of the 60' x 54' hangar and discussed hangar rental fee options for the new hangar.

Disposition: It is anticipated that the new hangar will be ready for use in mid-October 2023.

Marc Adelman informed members that the new 60' x 54' hangar construction project is moving along well. The hangar is expected to be available for use in mid-October. Images of the hangar were provided for review. Marc Adelman said the proposed fee arrangement for this hangar, that was discussed previously with the Airport Commission, should be revised since the hangar was constructed larger than planned originally. This construction opportunity was possible since the hangar came in under budget. Background information was provided regarding pricing of other hangars on the airfield as identified below.

- 80' x 80' hangar, \$1248 per month, includes bathroom/shower and office space, 47% larger than the 60' x 54' hangar.
- 65' x 60' hangars, \$888 per month, includes a bathroom, 17% larger than the 60' x 54' hangar.
- 55' x 51' hangar, \$505 per month, does not include a bathroom, 17% smaller than the 60' x 54' hangar.

Topic: New 60' x 54' Box Hangar Project and Hangar Rental Fees (Continued)

- Other issues discussed concerning the rental fee arrangement for the new hangar involved the expressed interest from persons to rent the hangar.

After discussion, a motion was made by Fred Shanks and seconded by Stephen Daniel to set the rental fee for the new 60'x 54' Box Hangar at \$1,000 per month. All members in attendance were in favor and the motion passed.

Topic: Aviation Promotion Grant Update

Action: The Aviation Promotion grant has been executed and a purchase order was sent to Elantes, the video production company.

Disposition: The airport promotional video will be completed after the south ramp is paved, which is expected to occur by late spring of 2024.

The Airport Commission watched an interview of Corrie Bobe, Danville's Economic Development Director discussing the importance of the airport that could be included as part of the new airport promotional video. In addition, the new promotional video could include recent improvements such as the rehabilitation of Runway 13/31, which was completed a year ago, the terminal building renovation improvements, the new 60' x 54' box hangar and the completion of the south ramp rehabilitation project. Currently, state and local funds have been appropriated for the aviation promotion project and a purchase order has been issued to the video production company to begin work.

Michael Duncan is assisting the airport with the project and informed the other Commissioners that he has spoken with Adam Ishaeik of Elantes, the video production company and John Earl briefly regarding the project. He also shared that it is the consensus of those he has spoken with that the focus of the video should emphasize growth and where the airport is going, not where it has been. Michael Duncan said the first airport promotional video completed a few years ago set the foundation and he believes the second video should focus on the future. Discussion continued. Marc Adelman added that the Virginia Department of Aviation recommends that aviation promotion grant projects should be oriented toward improving awareness of how airports are linked to economic development activities. Discussion continued.

Topic: Aviation Maintenance Technology Program Update

Action: Marc Adelman reviewed conceptual layout images of the planned Aviation Maintenance Technology project area with the Airport Commission and provided an update.

Disposition: Input is needed from Averett University and the Danville Community College to finalize the scope of the project so a grant can be submitted for site prep construction engineering services.

Marc Adelman reviewed conceptual layout images of the planned Aviation Maintenance Technology School project area with the Airport Commission and provided an update. Items of significance are identified below regarding the status of the new program.

- Dr. Cornelius Johnson and Marcio Couto are meeting today with the FAA's Richmond Flight Standards District Office concerning requirements related to the program.

Topic: Aviation Maintenance Technology Program Update (Continued)

- The Federal Aviation Administration completed the Section 163 Determination review for the project and must approve required environmental documentation prior to December 15, 2023, when a state aviation grant application must be submitted to complete site prep engineering services, which will be considered by the Virginia Aviation Board in February 2024.
- Danville's Airport Engineering firm is currently preparing the environmental documentation for the FAA's review. It should be submitted to the FAA by the end of September 2023.

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 general contractor should finish pouring concrete, and subcontractors should complete the necessary paving work and brick paver installation work.

Marc Adelman reviewed the status of the terminal building renovation project with the Airport Commission. Currently, contractors are pouring concrete and laying the brick pavers. Once this work is complete the paving of the grass areas that were located on airside adjacent to the terminal building will be completed.

Topic: Obstruction Analysis Update

Action: Marc Adelman updated the Airport Commission concerning the status of the Runway 13/31 Obstruction Analysis.

Disposition: The next step after receiving further input from the state is to work with the airport's engineering firm to come up with a cost estimate to complete the tree removal/topping work.

Marc Adelman informed members that data was recently provided to the airport from Talbert, Bright & Ellington, the airport's engineering firm, regarding the Runway 13/31 Obstruction Analysis. This information was provided to the Virginia Department of Aviation. An email was received on September 8, 2023, from Vernon Carter, Director of the Airport Services Division for the Virginia Department of Aviation. Mr. Carter stated that they will compare the information received to the data the state collected recently for their obstruction analysis project. He also mentioned that obstruction mitigation work activities are typically eligible for state funding through the state's Airport Capital Improvement and Maintenance programs. Discussion continued.

Marc Adelman said that the obstruction analysis shows some trees will need to be topped or removed as well as obstructions located with the landfill that will need to be addressed. The next step after receiving input from the state is to work with the airport's engineering firm to come up with a cost estimate to complete the tree removal/topping work.

Topic: FBO Maintenance Update

Action: John Earl provided information for the recent VIR event, August 24-27, 2023.

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

John Earl provided arrival and departure information from the recent event at Virginia International Raceway (VIR), which was held on August 24-27, 2023. Of significance, John Earl indicated several large aircraft came in for this event. He also confirmed that multiple aircraft came in from the west coast and were able to receive full loads of fuel and take off from the airport with no issues. Two full loads of fuel and two partial loads were taken during the weekend for a total of approximately 30,000 gallons. There was discussion regarding recent issues with the rental car company.

Public Comment

No public comments.

Communications

Stephen Daniel asked about the carpet that was at the stairs of the aircraft in the picture John Earl provided. John Earl said that it is a red carpet with the FBO logo that is laid out for all pressurized aircraft.

Adjournment

The Airport Commission meeting adjourned at 4:09 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, October 10, 2023, at 3:00 pm in the airport's Eastern Conference Room.**