

AIRPORT COMMISSION MINUTES

October 10, 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, October 10, 2023.

Attendees:

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

Guests in Attendance:

Dr. Cornelius Johnson, Vice-President of Academic Affairs and Student Services at Danville Community College

Melissa Mann, Dean, Career & Technical Education at Danville Community College

Marcio Couto Instructor and Program Manager of Aviation Maintenance Technology Career & Technical Education

Don Aungst, Vice-President, and CFO of Averett University

Approval of Agenda

A motion was made by Sid Allgood and seconded by Jessie Barksdale to approve the agenda of October 10, 2023; meeting as presented. All members in attendance were in favor and the motion passed.

Approval of Minutes

Bob Jiranek moved that the minutes of the September 12, 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.

Chairman Phil Hall asked Dr. Johnson to introduce Melissa Mann, the new Dean of Career & Technical Education at Danville Community College. The Airport Commission welcomed Ms. Mann to the meeting.

New Business

Topic: Terminal Building Renovation Ribbon Cutting Ceremony

Action: Discussion was held regarding the ribbon cutting ceremony.

Disposition: The Ribbon Cutting Ceremony will be held on November 15, 2023, at 12:00 pm.

Marc Adelman displayed the invitation that will be used for the upcoming November 15, 2023, Ribbon Cutting Ceremony that will be held at 12:00 pm. Marc Adelman indicated that that Greg Campbell, Director of the Virginia Department of Aviation and Cheryl McCleskey, Virginia Aviation Board member have agreed to speak during the ceremony.

Topic: Terminal Building Renovation Ribbon Cutting Ceremony (Continued)

In addition, Mayor Jones, Airport Commission Chairman Phil Hall and Tiffany Franks, President of Averett University have also agreed to speak. After discussion it was decided to hold the ceremony inside the terminal building and that the actual ribbon cutting activity will take place outside near the new airside canopy. It was also recommended that City Council members, Airport Commission members, the speakers and the City Manager should cut the ribbon. Marc Adelman said the airport is also planning to provide refreshments during the ceremony. Discussion continued. A sub-committee was appointed consisting of Fred Shanks and Phil Hall to be responsible to meet with Marc Adelman to discuss other planning activities for the event.

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: Federal Aviation Administration (FAA) approval of the environmental document is pending. The Aviation Maintenance Technology project cannot proceed until approval is received from the FAA.

Marc Adelman updated the Airport Commission concerning the status of Aviation Maintenance Technology project. Items of significance are identified below.

- Danville's Airport Engineering firm has submitted environmental documentation to the FAA for review.
- Per the FAA's initial review, concern was expressed whether construction activities would impact Airport Drive residents.
- Possible concerns over noise and lighting may require a public meeting to be scheduled with Airport Drive residents and homeowners to support environmental review requirements. Information regarding the project will be mailed out to the Airport Drive homeowners whose house is located near the planned construction site. Homeowners will have two weeks to respond if they would like to have a public meeting regarding the project. If a public meeting is requested, it must be advertised thirty days prior to the scheduled meeting.
- A draft bid document related to the construction of the planned 80' x 80' hangar will be submitted to the FAA for review to ensure architectural services are not required to build the hangar.
- Averett University has requested that the City of Danville finance the construction of the aviation maintenance training facility and also expressed interest to include space within the building for flight instruction activities that Averett University completes. Marc Adelman explained that the city would need to establish a lease fee arrangement for the funding relative to the bond issuance.
- A grant application needs to be submitted to the Virginia Department of Aviation, for site prep engineering design services in December 2023. The application cannot be submitted if the FAA has not approved the environmental document.

Marcio Couto, Danville Community College's (DCC) Instructor and Program Manager of Aviation Maintenance and Melisaa Mann, Dean, Career & Technical Education at Danville Community College were in attendance and Mr. Couto completed a project update. He indicated that a meeting was held with the FAA on September 12, 2023, regarding the pre-application process.

Topic: Aviation Maintenance Technology Program Update (Continued)

Mr. Couto indicated that on September 25, 2023, the FAA notified DCC that their application was added to the National Application List. However, there is currently an approximate eight month wait period for the FAA to begin the evaluation of the application.

Discussion continued. Marcio Couto said that the next steps is to consolidate the tool and equipment list and finalize facility decisions. Dr. Cornelius Johnson, Vice-President of Academic Affairs and Student Services at Danville Community College, discussed funding sustainability issues regarding the Aviation Maintenance Technology Program with the Airport Commission. He also discussed faculty requirements for the program.

Topic: Aviation Promotion Grant Update

Action: Marc Adelman provided an update regarding the new airport promotional video.

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

Marc Adelman said that the video production company is waiting for the script to be provided for the video. He also said that virtual imagery of the planned aviation maintenance training facility could be included as part of the promotional video if that is the preference of the Airport Commission. The video will be completed after the south ramp is paved, which is expected to occur by late spring of 2024.

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.

Disposition: The new hangar will be available to rent by November 1, 2023.

Marc Adelman informed members that only some minor door adjustment work is required before the new the 60'x 54' hangar will be ready to rent on November 1, 2023. He indicated that City Council approved moving forward with the first reading to modify the fee ordinance to charge \$1,000 per month for the rental of the hangar. The final approval should occur during the next City Council meeting.

Topic: Obstruction Analysis Update

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

Disposition: Additional data is required regarding the trees that must be topped or removed so the airport can go out to bid for the work.

Marc Adelman informed members that a conference call was held with First Piedmont Corporation representatives and Brian Salyers of Talbert, Bright & Ellington regarding the preliminary results of the obstruction analysis. Prior to the conference call, First Piedmont sent a Computer Aid Design (CAD) file that showed a model of the landfill and how tall it can be per their permit. After reviewing the data Brian Salyers confirmed during the call that the model showed that the landfill elevation limits do not reflect that the landfill would be an obstruction. Additional data is required regarding the trees that must be topped or removed so the airport can go out to bid for the work. He also mentioned that obstruction mitigation work activities are typically eligible for state funding through the state's Airport Capital Improvement and Maintenance programs.

Topic: FBO Management 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 a picture of a Soviet MI 17 medium duty helicopter that recently visited the airfield. John Earl said he learned that it was a research helicopter used by the Department of Defense. He also informed the Airport Commission that passengers are dropped off every Monday who are working at the Tysons plant and are picked up on Friday. A list of aircraft that accessed the field for the August VIR event was provided for review. John Earl indicated that compared to last year's event there were considerably more aircraft that came in this year.

Public Comment

No public comments.

Communications

Sid Allgood thanked John Earl for the work that the FBO does. He said he has received positive comments about the FBO. Gene Jackson asked if a request should be put in for Runway 24 development at this time. Marc Adelman indicated that the upcoming Master Plan Update should address new development opportunities. Steve Daniel said he likes the management updates provided by the FBO and the chance to see pictures that John Earl provides of aircraft that visit the field. Bob Jiranek said he is concerned with the residential housing that is located close to the terminal building. Phil Hall thanked airport staff for their work and efforts.

Adjournment

The Airport Commission meeting adjourned at 4:26 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, November 14, 2023, at 3:00 pm in the airport's Eastern Conference Room.**