

AIRPORT COMMISSION MINUTES

November 14, 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, November 14, 2023.

Attendees:

Marc Adelman, Director

Sid Allgood

Jessie Barksdale

Stephen Daniel, Vice-Chairman

Michael Duncan

Phil Hall, Chairman

Gene Jackson

Bob Jiranek

John Earl, FBO Manager

Alan Spencer, Deputy City Attorney

Todd Pinekenstein, Transportation

Bld. Grounds Superintendent

Lisa Bivens, Senior Admin. Asst.

Guests:

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

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

Approval of Agenda

A motion was made by Bob Jiranek and seconded by Gene Jackson to approve the agenda of November 14, 2023, meeting as presented. All members in attendance were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the October 10, 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: Aviation Maintenance Technology Program Update

Action: Marc Adelman provided an update on the Aviation Maintenance Technology program.

Disposition: Approval of the environmental document by the Federal Aviation Administration (FAA) is pending. Site prep engineering services for the Aviation Maintenance Technology project cannot proceed until approval is received from the FAA.

Marc Adelman updated the Airport Commission concerning the status of the Aviation Maintenance Technology project. To date, Averett University has not provided information regarding the size of the building needed. Recently, Averett University requested the city to finance the construction of a training facility building to meet the needs of the maintenance program and accommodate additional space for Averett's flight training program. Marc Adelman also discussed funding requirements and deadlines regarding potential revenue streams with the Airport Commission. Marc Adelman said pursuing funding through other grant programs such as the Economic Development Administration (EDA) may not allow the project to be completed on time that would allow classes to start by the fall of 2025.

Topic: Aviation Maintenance Technology Program Update (Continued)

Marc Adelman reviewed a timeline regarding the best-case scenario so the training facility could be completed by the fall of 2025 per the expressed interest of the Danville Community College. Discussion continued. Other critical issues discussed are identified below.

Activity	Critical Path Issues
FAA approval is required for the environmental document that was submitted originally by Danville's Airport Engineering firm. The environmental document addresses the proposed construction site on Airport Drive.	The project cannot proceed if the FAA does not approve the environmental review . The state will not approve funding for site prep engineering services. The FAA will not approve grant funding to construct the hangar.
The FAA must approve the environmental document before mid-December so the airport can submit a grant application to the state for site prep engineering services, which must be completed to pursue an Economic Development Administration (EDA) grant.	The state deadline for grant applications for the February Virginia Aviation Board meeting requires environmental documentation to be submitted by mid-December. A possible government shutdown could impact the FAA approval process of the environmental documentation.
Submit an EDA grant application to finance the training facility building. EDA funding will cover 50% of eligible project expenses.	The EDA prefers to fund shovel-ready projects and requires preliminary site prep engineering and architectural services to be finished before funding will be provided. The EDA requires four to six months to complete a grant review.
The Virginia Department of Aviation could approve funding for site prep engineering services in February 2024. The airport engineering firm and architect would complete state and EDA engineering requirements.	Site prep engineering services could be completed by April 2024. Therefore, the EDA could take until October 2024 before they approve a grant to construct the training facility building.
Architectural services must be completed to design the training facility building and to meet EDA preliminary engineering requirements (6 months to complete).	The EDA will provide funding to complete architectural services but won't consider a grant application until preliminary site prep engineering services is completed.
If EDA grant funding is pursued to complete architectural services for the training facility, then building construction could be significantly delayed.	If EDA grant funding is pursued to complete architectural services, then related work could not start until possibly the fall of 2024 after the EDA grant review process is completed. Therefore, the training facility building would not be finished <u>until the summer of 2026</u> versus summer of 2025 due to the 6-month time to design the building.
Architectural services should begin in January 2024 to design the training facility building to support engineering requirements for the EDA grant and so the building can be completed by the summer of 2025.	A fee proposal to complete architectural services should be obtained by December 2023 and local funding must be obligated in January 2024 to finance 100% of the cost.
A state grant for site prep construction should be submitted before the August 2024 Virginia Aviation Board meeting.	Site prep construction for the hangar and training facility building could begin in October 2024.
Advertise for bid to construct the training facility building and the 80' x 80' hangar separately by June 2024.	Construction of the hangar and the training facility building could begin subject to grant approval by the FAA and EDA during the fall of 2024.

Topic: Aviation Maintenance Technology Program Update (Continued)

Marcio Couto, Danville Community College's (DCC) Instructor and Program Manager of Aviation Maintenance and Melissa Mann, Dean, Career & Technical Education at Danville Community College were in attendance for the meeting and indicated they have shared their building needs for the Aviation Maintenance program with Averett University. Discussion continued.

Marc Adelman provided information regarding the planned development of the new 80' x 80' hangar with the Airport Commission. He discussed door options and discussed the differences between stack-doors and bi-fold doors that could be used to construct the hangar. A bi-fold door offers more clear width when the door is opened than a stack-door and is operated by pushing a button, but it is much more expensive than a stack door, which is operated manually. According to Horton Stack Doors, a total of about 7 ½ feet of clearance width will be reduced for an 80' x 80' hangar if a stack door is used versus a bi-fold door. In addition, he stated that two large ceiling fans are planned to be installed in the hangar as well as U-Tube radiant heating units. Discussion continued.

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 said the Ribbon Cutting Ceremony will be held tomorrow, November 15, 2023, at 12:00 pm in the main lobby area. The ribbon will be cut outside near the new airside canopy. The speakers for the ceremony will be Mayor Jones, Phil Hall, Greg Campbell, the Director of the Virginia Department of Aviation, Cheryl McCleskey, Virginia Aviation Board member and Tiffany Franks, President of Averett University. City Manager, Ken Larking will be the Master of Ceremonies and he has been provided information on all the speakers. Mark Aron will be in attendance streaming the event on River City TV and the city's Facebook page. Refreshments will be provided during the event.

Topic: Master Plan Update

Action: Marc Adelman provided information sent by the FAA regarding the Master Plan Update.

Disposition: The FAA recommended that operational data be obtained for a two-year period after the casino opens before the Master Plan Update begins.

Marc Adelman said on October 19, 2023, he received an email from Jeffrey Breeden with the FAA's Washington Airport's District Office who asked if the airport was going to seek funding for a Master Plan Update next fiscal year. Marc Adelman informed the FAA that he believed that a focal point for the next Master Plan Update would be related to pursuing a runway extension. Mr. Breeden responded by recommending that the airport wait for two or three years to complete an update to obtain solid historical aircraft operational data after the casino opens so this data can be included in the master plan analysis. He added that the proposed runway extension would need to be justified by the historical aircraft activity and that the master plan could include this data as a study element. Discussion continued.

Topic: Master Plan Update (Continued)

Marc Adelman mentioned that he and Phil Hall spoke to Chris Albrecht, General Manager for Caesars Virginia, recently regarding possible charter aircraft operations that may occur at the airport. Mr. Albrecht indicated that he is not expecting significant charter activity related to the casino. Sid Allgood suggested tabling the discussion at this time and planning a special airport work session to discuss this and other projects and issues.

Topic: FY 24-25 Capital Improvement Projects

Action: Marc Adelman updated the Airport Commission on potential projects to be considered in the Airport Capital Improvement Program in FY2025.

Disposition: Capital projects for the FY25 budget will be finalized in December.

Marc Adelman updated the Commission on potential Capital Improvement airport projects to be considered in FY 2025. He also provided graphics to explain each project. Projects discussed are shown below.

- Site prep construction for Taxiway H to support three large corporate hangars and automobile parking lot.
- Site prep construction for the aviation maintenance hangar and training facility building.
- Construction of an 80' x 80' hangar.
- Construction of the aviation maintenance training facility building.

Marc Adelman also asked the Airport Commission if there were any other projects that they would like to see included for consideration. It was suggested to add the Runway 13/31 line of site project and funds to complete tree obstruction removal in FY2025. If approved, these projects could begin in July 2024.

Topic: FBO Management Update

Action: No updates this month.

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

No updates provided by AU Aviation during the November meeting.

Public Comment

No public comments.

Communications

Michael Duncan updated the Airport Commission on possible private funding to build hangars. Phil Hall said he would like to plan a retreat for members in early 2024, possibly in February. Sid Allgood said that the Commission members should be careful when sending emails and who they are including when responding.

Adjournment

The Airport Commission meeting adjourned at 4:19 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, December 12, 2023, at 3:00 pm in the airport's Eastern Conference Room.**