

AIRPORT COMMISSION MINUTES

December 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, December 12, 2023.

Attendees:

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

Guests:

Melissa Mann, Dean of Career & Technical Education, Danville Community College
Marcio Couto, Instructor and Program Manager of Aviation Maintenance Technology, Danville Community College
Dr. Cornelius Johnson, Vice President of Academic Affairs & Student Services, Danville Community College
Don Aungst, Vice President and Chief Financial & Operating Officer, Averett University

Approval of Agenda

A motion was made by Sid Allgood to amend the agenda to add a closed session after the public comment period. Fred Shanks seconded the motion to amend the agenda to include the closed session. All members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the November 14, 2023, Airport Commission meeting be accepted as presented and Bob Jiranek seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: **Aviation Training Facility Project Update**

Action: Marc Adelman provided an update concerning the Aviation Training Facility project.

Disposition: A grant application was submitted to the Virginia Department of Aviation to provide funding to complete site prep engineering services for the planned site.

Marc Adelman updated the Airport Commission concerning the status of the Aviation Training Facility project. The most current plan calls for a 12,000 square foot building that will be shared by the Danville Community College and Averett's Flight School. He indicated that the architect recommended to separate the training facility building from the hangar to avoid possible requirements to install a fire sprinkler system and firewall. Don Aungst indicated that the architect is supposed to provide the revised building plans for review by the end of the week.

Topic: Aviation Training Facility Project Update (Continued)

Marc Adelman discussed the preliminary engineering design services requirements to apply for an Economic Development Administration (EDA) grant to subsidize the cost to construct the aviation training facility building. These requirements were discussed with Dewberry, the architectural firm and Danville's airport engineering firm Talbert, Bright and Ellington. Marc Adelman indicated that he hopes to submit a grant application to the EDA in March 2024. He also mentioned that it can take up to six months for the grant application to be reviewed.

Marc Adelman provided an updated project timeline for review and discussion as identified below.

AVIATION TRAINING FACILITY -PROJECT TIMELINE

December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
The FAA approved the environmental review and survey work completed to assist with A/E.	Survey work provided to expedite engineering and architectural services	The Virginia Aviation Board approves the site prep engineering grant	City Council appropriates funding for site prep engineering services	The FAA completes their review of the hangar specs	The bid document for site prep construction is advertised	Bids opened for site prep construction work
Grant application submitted for site prep engineering services.	Architectural services begins to meet EDA requirements and to bid the training facility and utilities	Potential employers provide required forms for an EDA grant application	An EDA grant application is submitted to construct the training facility based on the architect's cost estimate to construct the building		The bid document for hangar construction and utility connections is advertised	Bids opened for hangar construction
Local budget is submitted to construct the building	900 B Forms provided to employers for the EDA application	Airport Engineering services begins to meet EDA requirements			City Council approves budget for capital projects	The training facility project is advertised for bid.

July 2024	August 2024	September 2024	October 2024	November 2024	November/ December 2024
State recommends site prep construction funding	Virginia Aviation Board approves site prep construction grant	City Council appropriates state funding for site prep construction	Site prep construction and training facility building construction begins: 9-month project timeline		Site prep construction is complete
Grant application submitted to construct the hangar (FAA)	FAA approves grant to construct the hangar	City Council appropriates EDA funding to construct the training facility	City Council appropriates FAA funding to construct the hangar		Concrete slab poured for hangar and training facility building
Bids opened for training facility project.	The EDA approves funding to construct the training facility		Hangar building is ordered by the general contractor		

Topic: FY 24-25 Capital Improvement Projects

Action: Marc Adelman reviewed possible projects to be considered for the FY25 Airport Capital Improvement Program.

Disposition: Capital projects for the city's FY25 budget were approved by the Airport Commission and will be submitted to the city's Budget Director by the end of December.

Marc Adelman reviewed and discussed potential Capital Improvement projects to be considered for next fiscal year's budget. Projects discussed are shown below.

Project	Federal	State	Local	Total Cost
Site prep construction – Taxiway H, 3 hangars, parking lot and road	ineligible	80%	\$331,078 \$295,715	\$1,655,390 \$1,478,575 – alt.
Site prep construction – Aviation Training Facility site	ineligible	80%	\$164,900	\$824,500
Construction of 80' x 80' hangar for aviation training facility	90% - Allocated Bipartisan Infrastructure	ineligible	\$97,800	\$978,000
Construction of aviation training facility building	EDA would provide 50% for building, not utilities, discretionary grant	ineligible	\$4,000,000 Possible reduction with EDA funds	\$4,000,000 Bond issuance
Construction of new 60' x 54' hangar	\$293,400 – Bipartisan Infrastructure	ineligible	\$360,000	\$66,600
Grade area to improve visibility for Runway 31	ineligible	ineligible	\$137,929	\$137, 929
Obstruction removal – Runway 31 end	ineligible	80%	\$51,000	\$255,000

After discussing the proposed capital improvement projects, it was the consensus of the Airport Commission to remove the grading of Runway 31 from consideration due to input received regarding required slope modifications and related grounds maintenance requirements. The Airport Commission also recommended to use the fourth pending Bipartisan Infrastructure allocation to construct a new hangar that would be located adjacent to the hangar that was built this fiscal year in the t-hangar area. There was some discussion by Airport Commission members regarding the possible benefits of increasing the size of the hangar since there is surplus land available that could be used to construct a wider hangar. Marc Adelman asked Todd Pinekenstein to ask Cirrus Construction, the company that built the new 60' x 54' hangar, to obtain a cost estimate to increase the size of the hangar and if it would be possible to store an additional aircraft inside the hangar if the width of the hangar was increased to 78 feet.

Topic: FY25 Operating Budget

Action: Lisa Bivens discussed the proposed FY25 Operating Budget with the Airport Commission.

Disposition: The airport's operating budget was approved to be submitted to the city's Budget Office for consideration pending additional information to clarify fuel farm repairs needed in FY25.

Lisa Bivens reviewed the airport's FY25 proposed operating budget with the Airport Commission. Of significance, \$10,000 was added to the operating budget to repair the Civil Air Patrol building roof and \$20,000 was added to the outside services line item to cover expenses related to fuel farm repairs. Todd Pinekenstein indicated that the quote received to complete fuel farm repairs and upgrades was approximately \$38,000 and suggested due to the cost to complete all required work over a two-year period. After discussion it was decided that Todd Pinekenstein and John Earl would request an itemization of the fuel farm repair cost estimate and determine which repairs should be completed next fiscal year. The airport's operating budget was approved to be submitted to the city's Budget Office for consideration pending additional information to clarify the fuel farm repairs needed.

Topic: FBO Management Update

Action: John Earl updated the Airport Commission concerning recent tow head purchases.

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

John Earl mentioned that the FBO recently obtained a tow head for most of the Dassault Falcon aircraft enabling them to tow the Falcon 50/900/2000. In addition, an order has been placed for a Bombardier Challenger tow head enabling the towing of the 300/350. The next planned purchase for an additional tow head would allow the FBO to tow numerous Cessna Citation series aircraft.

Public Comment

Marcio Couto updated the Airport Commission concerning the Danville Community College's efforts to establish an Aviation Maintenance Training program and the potential timeline for ordering equipment.

Closed Session

The Airport Commission recessed into a closed meeting at 4:20 pm. The Airport Commission reconvened in open session at 4:46 pm.

Communications

Bob Jiranek suggested that the Airport Commission visit the Lewisburg, West Virginia airport due to the similarities of that airport to Danville's airport and to gain information from the airport regarding capital improvement projects they were able to accomplish. He also provided information on potential property adjacent to airport property that may be coming up for sale. After further discussion, Phil Hall asked for Bob Jiranek and Sid Allgood to serve as a sub-committee and work with Marc Adelman to gain more information on this topic.

Steven Daniel wished everyone a great holiday season. He also asked if at the next meeting the Airport Commission could receive an update on the fuel farm expansion project and gain a better understanding of the action plan to have enough fuel to support casino traffic and major races at the Virginia International Raceway. This has been a concern in the past and he did not realize that this project was not scheduled to be completed.

Communications (Continued)

Gene Jackson mentioned the progress made at the airport and how much has been accomplished over the last year when people work together.

Sid Allgood wished everyone a Merry Christmas and Happy New Year. He mentioned that it may be viable to install a self-fueling facility, but everything needs to be looked at and discussed regarding the fuel flow fees. He also said he likes the idea that Bob Jiranek shared, and he will be glad to work with him on the sub-committee.

Phil Hall said he appreciated all the ideas shared during the meeting. He also mentioned that he was glad that the Airport Commission received recognition during the November Ribbon Cutting ceremony.

Adjournment

The Airport Commission meeting adjourned at 5:05 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, January 9, 2023, at 3:00 pm in the airport's Eastern Conference Room.**