

AIRPORT COMMISSION MINUTES

March 12, 2024

3:00 P.M.

Danville Regional Airport – Eastern Conference Room

The following were present for the Danville Regional Airport Commission Meeting held on Tuesday, March 12, 2024.

Attendees:

Marc Adelman, Director	Bob Jiranek	Alan Spencer, Deputy City
Michael Duncan	Fred Shanks	Attorney
Phil Hall, Chairman	Earl Reynolds, Deputy City Mgr.	Todd Pinekenstein, Trans. Bld.
Gene Jackson	John Earl, FBO Manager	Grounds Superintendent
		Lisa Bivens, Senior Admin. Asst.

Guests:

Don Aungst, Vice-President, and CFO of Averett University
Marcio Couto, Instructor and Program Manager of Aviation Maintenance Technology, Danville Community College

Approval of Agenda

Michael Duncan made a motion to modify the agenda and move agenda item 1 to the end of the agenda. Bob Jiranek seconded the motion, and all members were in favor of the modification. Bob Jiranek made a motion to approve the agenda for the March 12, 2024, meeting with the modification. The motion was seconded by Gene Jackson and all members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the February 13, 2024, Airport Commission meeting be accepted as presented and Fred Shanks seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: **Airport Promotional Video Update**

Action: The video production company was in Danville on March 8th to complete certain sections for the new airport promotional video.

Disposition: The video production company will be back in Danville on April 1st to complete additional work.

Marc Adelman thanked Michael Duncan for coming to the airport on Friday, March 8th and completing several approaches using his aircraft for the airport's promotional video. This activity was completed at dusk and the airside canopy was lit at the time. In addition, on Friday, interviews were completed with Mayor Jones (inside the terminal building) and Chris Albrecht, Caesars Virginia General Manager (at the casino). After the interviews were completed the video production company filmed inside the terminal building. On Saturday, March 9th, Dr. Jerry Wallace, President of Danville Community College was interviewed in the Board Room at the community college.

Topic: Airport Promotional Video Update (Continued)

Dave Hutchinson confirmed today that he received the script to complete the narration for the video. Dr. Tiffany Franks, President of Averett University also confirmed that she will complete her interview for the video on April 1, 2024, when the company returns to Danville. Dr. Franks also expressed interest to complete her interview at the airport. As mentioned at the last meeting, the airport video will be completed in phases since the paving of the south ramp will not be completed until this summer. It is anticipated that video production will be completed by August or September 2024 after aerial footage is completed of the airfield including the south ramp.

Topic: Airport Capital Improvement Plan (ACIP)

Action: Marc Adelman discussed the Airport Capital Improvement Plan with the Airport Commission.

Disposition: A conference call with the FAA and the Virginia Department of Aviation was held on February 27, 2024, to finalize the ACIP.

Marc Adelman informed the Airport Commission that On February 27, 2024, that the Federal Aviation Administration (FAA) and the Virginia Department of Aviation completed an annual conference call concerning the status of the Danville Regional Airport's Capital Improvement Plan (ACIP). Phil Hall, Marc Adelman, and Todd Pinekenstein participated. Marc Adelman said that there were not any significant changes that came out of the meeting. However, he indicated that he did raise the issue again with the FAA concerning opportunities to document operational data to justify extending Runway 2/20 and widening Taxiway A. The FAA Aviation Planner said that the airport could maintain documentation provided by the FBO if an aircraft operator calls and indicated they want to access the field but are unable to do so due to the runway length or taxiway width. The FAA recommended that related information should be documented in detail.

Fiscal Year July 1, 2024 – June 30, 2025	Project Description	FAA	State	Local	Total
2025	80' x 80' Hangar Construction	\$835,200		\$92,800	\$928,000
2025	80' x 80' Hangar Architectural Services	\$38,070	ineligible	\$4,230	\$42,300
2025	Site Prep Construction for aviation Training Facility	ineligible	\$659,600	\$164,900	\$824,500
2025	Aviation Training Facility – Building Construction	ineligible	ineligible	\$5,561,200	\$5,561,200
2025	Obstruction Removal – Runway 31 end	ineligible	\$251,274	\$62,819	\$314,093
2025	Site prep design engineering services to develop a 10,000 square foot hangar adjacent to the south ramp	ineligible	\$208,000	\$52,000	\$260,000
2025	Site prep construction for Taxiway H Area to construct corporate hangars and automobile parking lot	ineligible	\$1,324,312	\$331,078	\$1,655,390

Topic: Airport Capital Improvement Plan (Continued)

Fiscal Year July 1, 2025 – June 30, 2026	Project Description	FAA	State	Local	Total
2026	South Ramp Site Prep Construction for 10,000 square foot hangar that would be located adjacent to the south ramp and thirty space parking lot	Ineligible	\$1,387,005	\$346,751	\$1,733,756
2026	Construct corporate hangar in the t-hangar area using Bipartisan Infrastructure funds	\$585,000	ineligible	\$415,000	\$1,000,000
Fiscal Year July 1, 2026 – June 30, 2027	Project Description	FAA	State	Local	Total
2027	Master Plan Update	\$360,000	\$32,000	\$8,000	\$400,000
2027	Crack Seal and Remark Runway 2/20	\$180,000	\$16,000	\$4,000	\$200,000

The FAA also recommended adding a project for FY2027 to ensure available entitlement funds were obligated. However, the FAA indicated entitlement funding cannot be used towards financing the cost of the Master Plan Update. It was discussed to add a project to crack seal and remark the airport's primary runway for FY27. It was also mentioned to include other projects for FY27 such as replacing the existing runway edge lights with LED lighting.

Topic: Aviation Training Facility Project Update

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

Disposition: The FAA must provide written confirmation that Dewberry can be retained to design the 80' x 80' hangar.

Marc Adelman mentioned that bids were received to install liner panels and a roof vent for Hangar 100 that will be used to support aviation maintenance training activities. Bids are good through April 30th. Over the next two months the airport will determine whether the operating budget can accommodate up to \$19,254 to complete the repair work.

Marc Adelman also updated the Airport Commission regarding the status of the Economic Development Administration Grant (EDA) application. A primary issue related to the EDA application concerns whether the project location is an economically distressed area. There are specific demographic conditions that applicants must meet to be considered for EDA funding. Danville meets relevant criteria for an economically distressed area due to the city's per capita income level and the loss of several major employers over the past twenty years that contributed to a significant decrease in population. In addition, Danville's poverty rate is 25.3% compared to the national average of 11.5%. Discussion continued.

Topic: Aviation Training Facility Project Update (Continued)

Marc Adelman said that Marcio Couto has been very active with trying to recruit companies to submit Economic Development Administration (EDA) beneficiary forms, which is required for the EDA grant application. He commented that employers must identify how many jobs would be created through the project, how many jobs would be saved and the amount of private investment that would be made over a 9-year period. Currently, beneficiary forms have been received from Averett University, Danville Community College, Blue Ridge Aviation Services, GSO Aviation and Entwistle. The airport is also expecting to receive a beneficiary form from the FBO at the Blue Ridge airport. Discussion continued.

Phil Hall, Airport Commission Chairman, asked Marcio Couto about the companies contacted to provide beneficiary forms. Mr. Couto responded that Danville Community College sent out forty-three letters and currently has received four responses. He indicated that he followed up with the companies and mentioned that some persons indicated they were not interested, and some individuals said they would get back to him after the form is reviewed. After discussion, Phil Hall asked for Marcio Couto to send the letter that was mailed to companies and requested to receive information regarding who has been contacted. In addition, Mr. Hall asked for help from any of the Airport Commission members for possible further follow-up with companies. Fred Shanks and Bob Jiranek volunteered to help with this activity. Marc Adelman said that it would be best if the EDA grant application could be submitted by March 26th due to the time constraints associated with the EDA grant review process and construction objectives.

Marc Adelman identified the different organizations that are linked to the preparation of the EDA grant application and provided an update on project activities, which are listed below.

- Last month the Virginia Aviation Board approved funding to complete site prep engineering services for the aviation training facility project.
- State and local funding will be appropriated by March 19th to initiate site prep engineering services to grade the site and complete drainage modifications.
- A state aviation grant will be submitted for site prep construction this summer. Subject to grant approval, state and local funding will be appropriated in August and site prep construction is anticipated to begin by early October 2024.
- The FAA confirmed that the on-call contract with the West Piedmont Planning District Commission can be used to complete architectural services for the 80' x 80' hangar.
- Currently waiting for written confirmation from the FAA to hire Dewberry to design the 80' x 80' hangar.
- Of significance, the Economic Development Administration indicated that the aviation training facility building cannot be bid until a notice of award is received, which may delay the project completion. The grant review process can take between 4 to 6 months.
- Dewberry indicated that the interest of general contractors to bid on the project may be low if the project was bid now due to the limited availability of subcontractors.

Topic: Strategic Planning Workshop Agenda

Action: Phil Hall reminded the Commission members that the Strategic Planning Workshop is planned for April 19, 2024, from 9:00 am to 4:00 pm in the Fourth Floor Conference room at City Hall.

Disposition: Commission members were asked to offer feedback to Stephen Daniel and Sid Allgood regarding any projects or items they would like to see on the agenda.

Topic: Strategic Planning Workshop Agenda (Continued)

Phil Hall reminded the Airport Commission members that the Strategic Planning Workshop is scheduled for April 19, 2024, from 9:00 am to 4:00 pm in the Fourth Floor Conference room at City Hall. He also mentioned that we will have one more regular Airport Commission meeting before the workshop to finalize the agenda. He asked for Airport Commission members to offer feedback to Stephen Daniel and Sid Allgood regarding any projects or items they would like to see on the agenda.

Topic: FBO Management Update

Action: John Earl updated the Airport Commission on recent activities.

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

John Earl provided images of the items recently purchased for towing different types of aircraft.

Public Comment

No public comment.

Communications

Michael Duncan said another potential employer has contacted him about locating on the airfield. He indicated the potential project is a year or so out.

Phil Hall thanked Marc Adelman and Mike Duncan regarding the coordination of the video footage that was taped last week. He also said that he will be in contact with the Airport Commission members about following up with companies regarding the beneficiary forms for the EDA grant application.

Bob Jiranek asked if any of the activity discussed would result in commercial airline activity. It was suggested that this be a topic for the Strategic Planning Workshop in April.

Adjournment

The Airport Commission meeting adjourned at 4:15 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, April 9, 2024, at 3:00 pm in the airport's Eastern Conference Room.**