

AIRPORT COMMISSION MINUTES

June 11, 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, June 11, 2024.

Attendees:

Marc Adelman, Director	Fred Shanks	Alan Spencer, Deputy City
Sid Allgood	Hampton Wilkins	Attorney
Stephen Daniel, Vice-Chairman	Nishad Menon, Assistant	Todd Pinekenstein, Trans. Bld.
Phil Hall, Chairman	FBO Manager	Grounds Superintendent
Gene Jackson	Earl Reynolds, Deputy City	Lisa Bivens, Senior Admin.
Bob Jiranek	Manager	Assistant.

Guests:

Marcio Couto, Instructor and Program Manager of Aviation Maintenance Technology, Danville Community College

Approval of Agenda

Fred Shanks made a motion to approve the agenda for the June 11, 2024, meeting and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

Approval of Minutes

Stephen Daniel moved that the minutes of the May 14, 2024, Airport Commission meeting be accepted as presented and Gene Jackson seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Capital Improvement grant requests for FY24-25 projects

Action: Marc Adelman reviewed the grant requests that were submitted to the Virginia Department of Aviation for consideration at the August 2024 Virginia Aviation Board meeting.

Disposition: The airport should receive notice of funding recommendations by the state in early August.

Marc Adelman reviewed the grant requests for capital projects recently submitted to the Virginia Department of Aviation that will be considered for funding by the Virginia Aviation Board in August 2024. The airport is requesting approximately \$3,300,000 in state aid and if grants are approved certain projects could be subsidized by ninety percent requiring only a ten percent local match. Bids for the projects must be received by July 8th so related information can be provided to the Virginia Department of Aviation for funding consideration. The airport should receive notice of funding recommendations by early August.

The following page identifies the program of projects that will be considered for funding by the Virginia Department of Aviation. Only federal funding will be pursued to construct the 80'x 80' hangar since the state will not provide matching funds for this project.

Topic: Capital Improvement grant request (Continued)

PROJECT DESCRIPTION/FUNDING ALLOCATION	FEDERAL	STATE	LOCAL	TOTAL
SITE PREP (CONSTRUCTION) FOR HANGAR AND AVIATION MAINTENANCE TRAINING FACILITY – 90%/10%	\$0	\$1,151,983	\$127,998	\$1,279,981
SITE PREP (DESIGN) ENGINEERING SERVICES TO DEVELOP HANGAR AND PARKING LOT ADJACENT TO THE SOUTH RAMP – 90%/10%	\$0	\$117,807	\$13,090	\$130,897
SITE PREP (CONSTRUCTION) FOR NEW CORPORATE HANGAR/PARKING LOT - TAXIWAY H AREA – 90%/10%	\$0	\$1,810,270	\$201,141	\$2,011,411
TERMINAL BUILDING GENERATOR – 65%/35% (DUE TO PUBLIC/PRIVATE SPACE ALLOCATION)	\$0	\$187,200	\$100,800	\$288,000
AMENDMENT TO THE SITE PREP DESIGN GRANT – 80%/20% (STAYS AT SAME FUNDING LEVEL AS ORIGINAL GRANT)	\$0	\$15,937	\$3,984	\$19,921
TOTAL		\$3,283,197	\$447,013	\$3,730,210

Topic: Aviation Training Facility Project Update

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

Disposition: Architectural services for the building will be complete by mid-July and site prep engineering services for the building and hangar area should be completed in June.

The animated clip of the aviation training facility building that will be included as part of the airport's new promotional video was reviewed by the Airport Commission. Marc Adelman said that after Dewberry reviewed the clip, they suggested adding the blue lighting effects to the clip that will be included for the exterior of the Aviation Training Facility building. The Airport Commission members did not have any comments regarding the animation.

Students and instructors involved with Danville Community College's aviation maintenance training program will use Hangar 100 for aircraft maintenance instruction activities. To support required renovation improvements for the hangar new liner panels and a roof vent were installed in the hangar in May. Other items that will be installed include an air compressor to support tools and equipment, two large commercial ceiling fans and LED high ceiling-bay lights. Marcio Couto of the Danville Community College clarified during the Airport Commission meeting that the community college will acquire the air compressors for the hangar and classroom and will be funded through their equipment budget.

Topic: Aviation Training Facility Project Update (Continued)

Marc Adelman provided an update concerning the status of the aviation maintenance training facility project. Items of significance are identified below.

- Danville's architectural firm has completed 75% of the drawings for the 80' x 80' hangar project. This document was reviewed by the airport and Averett University staff. Several edits were recommended by staff.
- Danville's architectural firm is expected to complete 75% drawings for the aviation training facility building and hangar 100 renovations next week. A meeting is scheduled with the architect and staff from Danville Community College and Averett University on June 20th to discuss the status of the project. Dewberry indicated they expect to complete the bid document by mid-July.
- The Aviation Training Facility building cannot be bid until the Economic Development Administration reviews the bid documents and approves it. Federal procurement guidelines must be followed.
- The site prep construction project was advertised for bid. Bids are due by July 2, 2024. The bid results will be provided to the Virginia Department of Aviation in July for funding consideration at the August 2024 Virginia Aviation Board meeting.

Topic: South Ramp Rehabilitation Project Update

Action: The paving work is complete, and deficiencies are being addressed.

Disposition: The project should be completed by the end of June 2024.

The paving for phase II of the south ramp rehabilitation project began on May 13, 2024, and was completed during the first week of June. However, additional shoulder work must be completed, and pavement deficiencies are currently being addressed to meet FAA specifications. In addition, new taxiway edge lights are being installed due to the increased height of the asphalt. After all construction work is completed, the contractor will clean the ramp.

Topic: Report from the Nominating Committee

Action: Stephen Daniel reported recommendations to the Commission.

Disposition: Alan Spencer will hold the election at the beginning of the July meeting.

Stephen Daniel said he spoke with Airport Commission members regarding nominations for Airport Commission Officers and identified that Fred Shanks was recommended to serve as Airport Commission Chairman for the next year. Mr. Daniel also stated that Mr. Shanks has confirmed that he will accept the Nominating Committee's recommendation. Phil Hall said he would consider serving as Vice-Chairman.

Topic: FBO Management Update

Action: Nishad Menon was present for the meeting to update the Commission.

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

Nishad Menon, Assistant Manager for AU Aviation Services said that they have received an additional tow bar and should be able to tow almost any aircraft that can access the field including up to a G-700 series aircraft. Discussion continued.

Closed Session

The Airport Commission meeting convened into closed meeting at 3:36 pm. The Airport Commission reconvened into open meeting at 5:26 pm.

Communications

Sid Allgood suggested for the airport to consider being part of the Virginia Operators Council. Bob Jiranek said that we should be looking at getting our regional partners involved such as Pittsylvania and Caswell counties.

Adjournment

The Airport Commission meeting adjourned at 5:29 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, July 9, 2024, at 3:00 pm in the airport's Eastern Conference Room.**