

AIRPORT COMMISSION MINUTES

July 9, 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, July 9, 2024.

Attendees:

Marc Adelman, Director	Fred Shanks, Chairman	Ryan Dodson, Assistant City Attorney
Sid Allgood	Hampton Wilkins	
Doug Appleton	John Earl, Assistant FBO	Todd Pinekenstein, Trans. Bld. Grounds Superintendent
Stephen Daniel	Manager	
Phil Hall, Vice-Chairman	Earl Reynolds, Deputy City Manager	Lisa Bivens, Senior Admin. Assistant.
Gene Jackson		
Bob Jiranek	Marcio Couto, DCC	

Ryan Dodson, Assistant City Attorney, called the meeting to order, and opened the floor for nominations for Chairman and Vice-chairman.

Election of Officers

Stephen Daniel indicated the Nominating Committee recommended Fred Shanks to serve as Airport Commission Chairman. No other nominations were received. All members in attendance were in favor and the nomination passed. Stephen Daniel also stated that the Nominating Committee recommended Phil Hall to serve as Airport Commission Vice-Chairman. No other nominations were received. All members in attendance were in favor and the nomination passed.

Approval of Agenda

Sid Allgood made a motion to approve the agenda for the July 9, 2024, meeting and Phil Hall seconded the motion. All members in attendance were in favor and the motion passed.

Approval of Minutes

Gene Jackson moved that the minutes of the June 11, 2024, Airport Commission meeting be accepted as presented and Bob Jiranek seconded the motion. All members in attendance were in favor and the motion passed.

Closed Session

The Airport Commission meeting convened into closed meeting at 3:06 pm. The Airport Commission reconvened into open meeting at 3:59 pm.

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: Bids were opened yesterday for the Aviation Training Facility site prep construction and the Corporate Hangar site prep construction projects.

Topic: Capital Improvement grant request (Continued)

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. Bids were opened yesterday for the Aviation Training Facility site prep construction and the Corporate Hangar site prep construction projects. The numbers reflected in the chart below are actual construction costs for those two projects. The low bidder, Blair Construction will be working with Dunevant Construction to complete both projects.

Marc Adelman informed the Airport Commission that the state recently indicated that the terminal building generator is currently not eligible for state aviation funding. Staff from the Virginia Department of Aviation indicated that the airport could request that a change be made regarding the state's guidelines regarding funding eligibility to install a generator.

The table identified below indicates the updated program of projects that will be considered for funding by the Virginia Department of Aviation.

FY25 CAPITAL IMPROVEMENT REQUESTS				
August 2024 Virginia Aviation Board Meeting				
PROJECT DESCRIPTION/FUNDING ALLOCATION	FEDERAL	STATE	LOCAL	TOTAL
SITE PREP (CONSTRUCTION) FOR HANGAR AND AVIATION MAINTENANCE TRAINING FACILITY – 90%/10%	\$0	\$1,505,700	\$167,300	\$1,673,000
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	\$1,612,695	\$179,188	\$1,791,883
TERMINAL BUILDING GENERATOR – 65%/35% (DUE TO PUBLIC/PRIVATE SPACE ALLOCATION) \$210,000	\$0	Not Eligible	N/A	N/A
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		\$3,252,139	\$363,562	\$3,615,701

Topic: Aviation Training Facility Project Update

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

Disposition: After the Economic Development Administration (EDA) and the Federal Aviation Administration (FAA) approve bid documentation for the aviation training facility building and the 80' x 80' hangar the projects will be advertised for bid. The Virginia Department of Aviation will consider awarding Danville a grant for site prep construction for the aviation training facility building and hangar area based on bid results received.

The EDA sent an email indicating that their engineering group would like to meet with the Danville team, including our architectural firm to talk about going out to bid for the aviation training facility project. Recently, a draft bid document for the 80' x 80' hangar was sent to the FAA for review. The following items were discussed to update the Airport Commission on the project.

- Danville's architectural firm has completed 100% of the drawings for the 80' x 80' hangar. This document was reviewed by the airport and Averett University staff. The bid document was sent to the FAA for review on July 1st.
- Danville's Architectural Firm is expected to complete 100% of the drawings for the Aviation Training Facility building and renovations for Hangar 100 by July 16th. The EDA awarded Danville a grant to cover 60% of the total estimated project cost. The grant was accepted last week, and the EDA indicated that their engineering group will be contacting the airport soon to set up a project kickoff meeting. The EDA will need to review and approve the bid document before the project can be advertised.
- The bid for the site prep construction project was extended until July 8th. The bid results were provided to the Virginia Department of Aviation 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 ramp should be cleaned and opened by July 15th.

Marc Adelman provided an update concerning the paving work for phase II of the south ramp rehabilitation project. Currently, all pavement deficiencies have been corrected and the pavement markings were installed on July 3rd. The clean-outs still must be raised, and the seeding and installation of erosion control matting should be completed by the end of the week. The cleaning of the ramp by the contractor should take place by July 15th. Marc Adelman said he is coordinating with the aerial photographer and the Civil Air Patrol to complete the remaining photography work once the south ramp is cleaned. The aerial footage will be incorporated into the airport's promotional video to finalize its completion.

Topic: FBO Management Update

Action: John Earl was present for the meeting to update the Commission.

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

John Earl informed the Airport Commission that he recently met with Enterprise Car Rental regarding rental car issues. The plan is to bring in more large SUV vehicles for the upcoming events at VIR. There are two large events coming up at VIR, one in July and one in August. Discussion continued.

Communications

Phil Hall congratulated Fred Shanks on his appointment as Airport Commission Chairman and thanked Marc Adelman for all his hard work regarding the recent award of the EDA Grant. Gene Jackson welcomed Doug Appleton to the Airport Commission.

Bob Jiranek suggested expanding Pittsylvania County's awareness of the airport's growth. During the meeting it was discussed to possibly invite the County Board of Supervisors to attend an Airport Commission meeting in the future. Sid Allgood said as a county representative on the Airport Commission that he is sharing related information with the county.

Fred Shanks said he is excited about everything coming together regarding the projects and thanked Phil Hall for all his work during his time as chairman. Hampton Wilkins said this is a different Airport Commission than he served on years ago and he is excited to be a part of it.

Adjournment

The Airport Commission meeting adjourned at 4:34 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, August 13, 2024, at 3:00 pm in the airport's Eastern Conference Room.**