

AIRPORT COMMISSION MINUTES

August 13, 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, August 13, 2024.

Attendees:

Marc Adelman, Director	Hampton Wilkins	Alan Spencer, Deputy City
Sid Allgood	Dr. Tiffany Franks, President of	Attorney
Doug Appleton	Averett University	Todd Pinekenstein, Trans. Bld.
Stephen Daniel	Garrett Haskins, AU Aviation	Grounds Superintendent
Phil Hall, Vice-Chairman	Marcio Couto, DCC Program	Lisa Bivens, Senior Admin.
Gene Jackson	Manager - Aviation Maintenance	Assistant.
Bob Jiranek	Technology	
Fred Shanks, Chairman	John Lippert, Guest	

Chairman Fred Shanks opened the meeting at 3:00 pm and welcomed the guests in attendance and requested a roll call.

Approval of Agenda

Phil Hall made a motion to amend the agenda to move the FBO Management Update from item #5 to Item #1 under New Business. Hampton Wilkins seconded the motion; all members in attendance were in favor of the approval of the agenda with the amendment.

Approval of Minutes

Phil Hall moved that the minutes of the July 9, 2024, 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: FBO Management Update

Action: Dr. Tiffany Franks, President of Averett University was present for the meeting to update the Airport Commission concerning the recruitment process to hire a new FBO manager.

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

Dr, Tiffany Franks, President of Averett University was present for the meeting to update the Airport Commission concerning the recruitment process for finding a new FBO manager for AU Aviation Services due to the recent departure of John Earl. She indicated that during the transition to hire a new manager that Nashad Menon and Garrett Haskins, current AU Aviation Services employees, along with Mark Ballard, Aircraft Mechanic and Travis Williams, Averett University's Chief Flight Instructor will be leading AU Aviation Services. Dr. Franks stated that a national search will be completed to fill the FBO manager's position. Discussion continued.

Topic: FBO Management Update (Continued)

Dr. Franks also informed the Airport Commission that she and others will be traveling to Richmond for a meeting with the Secretary of Labor, Secretary of Education, State Budget Director, and the Governor to discuss the Aviation Training Facility project. She indicated the goal will be to hopefully secure additional state revenues to offset the local investment required for the project. Discuss continued.

Garrett Haskins was present for the meeting and served as the AU Aviation Services representative. He answered questions from the Airport Commission regarding fuel supply needs and other requirements that will be necessary to keep the FBO running successfully. He informed the Airport Commission that the upcoming race that will be held at the Virginia International Raceway will be the largest event of the year and AU Aviation Services is ready to oversee the event. He stated they are expecting approximately 50 to 60 jets during the weekend. Garrett Haskins also indicated that they have been in direct contact with Enterprise Rental Car regional management, and they have been assured sufficient rental cars will be available and provided for the event.

Topic: Capital Improvement grant requests for FY24-25 projects

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

Disposition: State Aviation grant agreements must be executed, and funds must be appropriated by City Council before site prep construction and engineering services can begin.

Marc Adelman mentioned that all the grant requests for capital projects were recently approved by the Virginia Department of Aviation. Currently, the airport is waiting for the grant agreements to be executed and the funds to be appropriated by City Council in September.

The table identified below indicates the projects that were recently approved for funding by the Virginia Department of Aviation.

PROJECT DESCRIPTION/FUNDING ALLOCATION	STATE	LOCAL	TOTAL
SITE PREP (CONSTRUCTION) FOR HANGAR AND AVIATION MAINTENANCE TRAINING FACILITY – 90%/10%	\$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%	\$117,807	\$13,090	\$130,897
SITE PREP (CONSTRUCTION) FOR NEW CORPORATE HANGAR/PARKING LOT - TAXIWAY H, T-HANGAR BUILDING AREA – 90%/10%	\$1,612,695	\$179,188	\$1,791,883
AMENDMENT TO THE SITE PREP DESIGN GRANT – 80%/20% (STAYS AT SAME FUNDING LEVEL AS ORIGINAL GRANT)	\$15,937	\$3,984	\$19,921
TOTAL	\$3,252,139	\$363,562	\$3,615,701

****Two bids were received for the site prep construction project for the Aviation Training Facility site – Concrete Foundations and Blair Construction: \$1,673.00. Concrete Foundations withdrew their bid.**

****Two bids were received for the site prep construction project for the Corporate Hangar/Parking Lot– Concrete Foundations: \$2,051,777 and Blair Construction: \$1,791,883.**

Topic: Aviation Training Facility Project Update

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

Disposition: The Economic Development Administration (EDA) and the Federal Aviation Administration (FAA) have both approved the bid documents for the aviation training facility building and the 80' x 80' hangar.

The current layout of the Aviation Training Facility building was provided for review. The following items were discussed to update the Airport Commission on the project.

- The FAA approved the bid document for the 80' x 80' hangar. This project will be advertised for bid when the Aviation Training Facility building, and Hangar 100 renovation project is bid.
- Danville's Architectural firm completed the drawings and specifications for the Aviation Training Facility building and Hangar 100 renovations. The Economic Development Grant Administration (EDA) reviewed and approved the bid document in August. The 80' x 80' hangar project and the aviation training facility building, and hangar renovation project will be advertised for bid later this month.
- State and local funding will be appropriated by Danville City Council on September 17th for the site prep construction project that applies to both the Aviation Training Facility building and the 80' x 80' hangar project. The Purchasing Office is currently preparing the contract so the site prep construction work can begin as soon as possible.

Marc Adelman said he spoke with both Blair Construction and Dunevant Construction regarding the site prep construction projects and both companies indicated that the earliest they could begin the project would be October 15, 2024. Discussion continued.

Topic: South Ramp Rehabilitation Project Update

Action: The project is complete.

Disposition: The newly renovated ramp is available for use to park aircraft.

Marc Adelman indicated that the south ramp rehabilitation project is complete. He stated that the Virginia Department of Aviation is scheduled to complete an inspection soon.

Topic: Review of the Airport Promotional Video with aerial footage (final draft)

Action: Marc Adelman provided the final draft of the airport's promotional video for the Airport Commission to review.

Disposition: The requested edits will be sent to the video production company.

The Airport Commission reviewed the footage of the airport promotional video and offered input. The following items identified below will be sent to the video production company to complete requested edits.

- Add "Virginia" to airport logo graphic at beginning of video.
- Music is much louder than narration at beginning of the video.
- 1:08- Crop dusting scene needs more color and clarity.
- 1:32- Make background less busy (eliminate cloud movement).
- 1:36- Aerial footage of project site space between hangars needs to be deleted.
- 1:40- Change wording from "Future" to "Proposed" on Hangar 300 graphic.
- 2:18- DCC Building shot needs to be improved, possibly with people included.
- 2:51- Glare coming through airside terminal airlock windows needs to be reduced.

Topic: Review of the Airport Promotional Video (*Continued*)

- 2:52- Photography lamp is visible in reflection on sliding door of the FBO service counter.
- 3:21- Mayor's footage looks shadowy and washed out.

Public Comment

Marcio Couto updated the Airport Commission concerning the status of the FAA review process for the aviation maintenance training program.

Closed Session

The Airport Commission meeting convened into closed meeting at 4:10 pm. The Airport Commission reconvened into open meeting at 4:30 pm.

Communications

Phil Hall congratulated and thanked Marc Adelman and staff for the recent award of the EDA Grant. He also said he really enjoyed attending the Virginia Aviation Conference last week. He encouraged all Airport Commission members to attend in the future if possible. Phil Hall said he also met the event coordinator and discussed the possibility of bringing the Virginia Aviation Conference to Danville in 2026 or 2027. Discussion continued.

Sid Allgood also said he also enjoyed attending the Virginia Aviation Conference and discussed several items he was made aware of at the conference.

Stephen Daniel asked if a follow-up email regarding the VIR event could be sent out to the Airport Commission following the event.

Adjournment

The Airport Commission meeting adjourned at 4:46 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, September 10, 2024, at 3:00 pm in the airport's Eastern Conference Room.**