

AIRPORT COMMISSION MINUTES

September 10, 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, September 10, 2024.

Attendees:

Marc Adelman, Director	Garrett Haskins, AU Aviation	Alan Spencer, Deputy City
Sid Allgood	Travis Williams, Chief Flight	Attorney
Stephen Daniel	Instructor, Averett University	Todd Pinekenstein, Trans. Bld.
Phil Hall, Vice-Chairman	Marcio Couto, DCC Program	Grounds Superintendent
Gene Jackson	Manager - Aviation Maintenance	Lisa Bivens, Senior Admin.
Bob Jiranek	Technology	Assistant.
Fred Shanks, Chairman	Michael Duncan, 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 approve the agenda for the September 10, 2024, meeting. Gene Jackson seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

Bob Jiranek moved that the minutes of the August 13, 2024, Airport Commission meeting be accepted as presented and Phil Hall seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Airport Open House/Free Fly Day

Action: Marc Adelman updated the Airport Commission concerning the Airport Open House and Free Fly Day scheduled for Saturday, November 2nd.

Disposition: Advertising activities will begin the first part of October to promote the event.

Marc Adelman indicated that the Aviation Promotion grant application was approved by the Virginia Department of Aviation to support the Airport Open House/Free Fly Day. The planned special event is scheduled for November 2, 2024, from 9 am to 2 pm with a rain date planned for November 16th if needed. Averett University's flight instructors will complete the free airplane rides for children ages 8 to 17.

State aviation grant funding will cover fifty percent of the cost of advertising, flight instructor fees, fuel, refreshments, and the Star Lab exhibit provided by the Danville Science Center. Marc Adelman said as part of the airport tour this year, attendees will have a chance to view the new airport promotional video in the Eastern Conference Room. In addition, the Civil Air Patrol will provide tours of their building.

Topic: Airport Open House/Free Fly Day (Continued)

During the special event Transportation Services Department administrative staff will oversee the completion of waiver forms that parents will sign. Staff will also coordinate the scheduling of flight activity. This year pre-registration activities will not be required for the event, instead it will be a first come, first served type arrangement. Discussion continued.

Topic: Aviation Training Facility Project Update

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

Disposition: Site prep construction work is expected to begin in October. Bids to construct the Aviation Training Facility building and renovate Hangar 100 will also be opened in October.

An exhibit of the Aviation Training Facility project was provided to the Airport Commission for review. The three components of the project include the 12,532 square foot Aviation Training Facility building, the 80' x 80' hangar and Hangar 100 renovations. The following items were discussed to update the Airport Commission on the project.

- The Aviation Training Facility building, and 80' x 80' hangar construction projects will be advertised for bid by September 24th.
- Bids will be due on October 25th. A pre-bid meeting will be held on October 1st.
- Bid prices will be required to be held for 90 days to coincide with the expected completion of the site preparation construction project in January 2025. This work should begin in mid-October.
- A detailed cost estimate of the 80' x 80' hangar is required to meet FAA administrative requirements.

Topic: FBO Management Update

Action: Garrett Haskins was present for the meeting and updated the Commission on the VIR event statistics.

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

Garrett Haskins was present for the meeting and updated the Airport Commission concerning the recent VIR event. During the event, a total of 10,883 gallons of fuel was sold for aircraft that accessed the field due to the race. An additional 4,262 gallons of Jet-A was sold to support the recent military exercise that was held at the airport. There were 29 turbo prop aircraft on the field during the event and 28 rental cars provided to the transients. Garrett Haskins commented that no complaints were received regarding the rental cars during that time.

Public Comment

Marcio Couto updated the Airport Commission concerning the status of the Federal Aviation Administration (FAA) review process for the aviation maintenance training program. The FAA is planning to start the review process by mid-December. By the end of October, the FAA must be provided an estimated timeframe when the building will be completed. In the event the project timeline goes too long Marcio Couto indicated that the FAA informed him that it would be better to withdraw the pre-application. Marc Adelman indicated that due to the Economic Development Administration grant requirements building construction must start no later than December 2025. Discussion continued.

Communications

Sid Allgood commented that information should have been provided to the public regarding the military exercise that took place during the night the week of August 19th. There should be better communications provided to the public in the future regarding events such as this especially when the exercise is held at night with aircraft being flown over residential areas. Discussion continued.

Closed Session

The Airport Commission meeting convened into closed meeting at 3:31 pm. The Airport Commission reconvened into open meeting at 5:43 pm.

Adjournment

The Airport Commission meeting adjourned at 5:46 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, October 8, 2024, at 3:00 pm in the airport's Eastern Conference Room.**