

AIRPORT COMMISSION MINUTES

January 14, 2025

3:00 P.M.

Danville Regional Airport – Eastern Conference Room

The following were present for the Danville Regional Airport Commission meeting held on Tuesday, January 14, 2025.

Attendees:

Marc Adelman, Director	Fred Shanks, Chairman	Alan Spencer, Deputy City Attorney
Sid Allgood	Hampton Wilkins	Todd Pinekenstein, Trans. Bld. Grounds Superintendent
Stephen Daniel	Travis Williams, Chief Flight Instructor, Averett University	Lisa Bivens, Senior Admin. Assistant.
Gene Jackson	Nishad Memon, AU Aviation	
Bob Jiranek	Earl Reynolds, Deputy City Manager	

Guests:

Dr. David Joyce, President of Averett University
Kenneth Bowman, Member of the Pittsylvania County Board of Supervisors, Chatham/Blairs District
Marcio Couto, Instructor and Program Manager of Aviation Maintenance Technology, Danville Community College
Melissa Mann, Dean of Career & Technical Education, Danville Community College

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

Approval of Agenda

Hampton Wilkins made a motion to approve the agenda for the January 14, 2025, meeting. Bob Jiranek seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

Sid Allgood moved that the minutes of the December 10, 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

Todd Pinekenstein, Transportation Buildings and Grounds Superintendent, informed the Airport Commission of plans to update and print new airfield aerial grid maps. The exhibits will be placed in all fire stations, the FBO office, Averett Flight Center building, and the airport's Operation Tower and will be used to direct emergency responders to the scene in the event an aircraft incident occurs. Marc Adelman added that if an accident occurs, it is imperative to notify the emergency response dispatcher of the airport's mailing address, which is 424 Airport Drive, Danville, Virginia 24540. This information is necessary to help expedite the emergency responders to the airport since all locations are geo-coded by mailing address so assignments can be dispatched using the Fire Department's software system.

Topic: Tour of Corporate Hangar Site Prep Construction

Action: Airport Commission members completed a tour of the Corporate Hangar Site Prep construction site.

Disposition: Weather conditions have impacted work activities. The contract will need to be extended due to paving requirements that cannot be completed within 90 days of when the project began due to access to the asphalt plant.

Marc Adelman reviewed construction update documentation with Airport Commission members that was provided by Blair Construction. Shane Weekly, Construction Manager with WRA, was present for the meeting and completed a tour of the site with Airport Commission members. Marc Adelman noted that the project has been impacted by twelve bad weather days since the project began, however WRA believes that the project will progress in a timely manner.

Topic: Update on the Airport Capital Improvement Plan

Action: Marc Adelman updated the Airport Commission on the current Airport Capital Improvement Plan.

Disposition: Projects will be considered locally for the City of Danville's FY26 budget.

Updated Program of Capital Projects

Fiscal Year	Project Name	Federal	State	Local	Total
2026	Construct 100' x 100' hangar near Taxiway H	\$893,070	\$0	\$99,230	\$992,300
2026	Utilities for 100' x 100' hangar	\$0	\$0	\$200,000	\$200,000
2026	Site prep construction for south ramp	\$0	\$1,180,254	\$295,064	\$1,475,318
2026	Storm water erosion mitigation – Taxiway A area	\$0	\$795,541	\$198,885	\$994,426
2026	Obstruction removal – Runway 31 end	\$0	\$310,400	\$77,600	\$388,000
2026	Design services to install Runway 2/20 LED lighting	\$134,688	\$11,972	\$29,506	\$149,653
2026	Remark Runway 2/20	\$0	\$94,429	\$23,107	\$115,536
2026	Terminal Generator	\$0	\$0	\$250,000	\$250,000
FY2026 TOTAL	ALL PROJECTS	\$1,027,758	\$2,390,596	\$1,173,392	\$4,565,233

Capital Program of Projects for FY27 through FY31 are identified on the next page.

Fiscal Year	Project Name	Federal	State	Local	Total
2027	Master Plan Update	\$360,000	\$32,000	\$8,000	\$400,000
2028	Runway 2/20 LED Lighting (Construction)	\$1,300,635	\$115,612	\$28,903	\$1,445,150
2029	No Projects identified	\$0	\$0	\$0	\$0
2030	Design Services – Rehabilitate Runway 2/20	\$765,810	\$68,072	\$17,018	\$850,900
2031	Rehabilitate Runway 2/20 (Construction)	\$5,615,861	\$499,188	\$124,797	\$6,239,846

Marc Adelman said that a conference call was held recently with the Federal Aviation Administration (FAA) and the Virginia Department of Aviation regarding the airport's Capital Improvement Plan (ACIP). It is a requirement to submit an updated ACIP each year that addresses a five-year period. The capital improvement projects were discussed with the Airport Commission previously; however, a few minor modifications were needed for the ACIP due to the conference call.

- Construct 100' x 100' Hangar – This project will be funded using Bipartisan Infrastructure funds. The utility connections for the hangar are estimated to cost \$200,000 and are not eligible for federal funds. This expense will be covered using local funds exclusively.
- Site Prep Construction adjacent to the south ramp – The airport is currently under grant for engineering/design services to complete site prep construction work to support the future development of a 10,000 square foot hangar and 30-space parking lot that will be located adjacent to the south ramp. A grant request for state funding will be pursued to finance the construction portion of this project.
- Storm Water Erosion Mitigation – The south ramp's stormwater detention basin is not functioning as originally designed. State funding will be requested in FY26 to correct and preserve the storm water system and address existing erosion issues caused by the system.
- Obstruction Removal Runway 31 – Engineering services for this project have been completed and state funds will be requested to complete obstruction removal. This project was originally anticipated to be completed this fiscal year however, due to the potential of tri-colored bat presence in the area, the Virginia Ecological Services office advised tree removal or trimming should not be completed from April 1st through November 15th.
- Design Services to install Runway 2/20 LED Lighting – During the conference call with federal and state aviation representatives, it was confirmed that the project is eligible for federal funding. The FAA indicated they would consider funding design services for this project in FY26 however, funding for the construction portion of the project would not be considered until FY28.
- Remark Runway 2/20 – A cost estimate was received for \$115,536 to complete this work. This work should be eligible for state funding in FY26.

Topic: Update on the Capital Improvement Plan (Continued)

- Terminal Generator – This project is not eligible for federal or state funding. The airport will request this project be included for the city's FY26 budget.

The total cost estimate for all capital projects to be considered for next fiscal year is \$4,565,233 and the city's local share requirement would be approximately \$1,200,000 dollars if all projects are approved. Marc Adelman also reviewed potential capital improvement projects with the Airport Commission for the period FY27 through FY31. Discussion continued.

Topic: Strategic Planning meeting

Action: The Airport Commission discussed the format and date for the next Strategic Planning meeting.

Disposition: The next Strategic Planning meeting is scheduled for April 25, 2025, and will be held at the airport.

A copy of the updated Strategic Planning meeting items, which were previously discussed by the Airport Commission were provided to members for review. After discussion, a date of April 25, 2025, was set for the next Strategic Planning meeting. It was also discussed to begin the meeting at 9:00 am and hold it at the airport this year so a tour of the airfield could be completed at the beginning of the meeting. Discussion continued.

Topic: FBO Management Update

Action: Nishad Menon was present for the meeting and updated the Airport Commission on recent activities.

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

Nishad Menon updated the Airport Commission on FBO activities during the last month. During the Caesar's Casino Resort grand opening on December 17, 2024, AU Aviation Services transported Caesars's executives to the grand opening. He indicated that AU Aviation Services received compliments from both flight crews and passengers for the service provided. He mentioned that December marked one full year that the Tyson plant has been in operation. He indicated that three arrivals completed by Tyson in December, which involved G-500 aircraft resulted in a significant net increase in Jet-A fuel sales for December 2024 compared to December 2023. Nishad Menon also said Averett University has officially commenced its search for a new FBO manager with the position being posted on multiple job sites as of December 18, 2024.

Public Comment

No public comment.

Communications

Sid Allgood mentioned he met with the FBO recently regarding alternative fuel needs and so far, they have only had one request for this type of fuel. He added that he believes we should wait and see if a demand develops for the alternative fuels before for the airport moves forward with anything regarding the fuel farm.

Stephen Daniel commented that he noticed that the airfield looks good regarding snow removal. Todd Pinekenstein said that it was a very cold night, and airport maintenance staff applied approximately 3,000 pounds of ice melt during the event. He also said all airport staff worked hard and did a good job. The airport was closed for a total of 17 hours during the event.

Communications (Continued)

Bob Jiranek commented that he would like to see the counties be more involved with the airport. He also said that he believes that Pittsylvania County is the largest county in Virginia.

Hampton Wilkins commented that he was in Richmond recently and said that Danville is being talked about and has everyone's attention for the things being accomplished here.

Fred Shanks thanked everyone and said he is looking forward to working with the Airport Commission during 2025. There are exciting things going on and he appreciates everyone's involvement. Fred Shanks also congratulated Hampton Wilkins for his appointment to the Tobacco Commission.

Adjournment

The Airport Commission meeting adjourned at 4:08 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, February 11, 2025, at 3:00 pm in the airport's Eastern Conference Room.**