

AIRPORT COMMISSION MINUTES

February 11, 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, February 11, 2025.

Attendees:

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

Guest:

Shane Weakley, Construction Manager, (WRA) Whitman, Requardt and Associates, LLP

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

Approval of Agenda

Phil Hall made a motion to approve the agenda for the February 11, 2025, Airport Commission meeting. Gene Jackson seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

Phil Hall moved that the minutes of the January 14, 2025, Airport Commission meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Update on Site Prep Construction Projects

Action: Marc Adelman and Shane Weekly of WRA updated the Airport Commission regarding the status of the site prep construction projects.

Disposition: Construction activities for the aviation training facility project recently began. Completion of the site prep project located in the t-hangar building area may be impacted due to deficiencies associated with the installation of the trench drain.

Marc Adelman updated the Airport Commission members concerning the status of the site prep construction projects. Shane Weakley, Construction Manager with WRA, was present for the meeting to address any questions regarding the projects. WRA provides inspection services for both site prep construction projects currently underway. Marc Adelman reviewed the work completed to date for the Corporate Hangar Site Prep construction project, which is located in the t-hangar building area. The project has been ongoing for 82 days. During that period, a total of 21 days were identified as bad weather days. Possible drainage issues related to a 310-foot trench drain that was installed by the contractor were discovered by WRA after the general contractor surveyed the trench drain. As a result, concrete was not poured into the trench.

Topic: Update on Site Prep Construction Projects (Continued)

It was discovered that the airport's engineering firm incorrectly identified an elevation figure in the plans for the trench drain installation that was a foot off. Currently, the general contractor and the engineering firm are trying to determine how much of the trench drain will need to be modified to support proper flow. Marc Adelman stated that he asked the airport engineering firm to provide a scope of work to correct the trench drain installation so appropriate drainage can occur.

The proposed modifications to the trench drain will be reviewed by the City of Danville Public Works Engineering Division and approved by the city before work begins. Shane Weakley, Construction Manager for WRA indicated that the foam inserts for the trench drain must be remade to the correct elevation and reshipped, which will delay the project. He also indicated that the contractor does not want to complete the grading work in the area that ties into the trench until the corrections to the trench drain have been made. Discussion continued.

The Aviation Training Facility building and Hangar site prep construction project was delayed for two weeks since the contractor caused an overhead fiber cable to fall in the area where access to the construction site will occur adjacent to the long-term parking lot. Currently, the general contractor's subcontractor has established erosion and sediment controls, removed the original fencing and installed temporary fencing for this site prep project. The contractor has initiated coordination with the City of Danville for utility disconnection and permits. Due to a change order related to sewer connection requirements, the general contractor does not expect the materials for the pump station will be delivered for another two months. During this period the contractor will work on items that can be accomplished.

Marc Adelman indicated that plans currently call for advertising to bid the construction of the 80' x 80' hangar in May due to time constraints associated with being under grant for the project with the Federal Aviation Administration. The City of Danville must be under grant to construct the hangar by June 30, 2025, or the city could lose \$292,000 in Bipartisan Infrastructure funding. Due to the uncertainty when the site prep construction project will be complete to support the construction of the Aviation Training Facility building current plans call for advertising to bid the 12,532 square foot building when the site prep work is near complete since construction does not have to begin until December 2025 according to the Economic Development Administration.

Topic: Strategic Planning meeting

Action: The Airport Commission discussed the format and agenda for the Strategic Planning meeting, scheduled for April 25, 2025, at 9:00 am on the 4th floor, City Council conference room at City Hall.

Disposition: Marc Adelman said he would contact individuals who could possibly serve as moderator for the strategic planning meeting.

Sid Allgood suggested not having a fixed agenda for the strategic planning meeting because it takes away creativity. He indicated he would prefer the agenda to be open ended. Phil Hall said he agreed with that approach. Mr. Hall also mentioned possibly inviting stakeholders to attend the meeting such as city leaders and other city departments. There was also discussion regarding having a moderator for the meeting, however it was decided to table this decision until the March meeting due to potential budget constraints. Marc Adelman said he could reach out to individuals to discuss the possibility of serving as moderator for the meeting and will share that information at the next meeting.

Topic: FBO Management Update

Action: Averett University staff updated members on recent FBO activities.

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

Nishad Menon updated the Airport Commission regarding recent FBO activities. He mentioned that January is typically a relatively quiet month for the FBO with a noticeable reduction in aircraft activity during the colder months. On January 20, 2025, Averett University resumed flight training for the spring semester. At the end of January, a Piper Navajo Chieftain aircraft that is operated by an aerial surveying company prepaid for one month of hangar services with the possibility of extending into early March. As a result, the FBO expects to sell roughly an additional 500-800 gallons of avgas per week while the plane is in Danville. During the month of January, the FBO sold 5,692 gallons of Jet A and 1,396 gallons of 100LL Avgas (non-Averett).

Travis Williams, Averett University's Chief Flight Instructor said that a new aircraft was recently placed in service for rent by the FBO. The aircraft is a few years newer than the last one made available for rent and has much better avionics equipment on board. He also indicated that the FBO manager position has been posted for approximately six weeks with about twenty applications being received. He identified that of the twenty applications received, about fifteen were not viable. Averett University has reached out to an aviation recruitment firm for assistance to hopefully find more viable applicants for consideration.

Public Comment

Michael Duncan was present for the meeting and informed the Airport Commission that he and Ray Rodriguez made a formal decision to locate their aviation business at the Shiloh Airport. He said it was a financial decision, and he thanked everyone for working with them.

Communications

Sid Allgood mentioned that with the aircraft accidents that have occurred recently in the United States, he would like for the Airport Commission to think about safety as one of the topics for the upcoming Strategic Planning meeting. Todd Pinekenstein said that he is working with the Fire Department to complete airfield tours to help fire personnel become familiar with the airfield locations. Most recently twelve firefighters completed a tour. He also mentioned that all of the fire stations now have aerial grid maps of the airfield at their disposal should an incident occur. Discussion continued. Stephen Daniel said that he would like to get an update from Marcio Couto regarding the hiring of instructors for Danville Community College's aviation maintenance program.

Phil Hall mentioned inviting stakeholders such as the fire department, other city departments and city officials to the April 25th Strategic Planning meeting. He also asked for an update on the obstruction removal project. Marc Adelman said that the tree topping, and tree removal work cannot be completed for the Runway 31 end until the fall (after November 15th) due to wildlife habitat issues. As a result, a state aviation grant will be submitted this summer to assist with financing the project.

Fred Shanks thanked everyone for a good meeting.

Adjournment

The Airport Commission meeting adjourned at 4:01 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, March 11, 2025, at 3:00 pm in the airport's Eastern Conference Room.**