



AIRPORT COMMISSION REGULAR MEETING AGENDA

**Danville Regional Airport
Eastern Conference Room
424 Airport Drive
Danville, Virginia 24540**

**April 8, 2025
3:00 PM**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

E. NEW BUSINESS

1. Update on Site Prep construction projects
2. Updated Airport Capital Improvement Plan
3. Airport Commission Strategic Planning Meeting
4. FBO Management Update

F. PUBLIC COMMENT

Members of the public who desire to comment on a specific agenda item will be heard during this period. The Chairman/Vice Chairman of the Commission may restrict the number of speakers. Each speaker shall be limited to a total of three minutes for comments. Airport Commission members may respond to communications from the public to facilitate discussion regarding specific issues identified.

G. COMMUNICATIONS

H. ADJOURN

AIRPORT COMMISSION MINUTES

March 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, March 11, 2025.

Attendees:

Marc Adelman, Director	Fred Shanks, Chairman	Alan Spencer, Deputy City Attorney
Doug Appleton	Hampton Wilkins	Todd Pinekenstein, Trans. Bld. Grounds Superintendent
Stephen Daniel	Nishad Memon, AU Aviation	Lisa Bivens, Senior Admin. Assistant.
Phil Hall, Vice-Chairman	Marcio Couto, DCC Aviation	
Gene Jackson	Maintenance Technology Program	
Bob Jiranek	Manager	

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 March 11, 2025, Airport Commission meeting. Bob Jiranek 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 February 11, 2025, Airport Commission meeting be accepted as presented and Doug Appleton seconded the motion. All members in attendance were in favor and the motion passed.

New Business

Topic: Status of Fuel Farm Upgrades

Action: Todd Pinekenstein and Nishad Menon of AU Aviation Services updated the Airport Commission on recent upgrades completed to the airport's fuel farm.

Disposition: A contractor completed all requested improvements to the fuel farm that were identified in the purchase order except the installation of the hose reel motors and switches. The contractor also completed the installation of upgrades that were not identified in the purchase order. The general contractor admitted error with installing unrequested items and proposed a fee for those upgrades, which would be good through July 2026. However, additional clarification from the company regarding the proposed amount is needed.

Todd Pinekenstein and Nishad Menon reviewed information with the Airport Commission concerning improvements recently completed to the airport's fuel farm. A unique issue impacting the project is that the contractor completed more upgrades than requested. The base bid included installing the following components, water defense valves, which detects water in the fuel, overflow valves, tank gauges with alarms, emergency fire valves and hose reel motors with switches and pipe modifications. The purchase order addressed the items listed in the base bid, but the contractor installed items identified as alternates in the bid document plus extra items that were not identified in the purchase order but recommended by the contractor.

Topic: Status of Fuel Farm Upgrades (Continued)

The items the company installed that were listed as alternates include air eliminators, which regulates air pressure and the replacement of copper control lines with stainless steel tubing. The company also identified in their bid recommended extra services that the airport did not request but were installed by the company. These items included the installation of two 20-gallon recovery stainless steel tanks and bonding cables and the relocation of existing recovery sump pumps. The recovery tanks assist with completing quality control checks by allowing FBO staff to reintroduce fuel samples back into the fuel farm tanks versus dispensing tested fuel into the tank of a fuel truck that could potentially degrade fuel quality.

Todd Pinekenstein indicated that a total of \$46,962 was paid to the contractor for work requested, however the hose reel motors and switches that were identified in the base bid could not be installed due to the condition of existing hose reels. According to the bid submitted by the contractor the company installed an additional \$38,260 in equipment that was not requested and not identified in the base bid. Specifically, the alternate bid amount identified in the company's proposal was \$17,820 and the amount for extra services recommended by the company was \$20,440.

Todd Pinekenstein clarified that safety items were prioritized in the base bid and included items such as emergency fire valves, which cuts the fuel supply off, if a fire is detected. In addition, overfill valves were included in the base bid that sounds an alarm if the tank is getting overfilled. The alarm can only be heard at the fuel farm. Todd Pinekenstein will request the contractor to provide a more detailed fee proposal that will include a credit for work that was requested in the base bid but not completed and additional work that was completed by the company but not requested.

Topic: Update on Site Prep Construction Projects and timetable for bidding the hangar and Aviation Training Facility building

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

Disposition: Little progress was accomplished over the past month concerning the site prep construction projects. Plans call for advertising to bid the construction of the 80' x 80' hangar in May so the city can be under grant with the Federal Aviation Administration (FAA) by the end of June. The aviation training facility building will be advertised for bid after input is received concerning the availability of state and federal funding.

Marc Adelman identified that little progress has occurred over the past month regarding the site prep construction projects. Some headway was made with grading the parking lot area for the corporate hangar site prep construction project that is in the t-hangar building area. A significant issue impacting the work schedule for this project is the need to redo the installation of the 310' long trench drain that was recommended by the Danville Public Works Engineering Office. The general contractor and airport engineering firm will coordinate requirements to complete this work. The aviation training facility site prep project has also not advanced significantly due to coordination issues but structures needed for the installation of stormwater and sewer connection improvements were delivered over the past thirty days.

Topic: Update on Site Prep Construction Projects and timetable for bidding the hangar and Aviation Training Facility building (Continued)

Marc Adelman clarified that the bid schedule for the aviation training facility hangar and building is directly linked to the availability of state and federal funds. He indicated that the 80' x 80' hangar must be advertised for bid in May 2025 so the project can get under grant with the FAA by June 30, 2025. However, he stated that the FAA indicated that a grant award is not expected until August 2025 and was also informed by the FAA that no Bipartisan Infrastructure funds have been released since January that are needed to support the hangar project. Bid prices will be held to coincide with the federal grant process to finance the hangar project but if federal funding is not released in a timely manner, then the hangar project will need to be readvertised for bid.

Marc Adelman stated that the Economic Development Administration also indicated that the planned timetable to bid the construction of the aviation training facility building is influenced by federal funding issues. A state funding request to cover the local cost for building construction and equipment is progressing through the General Assembly's budget process and the budget amendment request is expected to be considered as part of next fiscal year's budget that will require the Governor's approval. Marcio Couto confirmed that construction of both the aviation training facility building and planned renovations of Hangar 100 are critical to support Danville Community's aviation maintenance training activities.

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. Marc Adelman said that Marth Walker has agreed to serve as moderator of the planning meeting.

Disposition: A committee of the Airport Commission will meet to discuss planned activities for the Strategic Planning meeting.

Marc Adelman identified that the City Attorney's office indicated that Martha Walker could serve as moderator for the planned April 25th Strategic Planning meeting. Ms. Walker suggested holding a meeting in advance to discuss planned activities. Marc Adelman recommended coordinating a timetable for city officials to attend the Strategic Planning meeting and suggested inviting Averett University staff to participate in the meeting to discuss FBO and safety related issues. Discussion continued.

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 on recent FBO activities. He mentioned that February was a relatively quiet month with a noticeable drop in aircraft operations during the month. The FBO has started receiving reservations for the first notable Virginia International Race event scheduled for April 2 through April 4, 2025. Total fuel sales for January were roughly 2700 gallons for Jet A and 5200 gallons for 100LL (non-Averett).

Averett will host its annual Aviation Day for current students on March 21, 2025. The event is considered a networking opportunity for the students and all Airport Commission members are invited to attend.

Public Comment

Marcio Couto indicated that beginning in May the FAA will begin reviewing required documentation that will allow Danville Community College (DCC) to become certificated to offer aviation maintenance training. He mentioned that DCC has leased space at the Institute for Advanced Learning and Research to offer training activities. The space includes a large dock that can accommodate aircraft for training objectives. Marcio Couto also stated that DCC has received an aircraft that was donated that can be used for training purposes. The community college anticipates moving into the space at the end of March once electrical work is completed. He mentioned that DCC currently has two applicants for instructor positions, who require additional training to meet qualification requirements. Marcio Couto also indicated that they expect to start aviation maintenance training classes in the fall.

Communications

Fred Shanks indicated that he looks forward to our next work session.

Adjournment

The Airport Commission meeting adjourned at 4:14 pm. The next regular Airport Commission meeting is scheduled for **Tuesday, April 8, 2025, at 3:00 pm in the airport's Eastern Conference Room.**