

AIRPORT COMMISSION MINUTES

April 8, 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, April 8, 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	Hampton Wilkins	Lisa Bivens, Senior Admin. Assistant.
Stephen Daniel	Travis Williams, Averett University	
Phil Hall, Vice-Chairman	Marcio Couto, DCC	
Gene Jackson		

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

Approval of Agenda

Bob Jiranek made a motion to approve the agenda for the April 8, 2025, Airport Commission meeting. Sid Allgood seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

Bob Jiranek moved that the minutes of March 11, 2025, 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: Update on Site Prep Construction Projects

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

Disposition: Work activity for both projects is expected to be completed this summer.

Marc Adelman reviewed information provided by Blair Construction regarding progress that has occurred regarding the site prep construction projects. Talbert, Bright & Ellington, and Blair Construction are finalizing an agreement to remove and replace the trench drain. This work will be paid by Talbert, Bright and Ellington, the airport's engineering firm. The project manager for Blair Construction indicated it would take a month to get the materials delivered to redo the trench drain. This project could potentially be completed in June. The following work has been completed for the site prep construction project to support corporate hangar development in the t-hangar building area:

- Grading operations for the pond area, building pads
- Construction of a retaining wall
- Curb and gutter for the parking lot

Topic: Update on Site Prep Construction Projects (Continued)

Completed work for the corporate hangar site prep project located in the t-hangar building area:

- Storm drain system is 95% installed
- Grass planting and straw mat is 65% complete
- Existing storm drain removed

Remaining work to be completed for this site prep construction project:

- Paving for hangar driveways and parking lot area
- Reinstall trench drain

Completed work for the Aviation Training Facility and Hangar Site Prep project:

- Erosion and sediment controls installed
- Topsoil removed
- Water, gas, and electric has been disconnected to buildings 200 and 400
- Coordination is being completed for new utility taps for water and gas
- Coordination is being completed for new electrical service for the new transformer
- Existing permanent fence has been removed
- 1/3 of underground detention system has been installed
- 70% of sanitary sewer work has been installed

Remaining work for the Aviation Training Facility and Hangar site prep construction project:

- Grading operation for building pads
- Plant grass
- Complete remaining 30% of sanitary sewer work and city tie-in
- Install water lines and city tie-in
- Install electrical lines, city will install transformer and make final connection
- City to install gas lines and set meters once building pads are poured
- Install 2/3 underground detention system
- Install fencing between Hangar buildings 200 and 400

A credit arrangement will be made for the hangar tenants impacted by utility relocation requirements. There is a possibility that the electric service will be turned off to hangars for a month or more during this process.

Topic: Updated Capital Improvement Plan

Action: Marc Adelman updated the Airport Commission on the Capital Improvement Plan that was submitted to the FAA and State.

Disposition: Projects will be bid this June for funding consideration at the Virginia Aviation August Board Meeting.

Mr. Adelman indicated that Danville Regional is required to submit an Airport Capital Improvement Plan to the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (VDOA) by April 1st of each year. The airport planned to complete design services to rehabilitate the lighting system for Runway 2/20 next fiscal year, however this is not possible due to input received from the FAA.

Topic: Updated Capital Improvement Plan (Continued)

When the FAA reviewed the airport capital improvement plan the agency indicated it is not possible to submit a project using an estimate from an engineering firm that the airport may not be working with in the future. A Request for Proposals for airport engineering services was recently issued and a firm will be selected by the end of June. The FAA also stated that they did not feel there was sufficient time to complete the environmental review process for the lighting project before the grant application deadline of April 30th. After this information was received, it was decided to move the design for the runway lighting project to FY2027. Marc Adelman reviewed the other projects that will be considered for the FY2026 budget.

UPDATED AIRPORT CAPITAL IMPROVEMENT PLAN

Fiscal Year	Project Name	Federal 95%	State 80%	Local Share	Total Cost	Project Status and Clarification
FY26	80' X 80' Hangar	\$888,915	\$0	\$46,785	\$935,700	<i>Bipartisan Infrastructure grant funds are presently frozen</i>
FY26	Site Prep Construction – South Ramp	\$0	\$1,180,256	\$295,064	\$1,475,320	Project scope due November 2025 for February 2026 VAB meeting
FY26	Storm water erosion Mitigation construction	\$0	\$795,540	\$198,890	\$994,430	Project scope due May 2025 for August 2025 VAB meeting
FY26	Obstruction Removal – Runway 13-31	\$0	\$310,400	\$77,600	\$388,000	Must be advertised for bid in May 2025 for August 2025 VAB meeting
FY26	Remark Runway 2/20	\$0	\$94,830	\$23,710	\$118,540	Must be advertised for bid in early June 2025 for August 2025 VAB meeting
	FY26 TOTAL AMOUNTS	\$888,915	\$2,381,026	\$642,049	\$3,911,990	

- The 80' x 80' hangar will be bid out so a grant application can be submitted to the FAA by the end of June. The grant would be awarded in August 2025. However, federal funding may not be released at that time to permit hangar construction work to proceed. Due to the FAA grant award process and the need for Danville City Council to appropriate federal funding, bid prices for the hangar will need to be held for 120 days.
- The airport will seek state funds to complete the south ramp site prep construction project during the February 2026 board meeting. This project is currently being designed by Talbert, Bright and Ellington. This project will include site prep construction for an access road, parking lot, and a 10,000 square foot hangar.
- If the design work is completed in a timely manner for the Stormwater Erosion Mitigation project, plans involve seeking state funding in August to complete the construction portion of the erosion mitigation project. This project will need to be bid in June so that bid prices can be provided to the state in early July.
- The obstruction removal project will be bid in May to give interested contractors time to review 40 different parcels that maintain obstructions. The airport will seek state funds for this project at the August board meeting. Obstruction removal work must be completed during the fall and winter due to environmental constraints.

Topic: Updated Capital Improvement Plan (Continued)

- Remarketing of Runway 2/20 will be bid out in June so that state funds can be requested during the August board meeting. If approved for funding, this work will be coordinated with the Virginia International Raceway calendar.

Marc Adelman said all the airport capital improvement projects have been approved for the city’s FY2026 budget. The only local project that was not approved involved the installation of a terminal building generator. However, there may be a possibility to secure grant funding for the generator through the Virginia Department of Emergency Management.

Marc Adelman reviewed projects identified in the Capital Improvement Plan for years FY 2027 through FY3032 with the Commission.

UPDATED AIRPORT CAPITAL IMPROVEMENT PLAN FY2027-FY3032

Fiscal Year	Project Name	Federal 95%	State Share	Local Share	Total Cost	Project Status and Clarification
FY27	Design services to install LED lighting for Runway 2/20	\$142,158	\$5,986	\$1,496	\$149,640	Grant application to be submitted to the FAA by April 30, 2026
FY27	Construct 100' x 100' hangar in the T-hangar building area	\$942,685	\$0	\$49,615	\$992,300	Bid hangar project during the spring of 2026 – <i>Bipartisan Infrastructure funds are presently frozen</i>
FY27	Utilities for hangar	\$0	\$0	\$200,000	\$200,000	Not eligible for federal or state funds
	FY27 TOTAL AMOUNTS	\$1,084,843	\$5,986	\$255,111	\$1,341,940	

Fiscal Year	Project Name	Federal Share	State Share	Local Share	Total Cost	Project Status and Clarification
FY28	LED lighting installation for Runway 2/20	\$1,300,635	\$115,612	\$28,903	\$1,445,150	Grant application due to the FAA by April 30, 2027
FY29	Master Plan update	\$380,000	\$16,000	\$4,000	\$400,000	Project could take more than 1 year to complete
FY30	Design services to rehab Runway 2/20	\$765,810	\$68,072	\$17,018	\$850,900	Project could take more than 1 year to complete
FY31	Rehab Runway 2/20	\$5,615,861	\$499,188	\$124,797	\$6,239,845	Possibly could be completed during FY31 or FY32

Topic: Updated Capital Improvement Plan (Continued)

Marc Adelman updated the Airport Commission concerning the potential timeline to bid the Aviation Training Facility Building Project. He identified that building construction is expected to be advertised for bid in July conditional on the following: 1) The \$2,500,000 state budget amendment is approved as part of the state's FY26 budget, 2) Economic Development Administration funds are not frozen and 3) Site prep construction work is substantially complete.

He stated that bids for the building construction would be opened in August 2025 and construction could start possibly in October 2025. The architect's December 2023 cost estimate to construct the building and renovate Hangar 100 for aviation maintenance training was \$5,017,100, which included a 10% contingency of \$456,100. (Estimate - \$4,561,000). Marc Adelman also mentioned that if the additional \$2,500,000 in state funding is approved the local cost to construct the building may be eliminated. He also stated that dependent upon the bid price received for the building, available state aid may also be able to finance the cost to complete Information Technology infrastructure requirements and acquire furniture for the building.

Marc Adelman mentioned that the architect estimated that Information Technology infrastructure requirements would cost \$210,000 and the Economic Development Administration grant will cover 60% of the cost to construct the building and to install fiber. The grant will not cover other Information Technology infrastructure requirements such as switches, security system improvements, cabling, and wireless hardware. As building construction activities become finalized lease agreements with Danville Community College and Averett University must be developed that may need to address possible funding gaps for certain aspects of the building.

Topic: Strategic Planning meeting

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

Disposition: After discussion it was decided to allow Martha Walker to proceed with the interview process of the stakeholders and to reschedule the Strategic Planning Meeting as soon as she has finished the interview process.

Marc Adelman identified that a Strategic Planning Committee meeting was recently held with Martha Walker, who will serve as moderator. He indicated that Fred Shanks, Phil Hall, Sid Allgood, Bob Jiranek, and airport staff participated in the committee. The following draft questions were developed to interview stakeholders:

1. What do you know about the airport? What do you want to know?
2. What should or could the Danville Regional Airport do to support your organization's goals for growth?
3. What advice or comments would you like to share with the Airport Commission?
4. Possible follow-up questions: Impact of aviation training, updates to facility, other services that are needed by the region?

During the meeting Marc Adelman said it was recommended that Marth Walker interview the following stakeholders prior to the strategic planning meeting: Ben Davenport, Telly Tucker, Dr. Cornelius Johnson, Dr. Angela Hairston, Dr. David Joyce, and Ken Larking. After the meeting it was also suggested to interview City Council members and possibly complete a presentation to City Council regarding the strategic planning efforts. Marc Adelman asked if anyone had any recommendations regarding other questions. Gene Jackson suggested adding Steve Heatherly, CEO of Sovah Health, to the stakeholder list.

Topic: Strategic Planning meeting (Continued)

During the Airport Commission meeting there was discussion regarding the format of the upcoming Strategic Planning meeting and the goals of the meeting. After discussion it was decided to allow Martha Walker to proceed with the interview process of the stakeholders and to reschedule the Strategic Planning meeting as soon as she has finished the interview process.

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.

Travis Williams updated the Airport Commission on recent FBO activities. He mentioned that March 2025 was an outstanding month for the FBO. During the first race of the season at the Virginia International Raceway, the FBO saw four aircraft during the event, two of which were drop and go aircraft. In addition, during the month there were two Navy helicopters that accessed the field and purchased fuel. Travis Williams reported that AU Aviation Services sold just under 12,000 gallons of Jet A in March 2025 compared to 5,700 gallons in March 2024. He also informed the Airport Commission that Averett University recently hired Tyler Henley to fill the position of FBO Operations Manager and he is scheduled to begin work on Monday, April 14th. Discussion continued.

Phil Hall mentioned that someone in the community said that a medical helicopter recently had issues with accessing the field after hours and asked Travis Williams about the after-hours process. Travis Williams explained the FBO's after-hours procedures. He also said he was not aware of any issues with a medical helicopter unable to access the field. Todd Pinekenstein informed the Airport Commission that several years ago there was a roundtable meeting held with all the local first responders including Danville Life Saving Crew, Danville Fire Department, Danville Police Department and other local private responders and they were issued gate cards for their vehicles and crash trucks. He said he will be glad to follow up with those agencies to make sure they are still in possession of the gate cards and have proper access. In addition, he indicated plans are to install a Knox Box at the Fire Department's station 7 located on Airport Drive. The secured box will include a master key as well as a gate access card that that will allow first responders entrance to any gate and into any building on the airfield. Discussion continued.

Public Comment

No public comments.

Communications

Fred Shanks said he appreciates all the effort of the Airport Commission members.

Adjournment

The Airport Commission meeting adjourned at 4:38 pm.