

AIRPORT COMMISSION MINUTES

June 10, 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, June 10, 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		

Guest: Grace Mamon, Cardinal News

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 June 10, 2025, Airport Commission meeting. Gene Jackson seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

Hampton Wilkins moved that the minutes of April 8, 2025, regular Airport Commission meeting be accepted as presented and Sid Allgood seconded the motion. All members in attendance were in favor and the motion passed.

Phil Hall moved that the minutes of May 13, 2025, Airport Commission Strategic Planning 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 updated the Airport Commission regarding the status of the site prep construction projects and the bids received for the 80' x 80' hangar.

Disposition: Site prep construction work will continue this summer for both projects and a grant application to construct the hangar will be submitted to the FAA.

Marc Adelman reviewed the status of the Corporate Hangar Site Prep and the Aviation Training Facility Building and Hangar Site Prep construction projects with the Airport Commission. He indicated that the curb and gutter work completed to construct a parking lot adjacent to Taxiway H was defective and the concrete had to be removed. Currently, the contractor is in the process of redoing this work.

Topic: Update on Site Prep Construction Projects (*Continued*)

Remaining work to be completed for the Corporate Hangar Site Preparation project is identified below.

- Curb and gutter to be reinstalled
- Grading for the following areas: retaining wall, parking lot areas and the stormwater pond
- Reinstall the trench drain
- Paving of hangar parking area and automobile parking lot areas
- The storm water system needs to be flushed and monitored with the use of a camera system
- The site must be seeded after all grading work is completed

It is anticipated that the Corporate Hangar site prep construction project located in the T-hangar building area will be completed in July, however this is dependent upon receiving the materials to complete the trench drain.

The Aviation Training Facility Building and Hangar Site Prep construction project is nearing completion. However, multiple issues have occurred that have delayed project completion. At the outset of the project, it was uncertain whether a communications line needed to be moved to support the installation of a water vault. The communications line parallels Airport Drive and is located near the property line. The Verizon line supports the FAA's ability to monitor the airport's instrument landing system.

During a recent progress meeting it was determined by the Airport Engineering firm that the Verizon line did not have to be moved to support the installation of the water vault but must be moved to support building construction requirements. The need to relocate the line will involve coordination with Verizon and the Virginia Department of Aviation so a change order can be issued to complete the work. Discussion continued.

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

- Grading for building pads
- Finish grass seeding
- Complete sanitary sewer work and city tie-in
- Restore electric power to Hangar 100 and 200
- Restore water service to hangars - installation near complete
- Three phase transformer to be installed by Danville Utilities

Marc Adelman indicated that it is expected that the Aviation Training Facility building will be advertised for bid later this month. He also mentioned that bids have been received from general contractors to construct the 80' x 80' Hangar. Bid results are identified on the following page.

Topic: Update on Site Prep Construction Projects (Continued)

Description	Cirrus Construction	Quality Construction	Blair Construction	Hayco Construction
Base Bid	\$793,100	\$806,000	\$969,000	\$1,053,000
Alternate 1 – Industrial Fan	\$22,435	\$45,000	\$23,000	\$26,000
Alternate 2 – Roof Vent	\$8,268	\$15,000	\$11,000	\$13,000
Alternate 3 – Exhaust Fan	\$14,970	\$16,000	\$15,000	\$19,000
Alternate 4 – Interior Liner Panels	\$19,772	\$8,000	\$14,000	\$21,000
Alternate 5 – Floor Finish	\$46,975	\$54,000	\$29,000	\$40,000

Marc Adelman stated that he hopes Bi-Partisan Infrastructure Funding will be released soon to finance construction of the 80' x 80' hangar. The bid results and alternates for the hangar project were reviewed and discussed with the Airport Commission. As a result of the discussion, a grant application will be submitted to the FAA in June that will include the cost to construct the hangar based on the low base bid price, and the cost to install a roof vent and interior liner panels, which is \$821,140. The grant application will also include the cost to complete construction administration service fees in the amount of \$43,419 for a potential total grant application submission of \$864,559 in which 95% federal funding will be requested in the amount of \$821,331.

Marc Adelman also reviewed the increased cost of building the new 80' x 80' hangar compared to the 60' x 54' hangar that was constructed a few years ago. He added that the bid prices came in higher than originally anticipated, but it was not surprising given the fact the bids had to be held for four months due to the federal grant cycle requirements. Bi-Partisan Infrastructure funding that is intended to finance the project was also discussed. It was confirmed that surplus federal funding would also be available to finance the construction of a large corporate hangar in the t-hangar building area. Discussion continued.

Topic: Aviation Promotion Grant Discussion

Action: Marc Adelman discussed Aviation Promotion Grant funding options for FY26.

Disposition: After discussion it was decided to move forward with pursuing grant funding for an Airport Open House and Free Fly day in the fall.

Marc Adelman asked for the Airport Commission's input regarding the possible use of Aviation Promotion Grant funds for FY2026. He mentioned the possibility of using state funds to complete another Free Fly Day but indicated the special event could be adversely impacted due to limited parking space caused by building construction work underway at the time.

Topic: Aviation Promotion Grant Discussion (Continued)

Marc Adelman informed the Airport Commission that the state grant administrator indicated that if the Open House/Free Fly Day cannot be accommodated due to the construction timeline the scope of the project could be modified to complete a different promotion project. Several Airport Commission members indicated that they would like to continue to hold the Airport Open House and Free Fly Day as in previous years. Travis Williams said that Averett could be available in October or November to support the event. A grant application will be submitted to the Virginia Department of Aviation for an event this fall.

Topic: Election of Officers Committee

Action: Discussion was held regarding Airport Commission appointments for FY2026.

Disposition: Chairman Fred Shanks appointed Stephen Daniel to obtain input from Airport Commission members regarding upcoming appointments for Chairman and Vice-Chairman.

Stephen Daniel was appointed by Chairman Fred Shanks to seek input from Airport Commission members concerning officer appointments for FY2026. Mr. Daniel will report back to the Commission during the July 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.

Travis Williams updated the Airport Commission concerning FBO activities. He indicated the FBO has continued to see steady traffic from March through April. He provided fuel sales data for April 2024 and May 2024 compared to sales realized for April 2025 and May 2025. Related fuel sales information is identified below.

Fuel sales for April 2025:

Jet A 15,000 gallons

Avgas 2,000 gallons

Fuel sales for April 2024:

Jet A 6,000 gallons

Avgas 2,000 gallons

Fuel Sales for May 2025:

Jet A 8,700 gallons

Avgas 1,700 gallons

Fuel Sales for May 2024:

Jet A 7,000 gallons

Avgas 2,000 gallons

Travis Williams mentioned that AU Aviation Services is in the process of hiring several new Customer Service Representatives for the summer, which will give the FBO four (4) full-time and four (4) part-time employees plus the full-time mechanic. He indicated that the Virginia International Raceway's first event of the season was held in May, however the FBO did not see much air traffic during the event. Travis also stated that the GT World Challenge will be held at the VIR in July, which typically generates 6 to 7 Jets that access the field and in August the Superbikes race returns to VIR for the first time in 3 years and hopefully these races will produce more jet traffic. Travis Williams said Garrett Haskins will be promoted to Operations Manager, and he would remain as the General Manager.

Public Comment

Marcio Couto, Danville Community College's Aviation Maintenance Technology Program manager, was present at the meeting and provided updates on the program, which are identified below.

- DCC staff interviewed three strong candidates for the Instructor position for the Aviation Maintenance Technology program. DCC's Vice-President will make the final decision regarding the job offer. Two of the top candidates are local residents, hold bachelor's degrees, and are military veterans.
- Due to the new location for the training program at the Institute's SENTEC building, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires an Off-Campus Instructional Site Approval before DCC can proceed with accreditation for the Aviation Program. He indicated that DCC is currently working through the state's review process and are in discussions with the FAA about continuing the certification process while they await SACSCOC accreditation.

Communications

Sid Allgood asked about the status of the medical helicopter group. Marc Adelman responded that he followed up with Air Methods after City Council approved the land lease agreement in September 2024 and the company indicated in October that they were working on their HCA agreement. Mr. Allgood also asked about the status of the engineering firm. Marc Adelman said that the airport has interviewed engineering firms and will be sending out questions to their references. He also mentioned that the city has issued a Request for Proposal for Construction Management services. In the future the inspector will approve payment requests received from the general contractor versus the engineering firm approving payment requests. He mentioned that hopefully this arrangement will lead to a more productive working relationship between the inspector and the general contractor.

Sid Allgood asked if it would be possible to get new chairs for the conference room. He said that several of the chairs were broken and are dragging the carpet. Marc Adelman indicated the airport will obtain necessary information to replace chairs.

Gene Jackson said he received his reappointment letter from the city, and he was able to get sworn in today to serve three more years on the Commission. He also asked for an update on the CAP hangar and the roof. Todd Pinekenstein said that the last repairs completed were substantial and will hopefully correct the issues.

Stephen Daniel asked about the fencing that was removed around the project area. Todd Pinekenstein said the temporary fencing was removed to grade the area. He also said that fencing was installed between Hangar 200 and Hangar 400 to maintain airfield security.

Bob Jiranek said he is still hopeful that the primary runway will be extended.

Adjournment

The Airport Commission meeting adjourned at 4:02 pm.