

AIRPORT COMMISSION MINUTES

July 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, July 8, 2025.

Attendees:

Marc Adelman, Director	Bob Jiranek	Todd Pinekenstein, Trans. Bld.
Sid Allgood	Fred Shanks, Chairman	Grounds Superintendent
Doug Appleton	Hampton Wilkins	Lisa Bivens, Senior Admin.
Stephen Daniel	Travis Williams, Averett University	Assistant.
Phil Hall, Vice-Chairman	Alan Spencer, Deputy City Attorney	
Gene Jackson		

Guest: Grace Mamon, *Cardinal News*

Alan Spencer, Deputy City Attorney, called the meeting to order, and opened the floor for nominations for Chairman and Vice-chairman.

Election of Officers

Stephen Daniel and Doug Appleton served as the nominating committee and indicated that there were four nominations for Airport Commission Chairman, which included Stephen Daniel, Phil Hall, Fred Shanks, and Sid Allgood. Stephen Daniel indicated that he did not want to be considered as an officer at this time. After a roll-call vote, there was a tie between Phil Hall and Sid Allgood, however Phil Hall declined the nomination. Sid Allgood will serve as Chairman during FY26.

The Nominating Committee reported that Doug Appleton and Phil Hall were recommended to serve as Airport Commission Vice-Chairman. Phil Hall declined the nomination. The Airport Commission was in favor of Doug Appleton's nomination for Vice-Chairman.

Approval of Agenda

Doug Appleton made a motion to approve the agenda for the July 8, 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 made a motion to amend the minutes of June 10, 2025, meeting to include that Doug Appleton would serve along with Stephen Daniel on the Nominating Committee. Stephen Daniel seconded the motion to amend the minutes. A motion was then made by Phil Hall and seconded by Doug Appleton to approve the minutes of the June 10, 2025, Airport Commission meeting as amended. All members in attendance were in favor and the motion passed.

New Business

Topic: Furniture Review

Action: Different chair models were available for review for the Airport Commission to consider replacing existing chairs located in the Eastern Conference Room.

Disposition: The acquisition of new furniture will be discussed again in the future.

Marc Adelman informed the Commission members that different chair models were available for review to consider acquiring replacement chairs for the Eastern Conference Room. During the June 2025 Airport Commission meeting, Sid Allgood suggested that new chairs should be considered for replacement because the existing chairs were not working properly. Marc Adelman mentioned that it may be possible that the chairs could be partially funded using state aviation funds. After discussion, it was decided to discuss the acquisition of furniture later.

Topic: Update on Site Prep Construction Projects

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

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 updated the Airport Commission on the corporate hangar site development construction project located in the t-hangar area. Of significance, the general contractor has not complied with land disturbance issues and as a result, the Public Works Engineering Department issued a stop work order. Mike Huggins, who works for the Public Works Engineering Office, provided a document that listed issues that need to be addressed by Blair Construction. Public works Engineering will be back on site to reevaluate the situation on Friday, July 11th.

No significant changes have occurred with the project since June. Currently the following work needs to be completed for the Corporate Hangar Site Prep Construction project:

- Installation of curb and gutter.
- Grading the following areas: retaining wall, parking lot, stormwater pond.
- Reinstall trench drain.
- Paving of hangar parking area and automobile parking lot areas.
- The stormwater system needs to be flushed and monitored with the use of a camera system.
- Seeding work.

Marc Adelman updated the Airport Commission concerning the status of the Aviation Training Facility and Hangar site preparation project. He indicated this project is substantially complete. The Verizon line is anticipated to be relocated next week. There are still some areas of the site with water not draining properly that need to be addressed. He also mentioned that the three-phase transformer has been installed to support aviation maintenance training activities.

Topic: Update on Site Prep Construction Projects (Continued)

Marc Adelman informed the Airport Commission that the Federal Aviation Administration indicated that no additional holdups are expected with respect to releasing Infrastructure funding to construct the new 80' x 80' hangar. Other items mentioned related to the status of the Aviation Training Facility building and hangar project are identified below.

- A separate lease is required with Danville Community College for use of the aviation training facility building and Hangar 100 renovations due to state funding that will be received for the project.
- A Memorandum of Understanding (MOU) must be approved by the state to support a pass-through arrangement to receive state funding.
- The Memorandum of Understanding (MOU) must identify basic conditions of the lease including the proposed lease fee and the term of the lease.
- The Economic Development Administration (EDA) must approve leases before they can be executed locally. The EDA informed the airport to also provide a copy of the MOU to support the local share requirement for the EDA grant.

Topic: Airport Engineering Services and Construction Management Services Contracts

Action: An airport engineering services contract will be awarded to a new firm and a Request for Proposals will be issued for a different firm to complete construction management services.

Disposition: The Federal Aviation Administration will need to approve agreements with the airport engineering firm and the company selected to complete construction management services.

Marc Adelman described how engineering and inspection services activities have been completed at the airport for construction projects over the past thirty years. He indicated that prior to 2019 all engineering and inspection services were completed by the engineering firm and the engineering firm approved all payment requests submitted by the general contractor. During this timeframe the engineering firm hired one or two people to complete inspection services who did not work for a firm that specialized in completing inspection services for construction projects. However, at the request of the airport over the past six years the engineering firm hired a company to complete inspection services and the engineering firm approved payment requests received from the general contractor.

Due to issues that have occurred with construction work in recent years, the airport decided to separate contractual responsibilities, so the inspection firm will approve payment requests in the future that are received from the general contractor versus the engineering firm approving payment.

Topic: Airport Engineering Services and Construction Management Services Contracts (Continued)

It is anticipated that the construction management firm should be under contract this fall. Marc Adelman provided additional information concerning the status of procurement activities for engineering and construction management services. He indicated that a Request for Proposals (RFP) was issued to select an airport engineering firm since Talbert, Bright & Ellington's contract ends on July 15, 2025, and that Delta Airport Consultants was selected to complete on-call engineering services for the Danville Regional Airport.

A different RFP will be issued to select a construction management firm to complete inspection and construction administration services. The firm selected will be responsible for approving payment for construction work completed by general contractors. Interviews should be completed by the end of July 2025.

Topic: Aviation Promotion Grant Discussion

Action: Marc Adelman discussed the Aviation Promotion Grant and Free-Fly Day with the Airport Commission.

Disposition: The special event is scheduled for November 1, 2025.

Marc Adelman updated the Airport Commission concerning the Airport Open House and Free Fly Day scheduled for November 1, 2025. He indicated that an Aviation Promotion Grant application was submitted to the Virginia Department of Aviation to support the special event. It was identified that if construction activities related to the aviation training facility building project require use of the long-term parking lot, then Danville Transit will provide a shuttle bus service to transport participants back and forth from the south side of the airfield to the terminal building to support ground transportation parking requirements. Marc Adelman mentioned that hopefully, the new 39-space parking lot that is currently under construction in the t-hangar building area will be finished by that time so it can be used to park cars if there is a need to shuttle attendees. Alternatively, the south ramp could be used.

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 that the Office of Weights and Measures was onsite today to inspect the fuel trucks, which passed inspection. He added that Titan Aviation Fuels will complete their annual inspection in July and will change the filters at the fuel farm and on the trucks. Travis Williams stated the FBO received three loads of Jet fuel in June, which was the first time that the FBO needed three loads in a month. He also mentioned that June was the fourth straight month, where fuel sales increased. Travis Williams indicated that the first big VIR race will be in two weeks, and the FBO is currently looking forward to getting ready for that event.

Travis Williams expressed interest in allowing pedestrian gate access after FBO operation hours. He said that it is common for transients to want to return to the field after hours. It was discussed to provide FBO customers with a proximity card for access as needed. Lisa Bivens and Travis Williams will work together to develop an arrangement to provide proximity cards and accountability for those cards to maintain security.

Public Comment

No public comments received.

Communications

Bob Jiranek said he was wondering if a survey could be conducted for businesses that might need scheduled flights into Danville. Marc Adelman said he spoke to the Director of the Virginia Department of Aviation regarding this matter, and the Director suggested that a survey should not be completed due to the challenge with securing Essential Airline Subsidy funds to support commercial airline service. The Director of the Virginia Department of Aviation previously managed the Shenandoah Valley Airport. The Director also indicated that Shenandoah Valley is heavily dependent upon receiving \$6,000,000 in federal subsidy each year to support two round-trip flights and mentioned that without the subsidy commercial service would not be provided. Danville is not eligible to receive federal subsidy due to its proximity to nearby North Carolina airports that offer commercial airline service. Discussion continued.

Sid Allgood added that the interest in commercial airline service is why we have strategic planning meetings to brainstorm and come up with ideas. He asked Bob Jiranek to take the lead with the project to see what needs to be done to develop commercial airline service opportunities. He also commented that he feels the Airport Commission is on the right path regarding what is being done and indicated that the Commission will be going back to committee type research to follow up on suggestions and ideas.

Hampton Wilkins said there are most likely things going on that have not been announced that could affect these types of ventures. He also said Danville is being noticed around the state and the country for what is being accomplished. Discussion continued.

Doug Appleton thanked airport staff for all the hard work for the meetings.

Phil Hall said he reviewed the Unicom report regarding operations and is hopeful that things will pick up in the fall. He also offered his thanks to Fred Shanks for the year he served as the Commission Chairman.

Adjournment

The Airport Commission meeting adjourned at 4:16 pm.