

AIRPORT COMMISSION MINUTES

August 12, 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, August 12, 2025.

Attendees:

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

Guests:

Marcio Couto, Instructor and Program Manager of Aviation Maintenance Technology, Danville Community College

Melissa Mann, Dean of Career & Technical Education, Danville Community College

Chairman Sid Allgood opened the meeting at 3:01 pm and requested a roll call.

Approval of Agenda

Phil Hall made a motion to approve the agenda for the August 12, 2025, Airport Commission meeting. Fred Shanks seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

A motion was made by Phil Hall and seconded by Gene Jackson to approve the minutes of the July 8, 2025, Airport Commission meeting as presented. 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: The Aviation Training Facility building and hangar site prep construction project is substantially complete. Most construction work requirements for the Corporate Hangar Development project have not been completed.

Marc Adelman updated the Airport Commission on the Corporate Hangar Site Prep Construction Project located in the t-hangar area. Last month a Stop-Work-Order was issued by Danville Public Works Engineering to the general contractor for noncompliance with the Virginia Erosion and Sediment Control and Stormwater Management Programs. Currently, the general contractor is waiting for the airport's engineering firm to complete design modifications for the sedimentary pond. According to the Public Works Engineering office, related design modifications will raise the finish elevations of the pond area. Once Public Works Engineering approves the plan modifications, the general contractor can begin work on the sedimentary pond area.

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

Marc Adelman informed the Airport Commission that Public Works Engineering lifted the Stop-Work-Order at the end of July since the airport engineering firm recently submitted revised plans for construction of the sedimentary pond.

According to the general contractor, the planned construction activities for the next three weeks include:

- August 11-15, reinstall the trench drain.
- August 18-22, reinstall the curb and gutter.
- August 25-29, reinstall aggregate bases (stone in the new parking lot area).

An update was also provided concerning the status of the Aviation Training Facility Building and Hangar Site Prep Construction Project. This project is substantially complete. The Verizon line was recently relocated to support building construction. Additional grading is required to facilitate drainage.

On August 1, 2025, bids were opened to construct the aviation training facility building. Two bids were received, one from Cirrus Construction, Inc. and one from Blair Construction, Inc. The low bid price received was from Cirrus Construction, Inc. in the amount of \$6,485,617. Cirrus Construction was also the lowest bidder for the new 80' x 80' hangar. As a result, the same company will complete both construction projects. However, the low bid received to construct the aviation training facility building came in \$1,500,000 over the architect's estimate.

Marc Adelman mentioned that the Economic Development Administration (EDA) grant award does not require an amendment to support construction of the aviation training facility building since the budget for the grant included a contingency amount. The EDA grant will also support change orders up to \$181,928. However, the \$2,500,000 in state aid that will be received to assist with financing the local share is not sufficient to cover the entire amount required to construct the building due to the low bid price. Consequently, the city will need to provide a local match requirement estimated at \$213,017 for construction of the aviation training facility building, special inspection services and construction administration. In addition, insufficient funds are available to finance the cost for furniture acquisition for the building, data network installation and security improvements. Due to the funding shortfall the city may explore other grant funding opportunities to cover related expenses.

During a recent meeting Dr. Cornelius Johnson, President of Danville Community College, indicated that they would consider providing funding to finance the cost of the furniture. Danville City Council will meet on September 2nd to consider the first reading to appropriate federal, state, and local funds for the training facility building and hangar construction projects. The final reading will be on September 16, 2025.

A master lease agreement for Averett University and Danville Community College must be approved by the EDA before leases can be executed with the city. In addition, a Memorandum of Understanding must be executed with Danville Community College to support the pass-through arrangement for the \$2,500,000 in state funding. This agreement must also be approved by the EDA.

Topic: Airport Engineering Services and Construction Management Services Contracts

Action: Marc Adelman provided an update to the Airport Commission concerning the status of the contracts for on-call Engineering Services and on-call Inspection Services and Construction Administrative Services.

Disposition: The Federal Aviation Administration will need to approve the agreements.

Last month Delta Airport Consultants was selected to complete on-call engineering services for the Danville Regional Airport. This agreement was provided to the Federal Aviation Administration (FAA) for review. This month WRA was selected to complete on-call inspection and construction administration services for future projects. WRA is currently completing inspection services for the site prep construction projects and was involved with other airport construction projects for the past five years. For future construction projects, WRA will be responsible for approving payment requests received from general contractors versus the airport engineering firm approving payment. The FAA must approve the construction administration inspection services agreement as well.

An invitation for bid will be issued for special inspection services for the aviation training facility building project after Cirrus Construction provides a work schedule for the project. In addition, proposals will be opened this week to complete special inspection services for the hangar project. It is anticipated that the Infrastructure Investment and Jobs Act grant (formerly referred to as Bipartisan Infrastructure) will not be awarded by the FAA until a fee is identified to complete special inspection services.

Topic: Aviation Promotion Grant Discussion

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

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 the Virginia Department of Aviation recently approved the grant. The possibility of scheduling a rain date for the event was also discussed. Marc Adelman asked Travis Williams to investigate whether a rain date is possible.

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 Virginia International Raceway's (VIR) first big event was held from July 17th through July 20th. During the event, approximately 20 aircraft arrived at the airport and about half of the aircraft stayed for a few days. On Sunday July 20th, the FBO sold 8,160 gallons of Jet A fuel. The prior weekend an unadvertised event was held at VIR and approximately 12 aircraft arrived at the airport mainly for pickups on Sunday, July 12th. Travis Williams indicated this situation was surprising since the passengers were not dropped off at the airport earlier in the week. On July 12th, the FBO sold a total of 860 gallons of Jet A fuel. VIR's big event for the year is coming up next weekend and the FBO expects most flight traffic to start arriving on Wednesday. Travis Williams indicated that their team is prepared and ready to meet the needs of the race teams including supplying rental cars.

Topic: FBO Management Update (Continued)

Travis Williams also mentioned that the recent Titan fuel inspection went well, and filters were replaced on the truck and at the fuel farm. Titan mentioned that the AVGAS hose at the fuel farm should be replaced as well as the nozzle for the hose. Travis Williams said he coordinated with Todd Pinekenstein to get these items taken care of.

Public Comment

No public comments received.

Closed Meeting

The Airport Commission regular meeting convened into a closed meeting at 3:33 pm. The closed meeting re-convened into an open session at 4:09 pm.

Communications

Hampton Wilkins commented that commercial air service may not be that far off if Caesars could get involved. He also mentioned that the casino is doing very well. Phil Hall said that it was recently quoted that Caesars already has plans for expansion. Fred Shanks mentioned that some of the other localities that have Caesars casinos actually have air products that they market. Sid Allgood said Reno, Nevada has flights coming in that go to Las Vegas.

Marc Adelman mentioned that during the planning process to support the casino the airport reached out to other small airports that have casinos located nearby to inquire how air traffic was impacted by the casino. The input received from most airports reflected that increased traffic was very marginal and other airports indicated that there was no impact at all with respect to operations. Gene Jackson mentioned that Chris Albrecht had stated previously that Caesars' club members are located within a three-hour driving distance of Danville.

Phil Hall said that during the recent survey completed for the strategic planning meeting it was discussed that the airport and Commission need to do a better job in public relations. He stated that while Caesars is not interested in being a spokesperson for anything aviation related currently, that does not mean it will not change in the future. He added that we need to look for ways to network with other businesses that are coming into Danville, through the Chamber of Commerce. Discussion continued.

Sid Allgood thanked everyone for their comments. He said we have a lot of things happening. We will be forming some committees as we go along to address some individual items so that information can be presented to the Commission to review.

Adjournment

The Airport Commission meeting adjourned at 4:27 pm.