

# AIRPORT COMMISSION MINUTES

November 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, November 12, 2025.

### Attendees:

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

### Guests:

Evan McCray, Aircraft Maintenance Lab Technician, Danville Community College  
William Robinson, Aviation Maintenance Technology Instructor, Danville Community College  
Kenneth Bowman, Pittsylvania County Board of Supervisors, Chatham-Blairs District

Chairman Sid Allgood opened the meeting at 3:00 pm and requested a roll call.

### Approval of Agenda

Stephen Daniel made a motion to approve the agenda for the November 12, 2025, Airport Commission meeting. Doug Appleton seconded the motion; all members in attendance were in favor and the motion passed.

### Approval of Minutes

A motion was made by Stephen Daniel and seconded by Bob Jiranek to approve the minutes of October 14, 2025, Airport Commission meeting as presented. All members in attendance were in favor and the motion passed.

### Public Comment

Ken Bowman was present at the meeting and said that he wanted to catch up today on what is going on and he will share the information with his peers on the Pittsylvania County Board of Supervisors.

### New Business

**Topic:** Update on Site Prep Construction Project

**Action:** Marc Adelman updated the Airport Commission regarding the status of the corporate hangar site prep construction project.

**Disposition:** Blair Construction indicated there is still a possibility they could finish the paving portion of the corporate hangar site prep construction project before the asphalt plant closes in December.

Marc Adelman updated the Airport Commission concerning the Corporate Hangar Site Prep Construction project located in the t-hangar area.

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

Last month the airport engineering firm indicated they would prepare design modifications requirements for the detention basin that would raise the bottom of the basin by 4.8" and adjust the low flow orifice opening in the outlet structure up by 8.4". On November 7, 2025, the engineering firm provided revised drawings to the general contractor and the inspection firm to address needed modifications. Marc Adelman also identified that in October the general contractor replaced the superintendent overseeing the project.

A key factor associated with the general contractor's proposed work schedule is that the paving work needs to be completed before the asphalt plant closes in mid-December. Blair Construction indicated they hope to finish the paving requirements before December 12<sup>th</sup>.

An update was also provided concerning the status of the Aviation Training Facility Building and Hangar construction projects. Marc Adelman said he was informed today by the city's Inspections Division Director that the building permits for the projects have been approved and a Notice to Proceed was issued to Cirrus Construction. He also identified that a cost estimate was received to install security improvements for the building and hangar in the amount of \$83,904. This expense will need to be locally funded since it is not eligible for Go Virginia or Economic Development Administration (EDA) grant funding.

Bids were opened today to complete special inspection services for the building project. Three companies submitted bids and the prices varied greatly. Due to the requirements of the EDA grant, a low bid, lump sum price was required for the contract award. Marc Adelman stated that due to the variation in prices received from the companies the bid documentation will require additional review before a purchase order is issued. A Go Virginia meeting is scheduled for Friday, November 14<sup>th</sup> to review the grant request for data network installation requirements for the hangar and building.

**Topic: Review of Airport Capital and Operating Budgets**

**Action:** Marc Adelman and Lisa Bivens updated the Airport Commission regarding the FY2027 Operating and Capital Budgets.

**Disposition:** Final cost estimates for next year's budget will be provided to the Airport Commission in December.

Lisa Bivens, Transportation Senior Administrative Assistant, reviewed the airport's draft FY2027 operating budget with the Airport Commission members. Of significance, the airport's rental income is expected to increase by approximately \$24,000 next fiscal year due to the anticipated completion of the Aviation Training Facility building and the new 80' x 80' hangar. Lisa Bivens indicated that several of the operating expense line items will increase incrementally due to additional cost that will be incurred and planned recruitment activities for the Department Director's position due to Marc Adelman's planned retirement. Stephen Daniel asked if the airport was currently at budget for FY2026. Lisa Bivens said that the airport is currently either at budget or under budget for operating expense line items. However, due to unscheduled repairs that may occur before the end of the fiscal year there is a chance the current line items that are under budget will be at budget or over budget by the end of June 2026. Discussion continued.

**Topic: Review of Airport Capital and Operating Budgets (Continued)**

Identified below is a list of capital projects that were discussed for the FY2027 budget.

PROJECT NAME	FAA	STATE	LOCAL	TOTAL	COMMENTS
DESIGN SERVICES TO INSTALL NEW LED LIGHTING FOR RW 2/20 AND TAXWAY A				?	Input is needed from the FAA regarding the scope.
CONSTRUCT 100 X 100 CORPORATE HANGAR OFF OF TAXIWAY H	\$608,675	\$0	\$1,030,825	\$1,639,500	In FY2026 only \$299,230 was requested in local funding - For FY2027 an additional \$731,595 will likely be needed.
SECURITY IMPROVEMENTS FOR THE AVIATION TRAINING FACILITY			\$83,904	\$83,904	Local Funding
CRACK SEAL AND SEAL COAT LONG TERM PARKING LOT AREA - LANDSIDE		\$24,000	\$6,000	\$30,000	Possible Airport Maintenance project using state funding.
TRACTOR PURCHASE		\$26,420	\$39,920	\$66,340	State and Local Funding
ZERO TURN MOWER PURCHASE			\$22,000	\$22,000	Local Funding
<b>2027 TOTALS</b>	\$608,675	\$50,420	\$1,182,649	\$1,841,744	

Marc Adelman identified that input from the Federal Aviation Administration (FAA) will be needed to develop the project scope to complete design services to install new LED lighting for Runway 2/20 and Taxiway A. He indicated that hopefully the design work for both the primary runway and the parallel taxiway can be completed concurrently to expedite project completion.

For the current fiscal year funds were included in the city’s Capital Improvement Plan budget to construct a 100' x 100' hangar adjacent to Taxiway H. However, due to increased cost to build the hangar and available Investment Infrastructure funding additional local funds must be requested for the FY 2027 capital budget to build the hangar. In addition, the airport will need to request \$83,904 in local funding to complete security improvements for the Aviation Training Facility, since related expenses are not eligible through the EDA or Go Virginia grants. Also, plans call for crack sealing and sealing the long-term parking lot next fiscal year before the Aviation Training Facility building opens. Other proposed capital project requests include purchasing a tractor and a zero-turn mower due to the age and condition of the equipment.

**Topic: Airport Development and Planning Activities**

**Action:** Marc Adelman reviewed airport planning issues with the Airport Commission.

**Disposition:** A scope of work and budget estimate to complete a Terminal Area Plan Update will be reviewed with the Airport Commission.

The airport engineering firm has recommended delaying completion of the Master Plan update until after the primary runway is rehabilitated due to possible FAA funding constraints, which may occur by 2030 due to current operational traffic.

**Topic: Airport Development and Planning Activities (Continued)**

Marc Adelman explained that when the primary runway was reconstructed in 2013, the FAA wanted to provide funding to rehabilitate only 5600 feet of the runway due to airport operations. However, federal funding was provided to rehabilitate 5900 feet of the runway. He explained there is a possibility that if a Master Plan Update was completed before the runway was rehabilitated in a few years that the FAA could provide partial funding to rehab the runway due to aircraft operations that may not require the full length of the runway to support existing traffic. Based on input received from Danville's new engineering firm, the airport does not currently maintain the operational traffic needed to support the full length of the runway based on FAA design standards. Discussion continued.

Marc Adelman suggested that a Terminal Area Plan could be updated next fiscal year to address the potential impact of the aviation training facility building and hangar projects that will be completed in 2027. He mentioned that typically a Terminal Area Plan is updated in conjunction with the completion of the Master Plan Update that is funded primarily by the FAA. However, the Terminal Area Plan could be updated to address short-term planning issues using state funding. He also mentioned that input would still be needed from the FAA regarding the scope of the Terminal Area Plan project.

Automobile parking requirements could be addressed as one of the issues in a Terminal Area Plan. Marc Adelman stated that within three years of the aviation training facility building being completed automobile parking needs may require most of the parking spaces presently available in the long-term parking lot. The long-term lot is also used to stage rental cars for major Virginia International Raceway events, which will also impact parking capabilities.

Another issue that could be evaluated through planning efforts is future use of the existing Averett University Flight Center building. Once the Aviation Training Facility building is completed only a small part of the existing Flight Center building will be used by Averett University to store aircraft. He also stated that the exterior wall system of the Flight Center building is in very poor condition.

The FAA has indicated that modifications to the Airport Layout Plan would not be required if new hangars were constructed in the future where the Averett University Flight Center building and the Civil Air Patrol building are presently located. Marc Adelman said another possibility for planning activities is to include the closed runway as part of the scope of work so that area of the field could be addressed for future expansion as well. Discussion continued.

**Topic: Aviation Promotion Grant Discussion**

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

**Disposition:** Next year's Airport Open House and Free Fly Day is scheduled for November 7, 2026.

Marc Adelman said that during the November 1<sup>st</sup> Airport Open House and Free Fly Day a total of 191 children completed airplane rides including the Civil Air Patrol cadets. However, he indicated the event is at capacity unless additional pilots and aircraft are available to complete plane rides. He also mentioned that the event received very positive media coverage from the *Danville Register and Bee* and showed the Airport Commission the article that was written in the paper about the event. Marc Adelman said that he discussed with Travis Williams holding the event next year on November 7, 2026.

**Topic: Aviation Promotion Grant Discussion (Continued)**

He also indicated that he reached out to the Virginia Department of Aviation to see if they could provide a 20-foot display trailer with giveaways that could be staged near the Civil Air Patrol building during next year's event.

**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 Garrett Haskins was promoted to AU Aviation's Operations Manager, and they hired a new line service technician. An additional line service technician will be hired within the next three or four weeks. Travis Williams mentioned that even though this is the FBO's slow season, this will give them time to get the new employees hired, trained, and certified so when spring starts, they are fully staffed. He also added that fuel sales remain good compared to previous years. He thanked everyone for the success of the recent Free Fly Day and commented that it was an excellent event. Travis Williams also thanked airport management for remarking the primary runway.

**Communications**

Marc Adelman said he received an email from Joey Shell, who works for Delta Airport Consultants that included a link to the October 2025 edition of the Virginia Association of Business Aviation (VABA) newsletter. He mentioned the newsletter included an article titled, Danville's Aviation Program: A Model for Community-Backed Economic Growth. This article highlights the partnership with Danville Public Schools, Danville Community College, and Averett University's to promote aviation educational and workforce opportunities.

Sid Allgood said that after the recent meeting with the airport's engineering firm, we need ideas of what Airport Commission members may be interested in having developed. He suggested to members to compile a list of recommendations and send them to him by email, and he will compile a master list to share with the Airport Commission. He mentioned that a vertiport may be an option to consider. The list could include ideas that could be considered for the Terminal Area Plan update.

Bob Jiranek thanked Ken Bowman for attending the meeting. He said the future of this airport is how it helps Southside grow and stated this includes Pittsylvania County, part of Henry County, Berryhill, and Caswell County. He also indicated that he is very interested in learning if competition develops as far as casinos are concerned and that he can visualize someone like Caesars using the airport a great deal more to make their business grow. He mentioned a company in the county that has international connections, and that scheduled service could be taken advantage of to get passengers to gateway airports like Raleigh-Durham, Greensboro, and even larger airports. Bob Jiranek said that our Chamber of Commerce should be able to tell us if our numbers are there to justify scheduled air service.

Phil Hall said that Bob Jirank is reminding us of the desire to look at charter or commercial air service as a possibility. He suggested the possibility of soliciting the Chamber of Commerce to ask their members in an email blast how often their business or employees are going to Greensboro or Raleigh airports.

### **Communications (Continued)**

Phil Hall also mentioned a recent presentation given at the Riverview Rotary by Danville Public Schools, Danville Community College, and Averett University regarding the synergy between the three institutions bringing Aviation to the forefront in terms of opportunity for not only Danville but the surrounding areas. He stated this information was very well received by those in attendance. The message is starting to get traction, and we need more of it.

Stephen Daniel said he was pleasantly surprised with the turnout of the Airport Open House and Free Fly Day. He said he was concerned about attendance for the event since it was the morning after Halloween. He also mentioned he thought the event received good coverage and mentioned Mark Aron's live coverage of the event.

Ken Bowan thanked Marc Adelman for the presentation provided during the meeting. He also thanked Sid Allgood for the invitation to attend the Airport Commission meeting. He said that elected officials very seldom get the information that is discussed around the tables in meetings like this. This is very good information to pass on and residents in the area could benefit from knowing what is going on at the airport. He mentioned a recent tourism meeting that he attended at the Institute and stated that currently Danville is generating the most tourism income in the state and Pittsylvania County is ranked third. He added that this area is a hub for tourism and if we could capitalize on that, we are looking at something that is amazing. He also mentioned he plans to share this information with the County Board of Supervisors. Discussion continued.

### **Adjournment**

The Airport Commission meeting adjourned at 4:04 pm.