

TRANSPORTATION ADVISORY COMMITTEE
MINUTES
August 13, 2025

The Transportation Advisory Committee met on August 13, 2025, at 12:00 pm in the Mass Transit training room. The following were present:

Members:

James Buckner
Chris Franks
Debra Hairston
Anna Kautzman, Chairperson
Tyrell Payne

Staff and Other Participants:

Marc Adelman, Transportation Services Director
Lisa Bivens, Senior Administrative Asst.
Amanda Paez, Assistant to the City Manager

The Transportation Advisory Committee meeting was called to order at 12:03 pm by Chairperson, Anna Kautzman.

Public Comment

No public comments were received.

Approval of Minutes

James Buckner moved that the minutes of March 26, 2025, Transportation Advisory Committee meeting be accepted as presented and Tyrell Payne seconded the motion. All members in attendance were in favor and the motion passed.

Election of Officers

Anna Kautzman nominated Chris Franks to service as Chairperson and Debra Hairston seconded the motion. All members in attendance were in favor and the motion passed. Chris Franks nominated Tyrell Payne to serve as Vice-chairperson and James Buckner seconded the motion. All members in attendance were in favor and the motion passed.

Financial, Ridership and Employee Status update

Marc Adelman updated the Transportation Advisory Committee concerning financial data, ridership, and the transit system's employment status for year-end FY 2025. Total operating costs for the period were under budget at \$527,183 (11.8%) primarily because of employee vacancies. Salary and wage expenses were under budget by \$265,069 (13.4%) for the year. Overtime charges were over budget for the year by \$11,279 (9.9%) due to driver availability issues. Fuel costs were significantly below budget by \$101,830 (29.7%) due to lower-than-expected fuel prices and because less door-to-door service could be provided due to driver availability issues.

Financial, Ridership and Employee Status update (Continued)

Workers' Compensation expenses were over budget by \$6621 (6.6%). Vehicle maintenance charges were under budget by \$63,466 (21.6%) for the year partially because Public Works was unable to hire a second mechanic. Passenger revenue realized for the year was under budget by 12.9% or \$45,009 and advertising revenue was also under budget by 10.4% for the year. Federal operating aid was under budget by \$245,362 due to the reduced operating deficit compared to budget figures. State operating aid remained consistent with the budgeted amount for the year. The local match requirement was under budget by \$243,760 for FY2025.

Marc Adelman updated the Transportation Advisory Committee concerning ridership activity and service hours completed for all operations. Related data is identified below.

Comparison of FY2025 and FY2024 Year-to-date Ridership Data

FISCAL YEAR	FIXED ROUTE TRIPS	SENIOR TRIPS	RESERVE A RIDE TRIPS	HANDIVAN TRIPS	TOTAL TRIPS
July-June 2025	186,787	12,926	37,291	5,127	242,131
July-June 2024	201,707	14,718	37,470	5,441	259,336
DIFFERENCE	-7%	-12%	0%	-6%	-7%

FISCAL YEAR	FIXED ROUTE HOURS	SENIOR HOURS	RESERVE A RIDE HOURS	HANDIVAN HOURS	TOTAL HOURS
July-June 2025	15,935	3,869	10,680	1,907	28,522
July-June 2024	15,865	4,660	12,240	2,125	30,230
DIFFERENCE	0%	-17%	-13%	-10%	-5.6%

Marc Adelman indicated that fixed route ridership continues to decline, which is now 34% less than in 2019 before the pandemic impacted passenger's use of the service. Senior and Handivan ridership also decreased for the fiscal year because fewer drivers are available to provide service. Service hours are down for all modes of service also due to driver availability. However, Marc Adelman indicated that while service hours completed for the Reserve A Ride operation also decreased by 13% the number of trips completed decreased by less than 1%. The improved efficiency level is primarily related to increased trips completed per hour for service provided to the Institute for Advanced Learning and research, which involves transporting groups to the same location for training activities.

Financial, Ridership and Employee Status update (Continued)

Marc Adelman provided an update concerning employment activity for the transit system and mentioned that it has not improved. He indicated that during November 2024, Danville Transit employed 29 full-time drivers and maintained 28 active drivers. For the period, January 2025 through August 12, 2025, a total of 8 full-time drivers and 1 supervisor were inactive for three or more weeks due to medical issues. Also, the total number of active bus operators for August 2025 included 21 employees compared to 27 active bus operators for August 2024.

Approval of the 2025 Safety Security Plan and Charter Plan

Danville Transit's Safety Security Plan and Charter Plan were updated to support federal compliance requirements and service regulations. Both plans were provided for the Transportation Advisory Committee's review in advance of the meeting. The updated Charter Plan only included one proposed change indicating that charter service would only be provided for government officials for certain activities such as National Night Out.

Marc Adelman said that he made several edits to the Safety Security Plan since it was last updated in 2016. He asked the Transportation Advisory Committee if they had any questions, comments, or concerns regarding either of the plans and there were none. ***After discussion, a motion was made by Anna Kautzman and seconded by James Buckner to approve the updated Charter Plan and Safety Security Plan. All members in attendance were in favor and the motion passed.***

Update on service planning activities

Marc Adelman reviewed service planning activities aimed at improving efficiency levels for Door-to-Door and Fixed Route operations that will hopefully offset a possible federal funding fiscal cliff expected during FY2027. He identified that six full-time driving positions and one dispatcher position have been frozen in case federal operating assistance is reduced. Plans are to maintain existing service levels currently offered and not expand any service until there is more clarity regarding funding issues that will be provided by the Virginia Department of Rail and Public Transportation.

Performance data for FY2025 and service planning issues were shared with Committee members. This information is identified below.

- The fixed route service averaged 11.7 trips per hour.
- Door-to-door operations averaged 3.4 trips per hour.
- The average revenue per hour for both fixed-route and door-to-door service is comparable.
- The ability to supply additional door-to-door service requires additional buses and drivers due to the fewer number of trips that can be completed per hour.
- Additional dispatchers and office staff are needed to process reservations and to communicate with individuals and organizations regarding service delivery issues.

Update on service planning activities (Continued)

- Automated scheduling software is required to improve efficiency levels for door-to-door service.

Marc Adelman indicated that during the March 2025 Transportation Advisory Committee, it was discussed that Danville Transit was evaluating the possibility of using a zone-based door-to-door service arrangement that would require passengers to transfer. However, due to Danville's large service area, trip distance requirements and ridership activity it was determined that it was not feasible.

Marc Adelman mentioned that the previous two Transit Development Plan Updates completed by a consultant firm indicated the possibility that many door-to-door passengers could use the fixed-route service to reduce operating costs. However, the company did not analyze the door-to-door trip data to determine whether fixed-route bus service was offered when the door-to-door passengers traveled, walking distance requirements to bus stops or whether the travel time requirements were significantly different if door-to-door passengers used fixed-route service. He indicated that Danville Transit's staff is currently working to determine whether requiring door-to-door passengers to use the fixed-route service would be an effective approach to reducing operating costs.

He also mentioned that fixed-route ridership has decreased significantly since the pandemic and due to lower fuel prices, it may be very challenging to increase demand for the fixed-route bus service. Planning activities will continue through the fall of 2025 to examine opportunities to increase fixed-route and door-to-door ridership.

Capital Projects Update

FY26 grant funding was approved to crack seal and sealcoat the mass transit parking lots and seal the metal roof for the administrative/maintenance and training facility building. The total cost for both projects is estimated to be \$260,720. Danville Public Schools indicated the best timeframe to complete the crack seal and seal coat work will be in April 2026.

Marc Adelman informed the Committee that the bus shelters are scheduled to be delivered next month and asked Chris Franks to provide an update on the site prep construction activities. He mentioned that bus shelters will be installed at four different locations including Westover Drive across from the post office, Taylor Drive at the Health Department, Seminole Drive across from North Pointe apartments and Richmond Boulevard near Purdum Woods apartments. Chris Franks said at this time he is working to obtain firm pricing to complete the work from the city's on-call contractor. He mentioned that two large trees have been removed by Public Works recently at the Seminole Drive location to support site prep requirements for the bus shelter.

Capital Projects Update (Continued)

The first bus shelter pad will be installed at the Taylor Drive location. It is possible that all four pads could be completed by the end of the calendar year, but additional paving work will be required at the Richmond Boulevard location during the spring of 2026. During the meeting it was also mentioned that a bus shelter will be installed on Riverside Drive near Biscuitville using Smart Scale funding through the Virginia Department of Transportation. Danville Public Works is coordinating this project since it also includes adding sidewalks on both sides of Riverside Drive. This bus shelter is expected to be completed by the fall of 2028.

2026 Black History Bus Wrap discussion

Marc Adelman indicated that it has been two years since the last Black History bus wrap was completed, and requested the Committee's input if they would like to complete a new wrap in 2026. Amanda Paez was also present for the meeting to discuss options for the next Black History Bus wrap. She suggested the possibility of establishing a theme for the next wrap such as African Americans in science and technology. She also said there are a lot of options locally that fit in that category. Discussion continued. Amanda Paez added it can be a very long process to get the high-resolution images needed from the Library of Congress and other places to produce graphics for the wrap and suggested that the process needs to begin soon if the Committee chooses to install a new wrap in 2026.

Anna Kautzman suggested the possibility of putting the wrap off until 2027 and in February 2026 during Black History Month solicit ideas, nominations, and input from the community regarding what they would like to see on the next wrap. After further discussion it was confirmed by the Committee, they would prefer to start the process in February 2026 by soliciting input from the community and to install the new Black History bus wrap in February 2027. ***Debra Hairston made a motion to roll out a survey in February 2026 to gain input from the community and complete the bus wrap in February 2027. Anna Kautzman seconded the motion; all member present were in favor and the motion passed.*** Amanda Paez said at the next meeting she will update the Committee concerning possible plans to use social media to obtain input to develop the next Black History bus wrap.

Meeting adjourned at 1:07 pm.