

AIRPORT COMMISSION MINUTES

December 9, 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, December 9, 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
Phil Hall	Alan Spencer, Deputy City Attorney	Lisa Bivens, Senior Admin. Assistant
Gene Jackson		
Bob Jiranek		
Fred Shanks		

Guests:

Anne Moore-Sparks, President, and CEO of Danville Pittsylvania Chamber of Commerce
Briana Evans, Assistant City Manager, City of Danville

Chairman Sid Allgood opened the meeting at 3:00 pm and requested a roll call and welcomed Briana Evans, Danville's new Assistant City Manger to the meeting.

Approval of Agenda

Fred Shanks made a motion to approve the agenda for the December 9, 2025, Airport Commission meeting. Phil Hall seconded the motion; all members in attendance were in favor and the motion passed.

Approval of Minutes

A motion was made by Bob Jiranek and seconded by Doug Appleton to approve the minutes of November 12, 2025, Airport Commission meeting as presented. All members in attendance were in favor and the motion passed.

Guest Speaker

Sid Allgood introduced the guest speaker for the meeting, Anne Moore-Sparks, President, and CEO of the Danville Pittsylvania Chamber of Commerce. Ms. Sparks said that she was excited to be in attendance for her first Airport Commission meeting and wanted to talk about potential partnerships to make the community more aware of all the great things going on at the airport.

She encouraged the Airport Commission members to generate ideas about new initiatives that might promote and educate the community through networking, partnership, and advocacy. Ms. Sparks indicated that in 2025 the Chamber hosted 60 events and currently has 600 member organizations and more than 23,000 member employees. In 2026 the Chamber will celebrate their 25th Anniversary as a Regional Chamber for Danville and Pittsylvania County. She indicated that she would like to develop ideas how the Chamber, business community and the Airport Commission could work together and advocate to promote awareness in our region about the current and future growth of the airport.

Guest Speaker (Continued)

Ms. Sparks reminded the Airport Commission that they are Chamber members through the city of Danville's membership arrangement and encouraged everyone to come to the Chamber's Annual Membership meeting on March 18, 2026, at 7:30 pm. Phil Hall said he would like the community to know what assets they have in the airport and added that the Airport Commission needs to be its own advocate.

Ms. Sparks suggested that when the airport decides to complete a feasibility study or desires business intelligence the Chamber could be used as a data collector based on the members' travel needs. She also suggested having a Roundtable, Business at Breakfast or a Lunch and Learn event to gain information from the public. She also indicated that if there is a project that needs a letter of support the airport could approach the Chamber Board and present the idea through a presentation to see if it is something the Board could support. Discussion continued.

Bob Jiranek said he is interested in gateway airports and mentioned there are businesses in our area traveling all over the country and some internationally that could benefit from a commuter airline service from Danville. He asked if the Chamber could do a survey to see what the need is for air transportation out of Danville. Ms. Sparks suggested completing the survey during the spring, however she added the airport needs to have a plan for where they are going before this is done. Phil Hall commented that members need to take initiative on their own to attend Chamber meetings and City Council meetings and create networks that help develop the path to follow. Discussion continued. Sid Allgood thanked Anne Moore-Sparks for attending the meeting and said the Airport Commission looks forward to working together with the Chamber.

Public Comment

No comments.

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: A winter shutdown of the project will be set after discussion with the state.

Marc Adelman updated the Airport Commission concerning the Corporate Hangar Site Prep Construction project located in the t-hangar area. According to the airport engineering firm the following items still need to be completed:

- Completion of the aggregate base course
- Paving of bituminous asphalt intermediate course
- Paving of bituminous asphalt surface course
- Marking of the parking lot
- Installing parking signs
- Fine grade site
- Modification of detention basin
- Seeding and mulching

- Remove sediment control devices

Topic: Update on Site Prep Construction Project (Continued)

A winter shutdown will be set after discussion with the Virginia Department of Aviation. Paving work requirements will be completed during the spring/summer of 2026. Project delays have occurred over the past month due to subcontractor and engineering issues. Discussion continued.

An update was also provided concerning the status of the Aviation Training Facility Building and Hangar construction projects. Marc Adelman said according to the Economic Development Administration grant (EDA), which will provide sixty percent of the funding for this project, the construction work must start by December 25, 2025. It is anticipated that construction of the aviation training facility building and the new hangar will begin after the general contractor is registered in the System for Award Management (SAM). Marc Adelman informed the Airport Commission that Go Virginia has recommended providing 100% funding for data network installation requirements for the Aviation Training Facility building and hangar.

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: After review, all members in attendance were in favor of the proposed FY2027 operating and capital budgets.

Lisa Bivens, Transportation Senior Administrative Assistant, reviewed the airport’s draft FY2027 operating budget with the Airport Commission members. She stated 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. She mentioned the line items that are not controlled by the airport have now been entered by the city’s Budget office for the proposed FY2027 budget. Identified below is a list of capital projects that were discussed for the FY2027 budget.

DRAFT FY27 AIRPORT CAPITAL BUDGET				
PROJECT NAME	FAA	STATE	LOCAL	TOTAL
DESIGN SERVICES TO INSTALL NEW LED LIGHTING FOR RW 2/20 AND TAXIWAY A	\$479,750	\$20,200	\$5,505	\$505,000
CONSTRUCT 100 X 100 CORPORATE HANGAR OFF OF TAXIWAY H	\$608,675	\$942,095 (If the Tobacco Commission Grant is approved)	\$299,230	\$1,850,000 (Includes utility connections and 15% contingency amount)
SECURITY IMPROVEMENTS FOR THE AVIATION TRAINING FACILITY			\$83,904	\$83,904
CRACK SEAL AND SEAL COAT LONG TERM PARKING LOT AREA - LANDSIDE		\$13,600 (impacted by number of public parking spaces)	\$21,400	\$35,000
TRACTOR REPLACEMENT		\$26,420	\$39,920	\$66,340
ZERO TURN MOWER PURCHASE			\$22,000	\$22,000
TERMINAL AREA PLAN UPDATE		\$120,000	\$30,000	\$150,000
2027 TOTALS	\$1,088,425	\$1,122,315	\$501,504	\$2,712,244

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

Marc Adelman said input was received from the Federal Aviation Administration (FAA) concerning the airport's engineering firm plan to install new LED lighting for Runway 2/20 and Taxiway A. The FAA indicated that the design work for both the primary runway and the parallel taxiway can be completed concurrently to expedite project completion. The grant request for funding will be submitted to the FAA in the spring of 2026 and to the state in May 2026 for the August Board meeting. If funding requests are approved design work could begin next fiscal year.

Marc Adelman stated that the current cost estimate to construct a 100' x 100' hangar adjacent to Taxiway H is \$1,850,000. The preliminary cost estimate is based on the bid price received for the 6400 square foot hangar that will be constructed adjacent to the Aviation Training Facility building and possible utility cost requirements. Additional cost estimate information is needed from Danville Utilities regarding water and gas connection requirements.

Marc Adelman said he recently met with city officials to discuss the hangar project. Since the planned facility could be used for multiple applications Corrie Bobe, the city's Economic Development Director suggested that an internship could be established with Danville Community College, and a grant application could be submitted to the Tobacco Commission to assist with funding requirements. The city's Grant Administrator who helped prepare the Go Virginia grant application will prepare the Tobacco Commission grant application. A meeting will be coordinated with staff from Danville Community College and Averett University to establish a memorandum of understanding that could be used as support documentation for the Tobacco Commission grant request. This grant application is due February 4, 2026. Discussion continued.

Other capital projects discussed during the meeting included security improvements for the Aviation Training Facility and hangar, completing crack seal and seal coating work for the landside parking lot areas and the replacement of a tractor and zero turn mower. Marc Adelman indicated the airport is currently waiting for a final cost estimate from the airport's engineering firm to complete a Terminal Area Plan Update. He stated the Terminal Area Plan could address automobile parking needs and hangar development along Airport Drive and evaluate developing a vertiport and access road improvements in the closed Runway 24 area. After discussion it was the consensus of the Airport Commission to move forward with completing a Terminal Area Plan during FY2027.

Another project that is included in the airport's FY2027 proposed capital budget is the rehabilitation and paving of the access road located across from the airport that led to the former Sir Richards Restaurant. This road is located inside the runway protection zone for the primary runway. It is approximately 620 feet in length and is in bad condition. This road leads to other businesses located behind the property. Public Works Engineering provided a cost estimate of \$120,000 for this project but suggested that it stay within the airport's capital budget. Discussion continued.

After discussion regarding the proposed airport's FY2027 operating and capital budgets, a motion was made by Phil Hall and seconded by Doug Appleton to recommend approval of the airport's operating and capital budgets as discussed. All members in attendance were in favor and the motion passed.

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 November, December, and January are slow months for the FBO. However, the FBO sold more fuel this November compared to November 2023 and November 2024 even though the Unicom report shows less jet traffic.

Communications

Phil Hall said he is glad that Anne Moore-Sparks came today. He also said that he hopes that more Airport Commission members will consider attending a Chamber meeting soon so that the Commission can start networking with other local businesses.

Fred Shanks and Doug Appleton both welcomed Briana Evans again and thanked her for attending the Airport Commission meeting. Doug Appleton said he looks forward to attending a few Chamber meetings since he now knows that Airport Commission members are also Chamber members. Gene Jackson said that recently the president of Life Point and other officials with Life Point flew into the Danville airport and were extremely impressed with what they saw when they arrived. They all spoke very highly of the airport.

Sid Allgood thanked everyone for attending.

Adjournment

The Airport Commission meeting adjourned at 4:42 pm.