

AIRPORT COMMISSION MINUTES

December 8, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, December 8, 2020.

Attendees:

Marc Adelman, Director	Phil Hall, Vice Chairman	Ryan Dodson, Asst. City Attorney
Sid Allgood, Chairman	Gene Jackson	Libby Rembold, General Aviation
Jessie Barksdale	Robert Jiranek	Todd Pinekenstein, Bld. & Grounds Supt.
Stephen Daniel	Joe Miller	Lisa Bivens, Administrative Assistant
Michael Duncan	Clarke Whitfield, City Attorney	

Approval of Agenda

A motion was made by Jessie Barksdale that the agenda item to go into a closed meeting be removed from the December 8, 2020 agenda. The motion was seconded by Michael Duncan, all members in attendance were in favor and the motion passed.

Approval of Minutes

Michael Duncan moved that the minutes of the November 10, 2020 Commission meeting and the November 12, 2020 Planning meeting be accepted as presented. Gene Jackson seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

Clarke Whitfield, City Attorney introduced Ryan Dodson, who is one of the Assistant City Attorneys employed by the City of Danville. Mr. Dodson commented that he would be in attendance for the meeting today filling in for Alan Spencer.

Topic: Update on the Terminal Apron Rehabilitation and Expansion Project

Action: Nine (9) core samples have been extracted for analysis.

Disposition: Additional testing will need to be completed before final results are received.

Marc Adelman informed members that a total of nine (9) cores were extracted from the terminal apron to initiate a pavement analysis. Cores were extracted from the ramp near the Civil Air Patrol and Averett's Flight Center buildings. Additional cores were taken adjacent to General Aviation Inc.'s maintenance hangar building and the terminal building. Preliminary analysis received indicates that structural pavement issues may exist between the Civil Air Patrol building and the Averett Flight Center building however, additional testing must be completed before a determination is made regarding required repairs.

Topic: Summary of the November 12, 2020 Planning Meeting

Action: The planning meeting was held on Thursday, November 12, 2020.

Disposition: A summary of the discussion items were reviewed.

The Airport Commission planning meeting was held on November 12, 2020. Marc Adelman ummarized the items discussed.

Topic: Discussion Items for November 12, 2020 Planning Meeting (Continued)

- An airfield tour was completed.
- Short-term and long-term planning needs were discussed (Taxiway H widening, hangar development, south ramp repairs, closed Runway 24 rehabilitation and airport property expansion).
- Special event activities were discussed.
- Aircraft parking requirements to support increased traffic, overlapping Virginia International Raceway and casino traffic activity was discussed.

Marc Adelman indicated he contacted the Federal Aviation Administration (FAA) to obtain their input whether it would be possible to close Runway 13/31 to park aircraft in the blast pad area near the fire station on an incidental basis relative to aircraft parking needs. He informed Commission members that the FAA did not have any issues with the proposed parking arrangement.

Marc Adelman reviewed a letter received from the FAA's Washington Airports District office regarding the airport's Capital Improvement Plan (CIP) for FY 2021 through FY 2026 and discussed the projects identified. The FAA indicated plans to fund design activities to widen Taxiway H during FY2021 and provide funds for the construction of the project the following year. Adelman explained that design work was just completed to widen Taxiway H. In addition, the project supports the development of an aircraft parking ramp adjacent to the taxiway for corporate hangars and a taxi-lane that would connect it to a new t-hangar building. This project was designed and recently bid based on state aviation design standards and funding guidelines. However, aircraft parking areas are not eligible for federal aviation funding. Therefore, the FAA is requesting the Taxiway H widening project be re-bid so project activities are separated based on funding eligibility guidelines. If state funds are not approved during the March 2021 Virginia Aviation Board meeting to complete construction work, the Taxiway H widening project will be redesigned to meet federal guidelines and be re-bid during the spring of 2022. The project would then be eligible for both federal and state funding. He added that this project is very important because it also influences the airport's ability to support Averett University's growth and other single engine aircraft owners, who want to base their aircraft in Danville. Discussion continued.

Topic: Runway 13/31 Rehabilitation Project Update

Action: Bid documentation has been sent to the city's Purchasing Office to be advertised.

Disposition: Bids should be received by January 20th to be included in next fiscal year's budget.

Marc Adelman informed members that Talbert, Bright & Ellington has produced bid documentation to rehabilitate Runway 13/31 that was submitted to the city's Purchasing Office a week ago. Bids should be received by January 20th so the project can be included and considered for next fiscal year's budget. The project was bid to maintain the full width and length of the runway including the blast pad area at the end of Runway 13. The project could potentially cost \$4,000,000 to construct. To improve the probability of securing funding for the runway, Marc Adelman asked the engineering firm to develop an alternate bid to rehabilitate the runway in year one and the following year rehabilitate the parallel taxiway and other taxiways connected to the runway if funds to complete the entire project are not available for FY 2022. Discussion continued.

Topic: General Aviation Inc. Fuel Report

Action: Fuel pricing was reviewed by the Commission.

Disposition: Libby Rembold said fuel prices have gone down some since the last report.

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. She commented that their fuel prices have decreased since the last report however; prices may increase soon since gas prices at the gas stations are going up. She said typically when you see car fuel prices increasing, aviation fuel will start going up as well. She added that a load of fuel was received by General Aviation today.

Topic: Airport Commission Sub-Committee Update – Video Production Project

Action: Thirty-one proposals were received for the Airport Promotion video project.

Disposition: The Sub-Committee will short-list the proposals received and will review other information before recommending a company to complete the project.

The Commission reviewed a portion of the aerial video footage provided by Aerial Unlimited that will be used to produce the Airport Promotion video. The Commission also reviewed an online video that provided an overview of the Cecil Airport located in Jacksonville, Florida, which was recommended by Michael Duncan. Marc Adelman indicated the Cecil Airport video could be used as a model for developing the Danville airport promotion video.

Marc Adelman mentioned that thirty-one (31) proposals were received to produce the airport video. Proposals were received from companies located throughout the country including Hawaii and Maine. However, many of the proposals received were not considered by the sub-committee since their price to complete the project exceeded available funding. Companies that attended the pre-proposal meeting were informed of the budget amount for the state grant that provides up to fifty percent funding to complete the project.

Sub-committee members have scored the proposals and after the Commission meets today the proposals will be short-listed. Once this is accomplished, video samples will be reviewed for each company short-listed and reference checks will be completed. Mark Aron, Danville's Multi-Media Manager will also offer input concerning his review of the video samples for companies short-listed.

Marc Adelman recommended that the promotional video should be updated in a couple of years relative to a number of airport improvement projects that could be completed by that time. A primary goal is to complete video production by April 1, 2021 due to the state aviation promotion grant deadline. Michael Duncan is currently working on a draft script for the video. Robert Jiranek asked if there would be an opportunity for the people at Caesar's to address the Commission and be a part of this process. Marc Adelman suggested that Danville's Economic Development Office should inquire with Caesar's whether they would like to participate. Phil Hall said that he would make a call to Caesar's local legal representative to see if they are interested.

Public Comment Period

No public comments.

Communications

Sid Allgood commented that the sub-committee has done a great job with advancing the airport video project. Several Commission members offered their appreciation to the sub-committee and airport staff. Everyone was wished a Merry Christmas and Happy New Year.

Adjournment

The Commission meeting adjourned at 4:52 pm.

The next regular Commission meeting is scheduled for **Tuesday, January 12, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**