

# AIRPORT COMMISSION MINUTES

July 14, 2020

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, July 14, 2020.

## Attendees:

Marc Adelman, Director	Robert Jiranek	Alan Spencer, Asst. City Attorney
Sid Allgood, Chairman	Joe Miller	Libby Rembold, General Aviation
Jessie Barksdale	Cheryl Terry	Todd Pinekenstein, Bld. & Grounds Supt.
Michael Duncan	Earl Reynolds, Deputy City Mgr.	Lisa Bivens, Administrative Assistant

## Election of Officers

Alan Spencer called the meeting to order and opened the floor for nominations for Chairman and Vice-Chairman. Michael Duncan nominated Sid Allgood to service as Chairman. All members in attendance were in favor of the motion passed. Michael Duncan nominated Phil Hall to serve as Vice-Chairman. All members in attendance were in favor of the nomination and the motion passed. Sid Allgood thanked everyone for the vote of confidence and said he is expecting a good year. He also thanked Jessie Barksdale for his service as Chairman during a difficult and challenging time.

## Approval of Agenda

A motion was made by Jessie Barksdale and seconded by Michael Duncan to approve the July 14, 2020 agenda as presented. All members in attendance were in favor and the motion passed.

## Approval of Minutes

Jessie Barksdale moved that the minutes of the June 9, 2020 meeting be accepted as presented and Joe Miller seconded the motion. All members in attendance were in favor and the motion passed.

## Communications from Visitors

No communications from visitors.

Marc Adelman welcomed new members Robert Jiranek and Cheryl Terry to the Commission.

**Topic:** Airport Signage Review

**Action:** Members approved using the aircraft logo for each side of the new signage.

**Disposition:** The contractor will be informed of the Commission's decision.

The Commission discussed two options for the new Airport Sign shown in renderings provided by the contractor. *Michael Duncan communicated his interest to install new airport signage that includes the aircraft logo on all three sides of the brick structure located at S. Boston Road and Airport Drive and made a motion to reflect this preference. Joe Miller seconded the motion.* Sid Allgood said prior to taking a vote he would like to interject comments.

**Topic: Airport Signage Review (Continued)**

Mr. Allgood asked if the logo that included the airplane was an adopted logo for the airport. Marc Adelman indicated it is not an adopted logo for the airport but was used by Economic Development in conjunction with the terminal building improvements that were recently completed. Discussion continued. It was decided not to amend the original motion to approve aircraft signage and address the branding issue later as necessary. *All members present were in favor and the motion passed.* Marc Adelman said that the airport and all city departments currently use the Reimagine Danville logo on letterhead as directed by the City Manager's Office. Earl Reynolds commented that the sign on Highway 58 and Airport Drive is directional signage. He added that other city departments have unique directional signage as well. Marc Adelman said he will inform the contractor of the decision to use the logo on all three sides of the existing structure.

**Topic: Update on the Terminal Apron Rehabilitation and Expansion Project**

**Action:** Information was shared with members regarding the status of the apron project.

**Disposition:** The final phase of the project is currently underway.

Marc Adelman updated the Commission on the progress of the Terminal Apron Rehabilitation and Expansion project and provided images of the progress for their review. The final phase of the project is currently underway. This past weekend the new expanded apron area was used to park jet aircraft. Operations tower staff indicated that a total of 16 jets accessed the airfield over the last week due to activities at the Virginia International Raceway. Certain images of the project showed areas of the apron that were just milled and not fully rehabilitated. These areas included the installation of fabric to prevent cracking. The project should be completed within the next few weeks except for the seal coat work, which will be completed in the fall. Discussion continued.

**Topic: Aircraft Open Hangar/Aircraft Shelter Project**

**Action:** Information concerning the possible development of an open hangar was reviewed.

**Disposition:** Hangar rental fees for the open hangar will be discussed further.

The FY2021 Capital Improvement Plan, identifies \$45,000 to construct a concrete pad and aircraft shelter. The proposed open hangar dimensions are 50' x 40' including two, 16-foot high side sections. Marc Adelman indicated that due to the condition of the proposed site to install the open hangar, Public Works Engineering recommended to complete engineering services that would include boring work before receiving quotes to construct the pad. A purchase requisition has been completed to issue a purchase order to complete this work for \$4800. The analysis will generate test data and provide necessary recommendations to provide the appropriate slab for this project. If it is necessary to add fill material to this site area to stabilize it, APAC will provide millings from the apron project for this purpose. Discussion continued.

Marc Adelman provided information regarding Danville Regional's rental fees for all hangar facilities and rental fees charged at other airports for open hangars. Hangar rental fees are adopted by City Council through a fee ordinance, which requires two readings. The possibility of enclosing the open hangar at a later date that would include a door was also discussed. After discussion, it was decided to wait until more is known about the construction cost of the concrete pad and drive before a decision is made regarding the rental rate.

**Topic: Aircraft Open Hangar/Aircraft Shelter Project (Continued)**

Marc Adelman mentioned that the Open Hangar project could be impacted due to planned construction activities to widen Taxiway H that is adjacent to the site. He stated that the federal and state review process to consider revisions to the Airport Layout Plan (ALP) is nearly complete. However, if the approval of the planning document is delayed, it could affect when state funding is provided to widen Taxiway H. The airport's engineering firm plans to bid the Taxiway H Widening project so it could begin in the fall and include an alternate to receive bid prices if the project needs to start next spring. This process should reduce the need to rebid the project next year if the Airport Layout Plan review process is delayed.

**Topic: Runway 13/31 Project Update**

**Action:** Plans for design and bidding services to rehabilitate Runway 13/31 was discussed.

**Disposition:** Engineering work will begin after a purchase order is issued to the contractor

Marc Adelman indicated the city is currently in the process of entering into a contract with Talbert, Bright & Ellington to complete design and bidding services to rehabilitate Runway 13/31. Once a purchase order is issued for the project, the airport engineering firm will begin the work. Based on input received from the Commission and the City Manager's office, design services would be completed to rehabilitate the full existing width of the runway. Due to the potential total cost of the project, rehabilitation work for Taxiway F, which parallels Runway 13/31 will be bid as an alternate. This arrangement would require the project to be completed in phases over a two-year period should bid prices come in high.

Marc Adelman said the Federal Aviation Administration commented that they do not support marking the blast pad area of Runway 13/31 (890 ft./near fire station) as a displaced threshold that would allow this section of runway to be used for taking off only as requested in the Airport Layout Plan review. Therefore, the rehabilitation work in this area will also be included as an alternate. He indicated the blast pad area would be easier to maintain if it was rehabilitated. According to the engineering firm, design and bidding services should take approximately seven months to complete after the purchase order is received. Discussion continued.

**Topic: Airport Strategic Plan – Development of Scope of Work**

**Action:** Marc Adelman identified possible objectives and short-term goals related to airport strategic planning for the Commission's review.

**Disposition:** The Commission will continue to discuss strategic planning activities.

Marc Adelman identified possible objectives and goals for future strategic planning activities. In addition, he suggested the possibility of completing a Master Plan Update that would also include an analysis to support extending the primary runway that would be depicted on the Airport Layout Plan. Discussion continued.

**Topic: Young Eagles Rally and Airport Open House Update**

**Action:** The status of the airport special event was discussed.

**Disposition:** Options for other aviation promotion projects will be discussed at the next meeting.

Bob Cassell of the Apex, North Carolina EAA Chapter indicated the chapter decided to cancel the Young Eagles Rally in Danville due to health concerns related to the pandemic.

**Topic: Young Eagles Rally and Airport Open House Update (Continued)**

Marc Adelman said he spoke to Betty Wilson of the Virginia Department of Aviation regarding the current Aviation Promotion Grant and she suggested that the airport should make application for a new grant to support a different project per the Commission's approval. In addition, Marc Adelman suggested that project funds could be used to develop an educational display that could be placed at the new trailhead or inside the terminal building. Marc Adelman said at the next meeting he will provide options for other aviation promotion projects that the Commission may want to consider.

**General Aviation Inc. Fuel Report Update**

Libby Rembold provided copies of the most recent fuel price information for the Commission's review. She commented that General Aviation had a very good weekend. There were 16 jets on the airfield and they all bought fuel except for one aircraft. They sold an entire load of jet fuel, which is just under 8,000 gallons.

**Public Comment Period**

Libby Rembold commented that when lines are painted on the apron she would like for it to be considered to paint a circle with an H for helicopters to land and have a designated space. She also commented that she does not think the fee for the shade port should be the same as a t-hangar and it should only house one aircraft.

**Communications**

Jessie Barksdale welcomed the two new Commission members. Robert Jiranek commented that he is excited about the possibility of the casino. Cheryl Terry commented regarding her previous experience with casinos.

**Adjournment**

The Commission meeting adjourned at 5:28 pm.

The next meeting is scheduled for **Tuesday, August 11, 2020 at 4:00 pm. Members will meet at the airport. Social distancing will be accomplished.**