

AIRPORT COMMISSION MINUTES

March 9, 2021

4:00 P.M.

The following were present for the Danville Regional Airport Commission Meeting on Tuesday, March 9, 2021.

Attendees:

Marc Adelman, Director	Phil Hall, Vice-Chairman	Travis Williams, Averett University
Sid Allgood, Chairman	Robert Jiranek	Alan Spencer, Asst. City Attorney
Jessie Barksdale	Earl Reynolds, Deputy City Mgr.	Libby Rembold, General Aviation
Stephen Daniel	Don Aungst, Vice President,	Todd Pinekenstein, Bld. & Grounds Supt.
Michael Duncan	CFO & COO	Lisa Bivens, Administrative Assistant

Approval of Agenda

A motion was made by Michael Duncan and was seconded by Jessie Barksdale to approve the agenda for the March 9, 2021 meeting. All members in attendance were in favor and the motion passed.

Approval of Minutes

Jessie Barksdale moved that the minutes of the February 9, 2021 Commission meeting be accepted as presented. Robert Jiranek seconded the motion, all members in attendance were in favor and the motion passed.

Communications from Visitors and Commission Members

Libby Rembold informed the Commission that General Aviation Inc. has hired two new Averett University students to help with fueling aircraft and help Mark Ballard in the shop as needed.

Topic: Review of Airport Promotional Video

Action: Commission members reviewed the latest version of the Airport Promotional Video and offered input.

Disposition: An additional 30-second spot will be produced using a clip from the upgraded 2011 animated virtual tour of the south ramp and new animation for a virtual tour of the Taxiway H project.

The latest version of the Airport Promotional video was reviewed by the Commission. Marc Adelman indicated the video refers to planned airport upgrades and facility improvements. He also mentioned that the Airport Commission sub-committee discussed the idea of developing a thirty-second spot that helps to explain those improvements by including a virtual tour segment. Quotes have been received to upgrade the 2011 south ramp animated virtual tour and to produce a new animated virtual tour to clarify the Taxiway H improvement project. The total estimated additional cost to produce the virtual tours is \$7,500. The contract for the promotional video includes three 30-second spots in addition to the four-minute promotional video. Marc Adelman explained that this expense could be financed through the airport's operating budget.

Topic: Review of Airport Promotional Video (Continued)

The Commission was updated on the airport's operating budget, which should be significantly under budget this fiscal year partly due to the receipt of unanticipated Cares Act operating funds.

Marc Adelman stated that with the Commission's approval, the sub-committee would like to move forward to produce a new animated clip that could be incorporated as part of the Business Development Opportunities television commercial spot. Discussion continued. *A motion was made by Michael Duncan to approve the expenditure of funds to upgrade the 2011 virtual tour and complete a new virtual tour for a 30-second spot. Jessie Barksdale seconded the motion and all members in attendance were in favor and the motion passed.*

Topic: Airport Capital Improvement Program Update

Action: Airport Capital Improvement Projects were reviewed and discussed based on input received during a Zoom meeting with the Federal Aviation Administration (FAA) and State.

Disposition: The Airport's Capital Improvement Program will be updated after additional information is received from the Virginia Aviation Board.

Marc Adelman stated the since the last Airport Commission meeting a Zoom meeting was held with the FAA and State to discuss the airport's Six-Year Capital Improvement Plan. Sid Allgood and Phil Hall also participated in the Zoom meeting. Based on the information received during the meeting there is a good chance that the project to widen Taxiway H could potentially be approved during the March Virginia Aviation Board meeting. Last year bids were received for a state grant request to widen Taxiway H and construct an aircraft parking area and a new taxi-lane to support future hangar development. This project was rejected for funding in September 2020 but was re-submitted for consideration at the March 2021 Virginia Aviation Board meeting. If approved, state and local funds could potentially be appropriated by City Council in April 2021 and construction activities could begin later this spring or summer. Discussion continued.

During the February 2021 Airport Commission meeting members expressed interest to move up the planned date to rehabilitate the south ramp and the taxiway connections to the south ramp. John Robinson of the FAA communicated during the Zoom meeting that he was also in favor of moving the project up and open to the possibility of phasing the work over two years if the rehabilitation project cannot be completed over a one year period if federal funding issues exist. As a result, when the south ramp rehabilitation project is bid contractors will be asked to provide bids for completing the work to rehabilitate the entire south ramp in one year and to also provide bids breaking the work up into two phases. This bid arrangement is intended to improve the probability of securing at least partial funding for the project so half of the ramp and the Taxiway E connection would be accessible. Under this scenario, additional federal funding would be pursued to complete the project. Current plans call for design services to be completed to rehabilitate the south ramp during FY22 and complete construction activities over one year during FY23 if sufficient federal funding is available at that time. Discussion continued.

The following projects will be considered for FY21 funding by the state in March:

- Complete architectural services to renovate the terminal building - \$86,035
- Re-submit request to Widen Taxiway H and construct new taxilane to support the development of a new t-hangar building and construct aircraft parking ramp - \$1,402,627.

Topic: General Aviation Inc. Fuel Report
Action: Fuel pricing was reviewed by the Commission.
Disposition: There were no questions regarding the fuel report.

Libby Rembold commented that normally when fuel goes up at the gas stations soon after aviation fuel prices increase. There were no questions regarding the fuel report.

Public Comment Period

Libby Rembold commented that it should be mentioned in the Airport Promotional Video that the airport has a full service FBO to meet the customers needs.

Closed Meeting

At 4:45 pm, the Airport Commission of the City of Danville, Virginia recessed and the Commission immediately reconvened in closed meeting for the following purpose:

Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel as permitted by Subsection (A) (8) of Section 2.2-3711 of the Code of Virginia, 1950 as amended and more specifically to discuss: the FBO lease

At 5:35 pm, the Airport Commission for the City of Danville, Virginia immediately reconvened into open meeting.

Communications

Robert Jiranek mentioned inviting the Caesar's general manager to attend an Airport Commission Meeting. Sid Allgood stated that once the general manager is in place the invitation has already been extended. Sid Allgood asked the Commission members to be thinking of other projects they would like to see completed at the airport.

Adjournment

The Commission meeting adjourned at 5:42 pm.

The next regular Commission meeting is scheduled for **Tuesday, April 13, 2021 at 4:00 pm in the Airport's Eastern Conference Room. Social distancing will be accomplished.**