

**TOWN OF LEESBURG  
AIRPORT COMMISSION MEETING**

**DATE/TIME:** Wednesday, January 11, 2023 at 6:00pm

**PLACE:** Leesburg Executive Airport – Stanley Caulkins Terminal  
George Hammerly Conference Room  
1001 Sycolin Road SE, Leesburg

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

- a. December 14, 2022 Regular Meeting

**PETITIONERS/PUBLIC COMMENT**

- a. Petitioners and public Comment

**OLD BUSINESS:**

- a. Airport Capital Improvement Program – Presentation by Airport Director

**NEW BUSINESS:**

- a. Elections of Officers
- b. Committee Assignments

**REPORTS:**

- a. Airport Director
  - i. Capital Projects Report
  - ii. Grants Report
  - iii. Monthly Space/Vacancy Report
  - iv. Complaint Log
- b. FBO Comments
- c. Airport Business Association Comments
- d. Chairman
- e. Committees
  - a. Operations
  - b. Land Use Development
- f. Commission Member Comments
- g. Loudoun County Board of Supervisor Representative
- h. Councilmanic Comments

**PETITIONERS/PUBLIC COMMENT**

- a. Final Petitioners and Public Comment

**NEXT MEETING DATE:** Wednesday, February 8, 2023, at 6:00pm.

**UPCOMING EVENTS:**

**ADJOURNMENT**

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# MINUTES

## Leesburg Airport Advisory Commission December 14, 2022

**Location:** Leesburg Executive Airport Terminal – George Hammerly Conference Room

**Commissioners Present:** Chairman Dan Duenkel  
Vice Chairman JC Silvey  
Dennis Boykin  
Hugh Forsythe  
Tom Toth (remote)  
Tim Fisher, ABA Representative

**Commissioner(s) Absent:** Ray de Haan  
Lindsay Arrington  
Jon Corcoran, Loudoun County BOS representative

**Others Present:** Neil Steinberg, Councilmanic representative  
Tom McFadden, ProJet Aviation  
Jon Rooney, Kuhn Jet Center  
Scott Coffman, Airport Director  
Michael Shields, Airport Operations Manager

**Call to Order:** The Meeting was called to order by Chairman Duenkel at 6:00 p.m.

**Approval of Minutes:** Regular meeting minutes of October 12, 2022 were approved (4-0-4). No meeting was held in November.

**Petitioners and Public Input:** none

### Old Business:

- Airport Capital Improvement Program discussion: The Airport Director updated that based on previous commission input and discussion, staff has submitted three new projects for consideration in the FY2024 CIP: (1) Site preparation/improvements to the south end parcel (south of the fuel farm) would take advantage of outside funding to prepare the site for development, remove fill material, and connect to the taxiway; (2) Additional apron re-paving is being programmed on the north and south apron areas not being addressed in current paving projects; (3) West side development is being broken out to begin a feasibility study and environmental study necessary prior to construction of partial parallel taxiway.

### New Business:

- Town Code Amendment: The airport director briefed that the Town Council recently approved batch amendments to the Town Code. One change included an addition under the airport fee schedule for a daily aircraft storage charge. This charge is applicable to aircraft that are stored at the airport without being under a valid lease. This charge will apply to derelict or other non-compliant aircraft in violation of a lease.

- Referral Letter – Village at Clear Spring: Mr. Boykin updated the commission on a referral letter sent by town staff to the county regarding the Village at Clear Spring. The commissioners oppose the residential development under the airport traffic pattern but supports the letter’s request for proper avigation easement language. Mr. Silvey noted that even with avigation easements in place, future residents could jeopardize the airport noise and activity through political pressure. He also stated that county residents don’t actually want more development.

**Reports:**

- Airport Director – The airport director provided updates on construction activity and the monthly report.
- FBO Comments – Tom McFadden asked about security incident involving a person who took golf carts around the airport. He offered that ProJet can notice tenants through its Omni-alert system. The airport director updated the commission on the security access control system replacement and temporary gate repairs. Jon Rooney with Kuhn Jet Center asked about pavement repairs to a concrete cleanout on the apron and seagulls. This work is in progress.
- Airport Business Association Comments – Mr. Fisher did not have any comments from the ABA.
- Chairman’s Report: The Chairman noted that this is Mr. de Haan and Mr. Boykin’s last meeting. He expressed his gratitude to Mr. Boykin for his 18 years of service to the airport.
- Committee Reports:
  - Operations: The commissioners discussed the recent ribbon cutting of new condominium hangars at Winchester airport.
  - Land Use and Development: Mr. Boykin did not have any additional comments but suggested that the commission assign Mr. Silvey to focus on land use and development beginning in January.
- Commission Member Comments: No comments.
- Board of Supervisors Representative Report: Not present.
- Councilmanic Comments: Mr. Steinberg noted that a new council may reassign Councilmanic positions. He has enjoyed learning the processes at the airport.
- Final Petitioners and Public Comments: none

**Next Meeting:** Wednesday, January 11, 2023 at 6:00 p.m.

**Location:** Leesburg Executive Airport Terminal – George Hammerly Conference Room. **Adjournment:** Mr. Boykin adjourned the meeting at 6:39 p.m.



# Leesburg Airport Commission Report

January 11, 2023

## Airport Commission Priorities

- |                                       |                                |
|---------------------------------------|--------------------------------|
| 1. Remote Control Tower & FCT Program | 6. Apron Parking & Utilization |
| 2. Land Development                   | 7. Runway Extension            |
| 3. Continuity Plan & Facilities       | 8. FBO Contract Planning       |
| 4. Operations Management Support      | 9. Hangar Enterprise Fund      |
| 5. Security Enhancements              |                                |

## Airport Capital Improvement Program

Fiscal Year	Project	FAA	State	Local	Total Project Cost	Status
FY 2019 - 2022	Airport North Hangars	\$4,218,200	\$239,700	\$4,369,100	\$8,929,000	Construction work in progress.
FY 2022—2023	Airport South Apron Paving	\$1,485,000	\$132,000	\$59,000	\$1,676,000	Design work in progress. Anticipated start October 2023.
FY2023-2024	Hangar A, B, C, & D Paving	\$0	\$724,800	\$211,200	\$936,000	Design work in progress. Anticipated start July 2023.
FY 2026	Airport FBO Hangar Purchase	\$0	\$0	\$3,010,000	\$3,010,000	Town CIP
FY2024-2026	Runway Pavement Rehabilitation	\$6,840,000	\$608,400	\$218,600	\$7,667,000	FAA CIP, DOAV CIP
FY 2024-2028	Airport Parallel Taxiway Relocation	\$5,188,500	\$461,200	\$208,300	\$5,188,500	FAA CIP, DOAV CIP
FY 2025-2027	Runway 17 Runway Protection Zone Acquisition + ODALS	\$2,520,000	\$224,000	\$91,000	\$2,835,000	FAA CIP, DOAV CIP
FY 2024—	Airport West Side Land Development	\$6,080,000	\$1,520,000	\$350,000	\$7,950,000	Phased engineering in Town CIP

## Department Operating Budget

Excludes airport debt service, indirect expenses, and capital projects.

<b>FY 2022 Revenue - as of 12/9</b>	<b>Revised Budget</b>	<b>YTD Revenue</b>	<b>% Budget</b>
	\$1,649,900	\$937,694	57%

<b>FY 2022 Expenditures - as of 12/9</b>	<b>Revised Budget</b>	<b>YTD Expense</b>	<b>% Budget</b>
	\$1,031,283	\$471,862	46%

## Occupancy

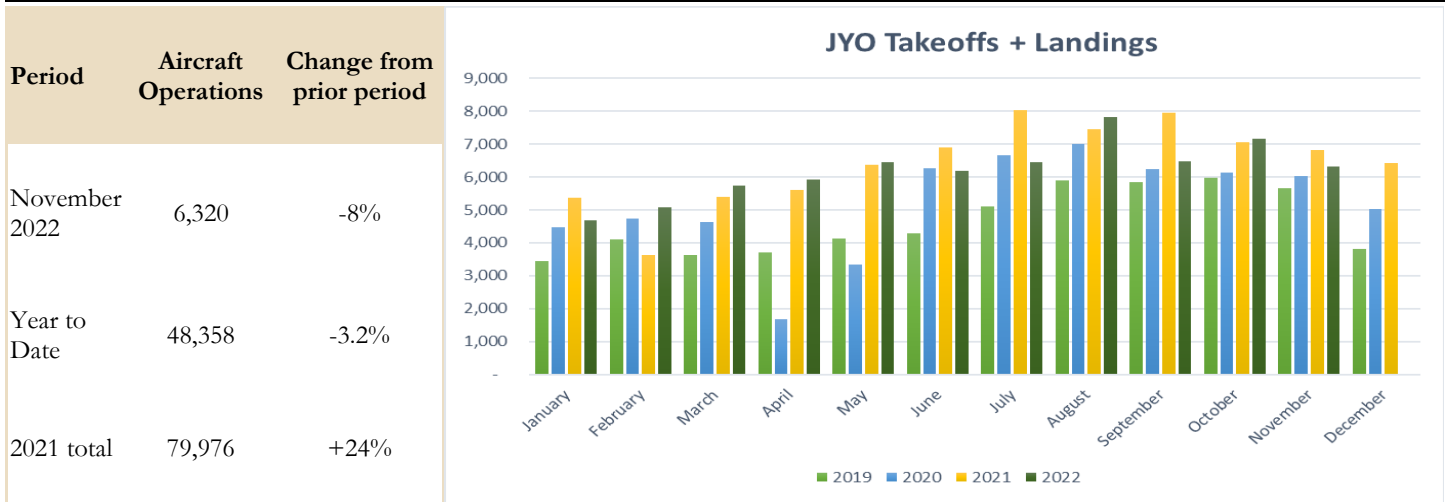
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	3	0	0
T-Hangars	107	0	0	97 (on hold)
North Corporate Hangars	5	0	0	29 (on hold)
South Corporate Hangars	6	0	0	24 (on hold)

## FY 2023 Grants

DOAV Grant #	Project Name	Status	State Share	Local Share
CS0027-41	Maintenance Equipment Storage Building	Closed	\$44,092	\$263,429
CS0027-44	North Apron Crack Sealing & Seal Coat	Closed	\$40,406	\$10,101
CS0027-TBD	Hangar A, B, C, & D Rehab (design)	Awarded	\$104,000	\$26,000
MT0027- 11	Herbicide Treatment	Closed	\$2,688	\$672
MT0027-13	AWOS Troubleshoot and repair	Awarded	\$1,140	\$57
FE0027-45	AWOS Present Weather Sensor replacement	Awarded	\$23,680	\$1,246
PR0027-04	2022 Air Show Promotions	Closed	\$10,000	\$10,000

AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
3-51-0027-042	North End Development (design )	Awarded	\$205,000	\$18,222	\$8,483
3-51-0027-044	South Apron Rehabilitation (design)	Awarded	\$195,000	\$0	\$0
3-51-0027-046	North Hangar Site Development AIP (const)	Awarded	\$3,990,000	\$231,133	\$4,583,764
3-51-0027-048	North Hangar Site Development BIL (const)	Awarded	\$1,305,798	\$116,071	\$29,017
FAA ACRGP	Coronavirus Response Grant Program	Awarded	\$57,000	\$0	\$0
FAA ARPA	American Rescue Plan Act	Awarded	\$148,000	\$0	\$0

## Aircraft Operations—As Reported by Tower (8am-6pm)



## Noise Complaints (1)

12/30/2022 at 12:57pm - 205 Ward Circle —complaint close and very fast overflight. Found Extra 300 runway 35 departure over neighborhood at 1,000 agl.