

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, February 8, 2023 at 6:00pm

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

- a. January 11, 2023 Regular Meeting

PETITIONERS/PUBLIC COMMENT

- a. Petitioners and public Comment

OLD BUSINESS:

- a. Committee Assignments

NEW BUSINESS:

- a. Paving Projects - Impact and Phasing Plans

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, March 8, 2023, at 6:00pm.

UPCOMING EVENTS:

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission January 11, 2023

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Vice Chairman JC Silvey
Lindsay Arrington
Jose Marrero
Hugh Forsythe
Tom Toth
Tim Fisher, ABA Representative
Jon Corcoran, Loudoun County BOS representative

Commissioner(s) Absent: Chairman Dan Duenkel
Malvina Lekli

Others Present: Tom McFadden, ProJet Aviation
Scott Kuhn, Kuhn Jet Center
Scott Coffman, Airport Director
Michael Shields, Airport Operations Manager

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

Approval of Minutes: Regular meeting minutes of December 14, 2022 were approved (3-0-5).

Petitioners and Public Input: none

Old Business:

- Airport Capital Improvement Program: The Airport Director provided a slide presentation of on-going and planned capital projects. The presentation included discussion on the North End Development project, the A-D hangar repaving, the taxiway relocation project, and others. Mr. Forsythe asked about the soil conditions at the proposed South End site development project, which include fill that must be removed to create a buildable lot. Ms. Arrington asked about project to acquire the Runway Protection Zone property and what protections are currently in place. The airport director answered that zoning ordinances, federal laws, and proffers prevent the development of obstructions or other uses that would restrict the use of the airport.

New Business:

- Election of Officers: Mr. Duenkel was nominated and approved as Chairman (6-0-2). Mr. Silvey was nominated and approved as Vice Chairman (6-0-2).
- Committee Assignments: Mr. Silvey suggested that the committee assignments be tabled until the following meeting. The commissioners unanimously agreed to table.

Reports:

- Airport Director – The airport director provided updates on construction activity under the new business item.
- FBO Comments – The FBO staff in attendance did not provide any comments.
- Airport Business Association Comments – Mr. Fisher did not have any comments from the ABA.
- Chairman’s Report: Not present.
- Committee Reports:
 - Operations: no report
 - Land Use and Development: no report
- Commission Member Comments: No comments.
- Board of Supervisors Representative Report: Mr. Corcoran was approved for another term as the BOS Representative. He did not have any new information to report.
- Councilmanic Comments: Mr. Cummings was not in attendance.
- Final Petitioners and Public Comments: An aircraft owner asked about disruption anticipated during the south apron paving. The airport director answered that the project will be accomplished in 3 phases, which will require temporary relocation of aircraft. The north-end project will be completed and may be used to accommodate aircraft displaced during construction.

Next Meeting: Wednesday, February 8, 2023 at 6:00 p.m.

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

Adjournment: Mr. Silvey adjourned the meeting at 6:34 p.m.



Leesburg Airport Commission Report

February 8, 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 in progress.
FY 2022-2023	Airport South Apron Paving	\$1,485,000	\$132,000	\$59,000	\$1,676,000	Design complete— May bid date
FY2023-2024	Hangar A, B, C, & D Paving	\$0	\$724,800	\$211,200	\$936,000	Design complete—April bid date
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.

FY 2022 Revenue - as of 2/6/2023	Revised Budget	YTD Revenue	% Budget
	\$1,649,900	\$1,181,917	72%

FY 2022 Expenditures - as of 2/6/2023	Revised Budget	YTD Expense	% Budget
	\$1,031,283	\$568,274	55%

Occupancy

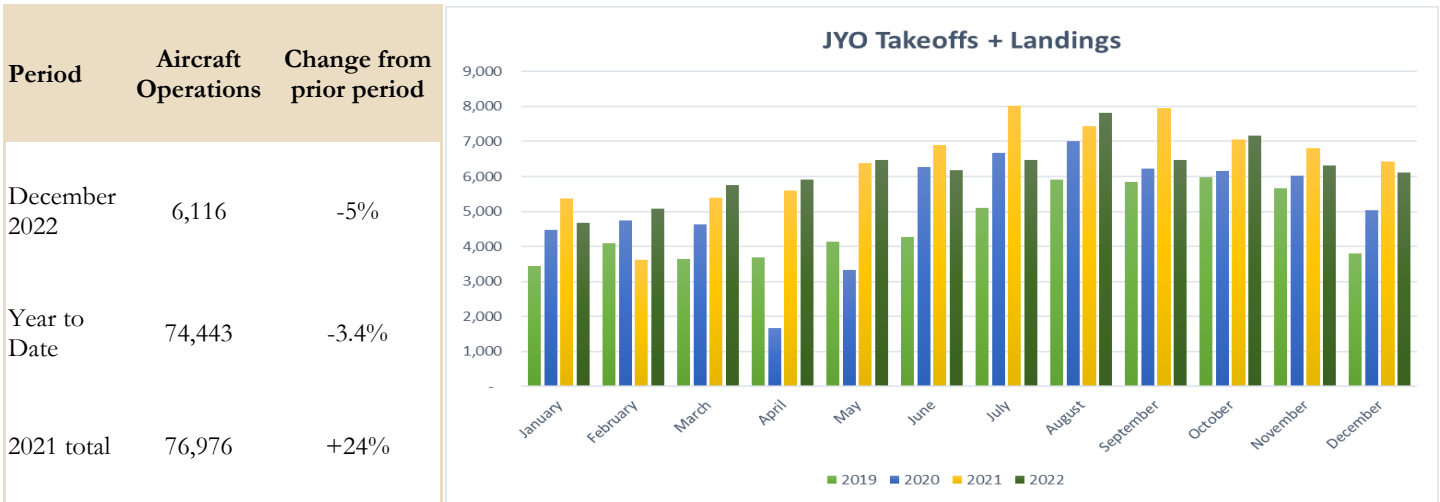
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	3	1
T-Hangars	107	0	0	95 (on hold)
North Corporate Hangars	5	0	0	29 (on hold)
South Corporate Hangars	6	0	0	24 (on hold)

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	Closed	\$1,140	\$57
FE0027-45	AWOS Present Weather Sensor replacement	Closed	\$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 (3)

2/2/2023 at 10:00pm - Leesburg —complaint of repeat helicopter overflights. Found medevac helicopter departed and returned .

1/18/2023 10-11:00pm—Evergreen Meadows—complaint of repeat aircraft overflights. Found touch n go traffic in pattern.

1/6/2023 7-8:30pm—Evergreen Meadows—complaint of repeat aircraft overflights. Found touch n go traffic in pattern.