

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

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

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

Remote Public Participation is offered for this meeting through Microsoft Teams
[Click here to join the meeting](https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting) or go to <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>
and use Meeting ID: 218 572 766 903 Passcode: UzEDm2
Or call in (audio only) (689) 218-0588 and enter conference ID 522 305 596#

ALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

- a. February 8, 2023 Regular Meeting

PETITIONERS/PUBLIC COMMENT

- a. Petitioners and public Comment

OLD BUSINESS: none

NEW BUSINESS:

- a. FAA Notice to discontinue Remote Air Traffic Control Tower
- b. Security improvements

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, April 12, 2023, at 6:00pm.

UPCOMING EVENTS:

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission February 8, 2023

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Chairman Dan Duenkel
Vice Chairman JC Silvey
Lindsay Arrington
Jose Marrero (remote)
Malvina Lekli (remote)
Hugh Forsythe
Tom Toth
Jon Corcoran, Loudoun County BOS representative

Commissioner(s) Absent: Tim Fisher, ABA Representative

Others Present: Zack Cummins, Leesburg Town Council
Patrick Wilt, Leesburg Town Council
Representative of ProJet Aviation
Mike Link, JYO Tower
Scott Kuhn, 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 January 11, 2022 were approved (6-0-2).

Petitioners and Public Input: none

Old Business:

- **Committee Assignments:** The commission discussed appointments to committees. It was agreed that Mr. Forsythe and Mr. Marrero will run the Operations Committee. Mr. Silvey and Ms. Arrington will run the Land Use Committee.

New Business:

- **Paving Projects – Impacts and Phasing Plans:** Mr. Coffman presented the commission with updates on the design and impacts of two upcoming paving projects. The North Hangars A, B, C & D project will pave around the t-hangars in three phases. Each phase will prevent use of the hangars in that phased area. The phasing is scheduled that each area is only shut-down once. The project involves reclaiming the existing materials and re-introducing cement. As the cement requires time to cure, each phase is expected to last approximately 2 weeks. This project is anticipated to occur in June/July 2023.

The South Apron project will have a greater impact on aircraft operations. This project will also be completed in three phases. Each phase will have impacts to ProJet hangars, tie-down

positions, and the terminal transient parking positions. Each of these phases may last up to 30 days. Phase 3 has subphases A and B. Phase 3B will close the taxiway serving the southern tie-downs and t-hangars, but for a shorter time period.

Mr. Toth asked about where these planes will go during construction. The airport does not have sufficient apron space to relocate a 3rd of its tie-downs, although a number of aircraft can be accommodated in various areas around the airport, including temporary grass tie-downs. Some aircraft may need to temporarily relocate to other airports. Mr. Toth suggested that the airport reach out to Winchester and others to help coordinate alternative parking prior to construction.

This project is anticipated to occur in late winter or early spring of 2024 and the airport will ensure the engineering plans are coordinated such that alternative parking is in place.

Reports:

- Airport Director – The airport director provided updates on construction activity under the new business item.
- FBO Comments – ProJet noted that they are observing tenants speeding on the ramp and driving off while the vehicle gate remains open. The new airport access control system will be installed this summer with new training, printed ID cards, and other measures to educate and enforce procedures. Kuhn Jet Center noted that an asphalt patch on the apron is holding up and not generating FOD.
- Airport Business Association Comments – The ABA representative Mr. Fisher was not present.
- Chairman's Report: Chairman Duenkel noted that the commission should review its priority list at the March meeting.
- Committee Reports:
 - Operations: no report
 - Land Use and Development: Mr. Silvey discussed the housing project south of Heritage HS and AIOD decision by the County mainly effecting housing at Dulles.
- Commission Member Comments: No comments.
- Board of Supervisors Representative Report: Mr. Corcoran did not have any new information to report.
- Councilmanic Comments: Mr. Cummings provided some updates on the County coordination on property surrounding the airport.
- Final Petitioners and Public Comments: Mike Link from the JYO tower introduced himself and offered tours of the tower.

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

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

Adjournment: Mr. Silvey adjourned the meeting at 6:49 p.m.



Leesburg Airport Commission Report

March 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. Completion late May 23
FY 2022-2023	Airport South Apron Paving	\$1,485,000	\$132,000	\$59,000	\$1,676,000	Design complete— May bid
FY2023-2024	Hangar A, B, C, & D Paving	\$0	\$724,800	\$211,200	\$936,000	Design complete—April bid
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	\$1,339,391	81%

FY 2022 Expenditures - as of 2/6/2023	Revised Budget	YTD Expense	% Budget
	\$1,031,283	\$636,476	62%

Occupancy

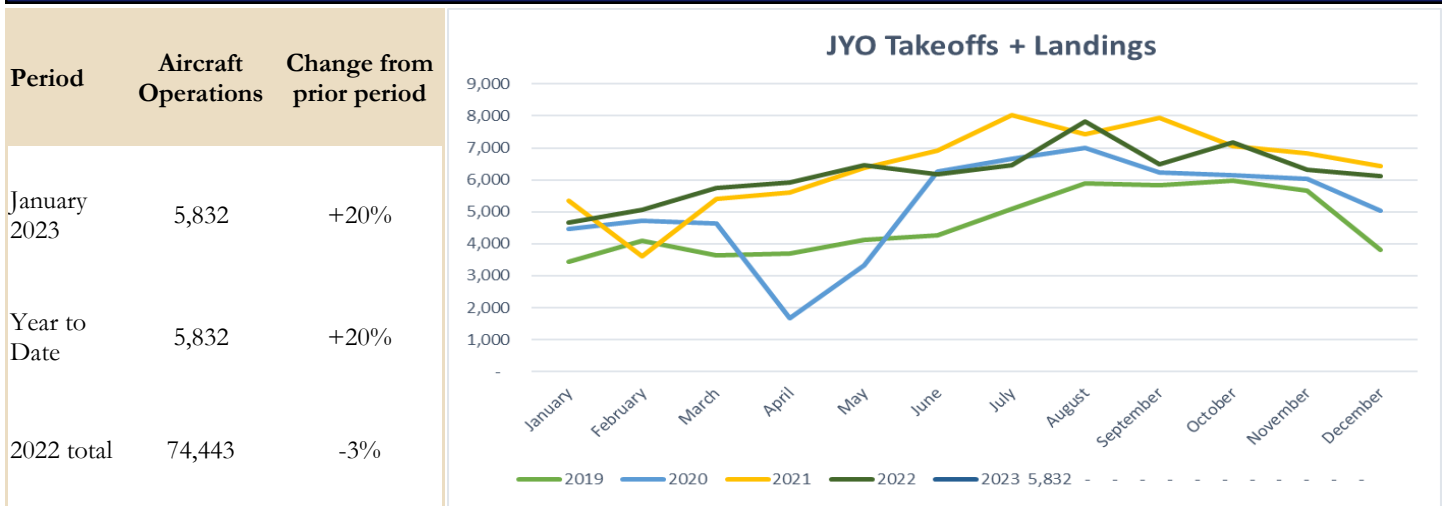
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	3
T-Hangars	107	0	0	95 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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 (5)

- 2/13/2023 10:30am at 123 Balch Springs Cir SE, Evergreen Meadows—ongoing overflights
- 2/23/2023 8:30am-11:15am at 123 Balch Springs Cir SE, Evergreen Meadows—loud repeat overflights
- 2/24/2023 12:15am at 808 Casla Ct SE—circling plane over home.
- 3/6/2023 7:30am-9:00am at 123 Balch Springs Cir SE, Evergreen Meadows—ongoing overflights
- 3/2/2023 105 Balch Springs Circle SE, Evergreen Meadows—reports that jets and all types of planes day/night are flying dangerously low to residents homes, putting lives in danger. This has increased in severity and number in recent months. Concerned with discontinue of tower.

