

MINUTES

Leesburg Airport Advisory Commission October 11, 2023

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
Ryan Goeller
John Dolan
Lindsay Arrington
Timothy Baker
Tim Fisher, ABA Representative

Commissioner(s) Absent: JC Silvey, Vice Chairman

Others Present: Councilmember Zack Cummings, Councilmanic
Jon Rooney, Kuhn Jet Center
Tom Saxon, hangar tenant
Jim Thill, hangar tenant
Travis Gunnells, hangar tenant
Scott Coffman, Airport Director
Mike Shields, Airport Operations Manager

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

Approval of Minutes: September 13, 2023 minutes approved 6-0

Petitioners and Public Input: Comment of good air show.

Old Business:

- Instrument Approach to Runway 35: The Chairman updated that interest in an approach to 35 is continuing but additional work with FAA is needed before any additional information can be provided.
- Air Show (recap): The airport director recapped the air show which attracted 11,000 attendees. Commission members said the show was good although the bus schedule could be reviewed. There are always capacity challenges with loading everyone after the flying portion of the show ends. Continue to schedule other activities to help keep attendees interested and on premises longer rather than crowding the bus lane – such as the departure of the Huey and DC-3.
- Rental Hangar Use Requirements: Mr. Dolan provided an update on work to update the hangar rental agreements and policy on hangar uses. The airport director has a walk-through scheduled with the fire marshal this week. Additional information from the fire marshal's office on applicable fire codes and concerns will be incorporated into a new policy and/or lease revisions. The commission agreed that public comments are important regarding allowable uses. The airport director suggested that draft policy be shared on the airport website for public input.

New Business: none

Reports:

- Airport Director – The airport director provided updates on the monthly report, projects, and noise complaints. The capital budget development is underway and the Director is proposing two projects for programming in future years. (1) Expand airport auto parking and (2) Replace remaining field fencing behind condo hangars. Ms. Arrington recommended installing grass tie-downs and improvements to the South parcel. South site improvements are already included in the 5-year CIP. She also recommended the Town look at fire alarm system for hangars.

The Chairman noted an upcoming meeting is being scheduled with the Mayor and residents from Evergreen Meadows. There is concern the tower is not using runway 17 during calm wind periods. One recommendation was to include a sign at the runway threshold. Ms. Arrington offered to attend community noise meetings along with Mr. Fisher.

- FBO Comments – Jon with Kuhn Jet Center commented that the air show was good. Also they have found that large aircraft parked at spot 1 block the Tower's view towards 35. They will park aircraft with tail towards the terminal to prevent blocking view.
- Airport Business Association Comments – Mr. Fisher did not have any updates from the ABA.
- Chairman's Report: No additional comments.
- Committee Reports:
 - Operations: no comments
 - Land Use and Development: no comments
- Commission Member Comments: Ms. Arrington updated the ProJet Aviation Career Expo is coming up. They are expecting 700 students to attend the event this year.
- Board of Supervisors Representative Report: Mr. Corcoran was not present.
- Councilmanic Comments: Councilmember Cummings complimented the air show event.
- Final Petitioners and Public Comments: Mr. Saxon commented that the North Hangars A-D paving had turned out well.

Next Meeting: Due to conflicts, the November meeting was moved to the 15th at 6:00 p.m.

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Adjournment: Mr. Forsythe adjourned the meeting at 6:47 p.m.