

**TOWN OF LEESBURG  
AIRPORT COMMISSION MEETING**

**DATE/TIME:** Wednesday December 8, 2020 at 6:00pm  
**PLACE:** Leesburg Executive Airport – Stanley Caulkins Terminal  
1001 Sycolin Road SE, Leesburg

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

- a. December 11, 2019 Regular Meeting

**PETITIONERS/PUBLIC COMMENT**

- a. Petitioners and Public Comment

**OLD BUSINESS:**

- a. FY2021 Budget development – Rates & Charges

**NEW BUSINESS:**

- a. Airport Minimum Standards
- b. Airport Planning Workshop – Talbert & Bright Engineering
- c. Election of Officers

**REPORTS:**

- a. Airport Director
  - Capital Projects Report
  - Grants Report
  - Monthly Space/Vacancy Report
  - Complaint Log
- b. Chairman
- c. Committees
  - Operations
  - Finance
- d. Commission Member Comments
- e. Loudoun County Board of Supervisor Representative
- f. Councilmanic Comments

**NEXT MEETING DATE:** Wednesday, February 12<sup>th</sup> at 6:00pm

**UPCOMING EVENTS:** none.

**ADJOURNMENT**

# MINUTES

## Leesburg Airport Commission

### December 11, 2019 – 6:00pm

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

**Commissioners Present:** Chairman Dennis Boykin  
Vice Chairman Hugh Forsythe  
Lindsay Arrington  
Gary Rogerson  
Ray de Haan  
Vaughn Alex

**Commissioner(s) Absent:** Mary Harper  
Jonathan Corcoran, BOS Representative

**Others Present:** Tina Gray, ProJet Aviation  
Walter Litzenberger, Aero Elite  
Gabe Muller, Smokehouse Pilots Club  
John Somiak, Designated Pilot Examiner  
Scott Coffman, Airport Director

**Call to Order:** The Meeting was called to order at 6:00 pm.

**Approval of Minutes:** Regular meeting minutes of November 13, 2019 were approved (6-0-1).

#### **Petitioners and Public Input:**

- Walter Litzenberger inquired about bid opportunity for Suite 1B in the terminal. The Airport Director replied that the bid document is awaiting release from the Town's procurement office.
- Gabe Muller noted that Smokehouse Pilot's Club has posted on reducing aircraft noise over Leesburg neighborhoods.
- John Somiak announced that the FAAST (FAA Safety Team) will be holding a Pilot Town Hall meeting at Leesburg on January 15<sup>th</sup> at 6:30pm. The Chairman asked that a representative from NCRCC be invited to attend.

#### **Old Business:**

- FY2021 Budget Development. The Airport Director provided a presentation on the development of the Fiscal Year 2021 budget. The Town Code specifies that the Commission provide input on airport operating and capital budget development. The Town Manager proposes a budget to the Town Council and the airport budget is in an early development stage. The Director presented the current FY2020 CIP and suggested two additional projects, to pave the north T-hangars, and conduct preliminary engineering work on developing the airport west property.

The Commissioners discussed a self-service fuel facility. Tina Gray with ProJet Aviation commented that a self-service fuel facility is anticipated to be included in a new fuel provider contract that could be announced soon. The Commissioners recommended that the Town add a FY2021 CIP project to construct a self-service fuel facility that could be operated by the FBO under agreement.

Airport revenue sources and estimated operating expenses were presented. Current rates and charges were presented. The Commission discussed hangar and tie-down rates in comparison to nearby airports. Before further discussing rate increases, the Commission recommended sending a notice to hangar tenants of its intent to discuss raising rates at the January meeting. The Airport Director presented the airport's debt service schedule and noted that debt service costs are temporarily high in accordance with the Town's long-term financial sustainability plan. Airport share of debt service costs are reducing significantly beginning in FY2022.

### **New Business**

- **Federal Contract Tower Application.** The Airport Director briefed that the airport had applied for the FCT Program and signed a MOU related to the FAA's tower evaluation process. The Chairman noted that the tower is currently scheduled to remain open through the holidays, but a suggestion was to close on Christmas and New Year's. The Commission discussed the merits of keeping the tower open. The FBO will be closed Christmas day and the Commission unanimously recommended that the tower could remain closed that day. The FAA has the contract decision authority regarding the provision of tower services.

### **Reports:**

**Airport Director:** The Airport Director noted there was one noise complaint from Country Club neighborhood due to a twin-engine plane landing to runway 17.

**Chairman's Report:** No report

### **Committee Reports:**

- **Open House:** The Open House was enjoyed by families. Ms. Arrington noted that we should reduce the number of food trucks to one in future events.
- **Operations:** No report.
- **Finance:** No report.

**Commission Member Comments:** No comments.

**Board of Supervisors Representative Report:** Not in attendance, but coordination is needed to invite new County Supervisors for an airport tour.

**Councilmanic Comments:** Not in attendance.

**Next Meetings:** The next meeting is scheduled for Wednesday January 8<sup>th</sup> at 6:00pm.

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

**Adjournment:** 7:14pm



# Leesburg Airport Commission Report

January 8, 2020

## Airport Commission Priorities

1. Airport Master Plan Update ✓
2. North apron and hangar development
3. Establishment of an Air Traffic Control Tower
4. South apron and hangar development
5. Planning for the West-side Executive Jet Center & Customs ✓
6. Completion of the Runway Extension
7. Completion of the last two ODALS
8. Quality of Service Program and Marketing Plan

## Airport Capital Improvement Program

Fiscal Year	Project	FAA	State	Local	Total Project Cost	Status
FY 2019	Airport Maintenance Facility		\$200,000	\$100,000	\$300,000	Awarded (Under Design)
FY 2019 - 2020	Runway and Taxiway Lighting Rehabilitation	\$891,000	\$79,200	\$40,800	\$1,011,000	Awarded (Under Construction)
FY 2019 - 2021	Airport North Hangars	\$900,000	\$1,800,000	\$2,443,000	\$5,143,000	Awarded (Under Design)
FY 2022 - 2023	Airport Runway 17 Approach Lighting (ODALS) Upgrade	\$247,500	\$22,000	\$27,500	\$297,500	DOAV CIP, FAA CIP
FY 2022	Airport FBO Hangar Purchase			\$3,010,000	\$3,010,000	Town CIP
FY 2023	Airport Apron Paving	\$1,440,000	\$128,000	\$48,000	\$1,616,000	DOAV CIP, FAA CIP
FY 2023	Airport Parallel Taxiway Relocation	\$4,500,000	\$400,000	\$152,000	\$5,052,000	FAA CIP, DOAV CIP

## Department Operating Budget

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

<b>FY 2020 Revenue - as of 1/6/2020</b>	<b>Revised Budget</b>	<b>Actual Revenue</b>	<b>% Budget</b>
	\$1,480,337	\$762,738	52%

<b>FY 2020 Expenditures - as of 1/6/2020</b>	<b>Revised Budget</b>	<b>Actual Expense</b>	<b>% Budget</b>
	\$896,657	\$423,769	47%

## Occupancy

	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	22	22	0
T-Hangars	46	0	0	71
North Corporate Hangars	5	0	0	17
South Corporate Hangars	6	0	0	12

## FY 2020 Grants

<u>DOAV Grant #</u>	<u>Project Name</u>	<u>Status</u>	<u>State Share</u>	<u>Local Share</u>
FE0027-44	Rwy & Twy Lighting Rehab (Non-AIP Eligible)	Awarded	\$22,400	\$5,610
PR0027-02	2019 Air Show	Awarded	\$10,000	\$10,000
MT0027-97	Triannual Inspections of AWOS III	Awarded	\$3,150	\$150
MT0027-98	AWOS Display	Awarded	\$1,280	\$64
MT0027-99	Airfield Tractor	Closed	\$50,000	\$38,990
CS0027-40	Equipment Storage Bldg—Design	Awarded	\$44,100	\$25,900

  

<u>AIP Grant #</u>	<u>Project Name</u>	<u>Status</u>	<u>FAA Share</u>	<u>State Share</u>	<u>Local Share</u>
3-51-0027-041	Runway & Twy Lighting Rehab - Construction	Awarded	\$743,969	\$88,570	\$22,142
3-51-0027-042	North End Development—Design	Awarded	\$205,000	\$18,222	\$8,483

## Fuel Volume

<u>Period</u>	<u>Gallons</u>	<u>Change from previous period</u>
November 2019	63,171	- 1.0 %
Year through November 2019	797,456	+ 15%
2018	762,908	- 4.8%

## Noise Complaints (0)

None received.