

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday February 12, 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. January 8, 2019 Regular Meeting

PETITIONERS/PUBLIC COMMENT

- a. Petitioners and Public Comment

OLD BUSINESS:

- a. FY2021 Budget development – Rates & Charges
 - Public Comments
 - Commission discussion

NEW BUSINESS:

- a. Office Suite 1B bids

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, March 11th at 6:00pm

UPCOMING EVENTS: none.

ADJOURNMENT

MINUTES

Leesburg Airport Commission

January 8, 2020 – 6:00pm

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Chairman Dennis Boykin
Vice Chairman Hugh Forsythe
Mary Harper
Lindsay Arrington
Ray de Haan
Vaughn Alex

Commissioner(s) Absent: Gary Rogerson
Jonathan Corcoran, BOS Representative

Others Present: Shye Gilad, ProJet Aviation
Walter Litzenberger, Aero Elite
Tim Fisher, Aero Elite
Gabe Muller, Smokehouse Pilots Club
John Somiak, FAAST Representative
Steve Peterson, Talbert & Bright
Jeff Wellman, Talbert & Bright
Scott Kuhn, SK Aviation
Terry Yates, Capital Projects Manager
Scott Coffman, Airport Director

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

Approval of Minutes: Regular meeting minutes of December 11, 2019 were approved (6-0-1).

Petitioners and Public Input: none.

Old Business:

- FY2021 Budget Development – Rates & Charges. The discussion of FY2021 budget development continued from the last meeting. The airport director presented information on the current airport charges, including a history of rate increases and market analysis. The commissioners discussed if rate increases were warranted. Mr. Alex suggested that tie-down leases be offered at a discount if agreeing to a one-year lease commitment. Ms. Harper suggested raising the annual user fee, which had not been adjusted in many years. The Chairman provided a background on why the annual user fee exists, which was to support the airport directly, while county aircraft personal property taxes were kept low. The Chairman recommended running a proforma on proposed rate increases, evaluating the total impact, and revisiting at the next meeting. The airport director

noted that the tower operations will soon increase annual operating expenses once the system is turned over to the town. The airport will be responsible for service agreements, equipment maintenance, and utilities supporting the new remote tower center.

New Business

- Airport Minimum Standards - The Chairman noted that the Airport Minimum Standards document had not been updated since 2015 and suggested that the Commission conduct a review. He suggested that changes in FBO business models over the years have trended towards separate specialized operators rather than an all-in one FBO operations. Noted that most aircraft owners take their aircraft to an individual shop, not an FBO. The airport director provided a summary of what the airport minimum standards include and how they help ensure quality aviation support services are provided at the airport.
- Airport Planning Workshop – Talbert & Bright Engineering – Jeff Wellman and Steve Peterson from Talbert & Bright presented information regarding the airport layout plan and master plan. They discussed the planned development and improvements of the airport. The need to meet FAA runway-taxiway separation standards is driving much of the development over the next 5 years.

The airport director discussed the various projects, funding, and impacts. This includes the runway extension and challenges with the realignment of Sycolin Road, problems with the ultimate runway protection zone and how a displaced threshold can provide benefit sooner. Discussion included how to begin programming west side development and where FAA and State funding might be able to assist. The FAA suggested adding a new project in out-years to overlay the runway pavement. The FBO suggested strengthening the runway weight bearing capacity during the pavement overlay project.

The commission maintains a list of top priorities. Commissioners agreed to edit the list to add (1) evaluating ramp space utilization, (2) terminal improvements, and (3) future planning for electric aircraft.

- Election of Officers – The commissioners voted for Dennis Boykin as Chairman (5-0-1-1) and Hugh Forsythe as Vice Chairman (5-0-1-1). Ray deHann agreed to lead the Operations Committee. Lindsay Arrington agreed to lead the Finance Committee.

Reports:

Airport Director: The Airport Director provided a status update of the airport projects. The runway lighting project is proceeding with ordering of materials. Construction is anticipated to begin in March and tenants should expect phased taxiway closures during the daytime and nighttime runway closures. No noise complaints were received this month.

Chairman’s Report: No report

Committee Reports:

- **Operations:** No report.
- **Finance:** No report.

Commission Member Comments: No comments.

Board of Supervisors Representative Report: Not in attendance.

Councilmanic Comments: No comments.

Next Meetings: The next meeting is scheduled for Wednesday February 12th at 6:00pm.

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

Adjournment: 7:28pm



Leesburg Airport Commission Report

February 12, 2020

Airport Commission Priorities

- | | |
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| 1. Remote Control Tower & Federal Contract Tower Program | 6. Runway Extension and Displaced Threshold |
| 2. North apron and hangar development | 7. Land acquisition for 5-light ODALS system |
| 3. South apron and hangar development | 8. Quality of Service Program and Marketing Plan |
| 4. Terminal interior improvements | 9. Planning for electric aircraft |
| 5. Optimizing aircraft apron utilization | |

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.

FY 2020 Revenue - as of 2/10/2020	Revised Budget	Actual Revenue	% Budget
	\$1,480,337	\$915,916	62%

FY 2020 Expenditures - as of 2/10/2020	Revised Budget	Actual Expense	% Budget
	\$896,657	\$465,426	52%

Occupancy

	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	24	22	0
T-Hangars	46	0	0	72
North Corporate Hangars	5	0	0	17
South Corporate Hangars	6	0	0	12

FY 2020 Grants

DOAV Grant #	Project Name	Status	State Share	Local Share	
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	
MT0027-100	Terminal Carpet Replacement	Awarded	\$12,169	\$12,768	
AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
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

Period	Gallons	Change from previous period
December 2019	58,183	- 13.0 %
2019	855,640	+ 12.2%
2018	762,908	- 4.8%

Noise Complaints (1)

2/3/2020 Approx 2:00pm: 623 McLeary Square: Tavistock neighborhood. Complaint of aircraft repetitively over home. Multiple flight training aircraft in the pattern for rwy 17.