



Date of Council Meeting: September 8, 2015

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Leesburg Executive Airport Master Plan Update and Stormwater Management Plan Study

Staff Contact: Scott Coffman, Airport Manager
Tom Brandon, Capital Projects Manager – Public Works & Capital Projects
Clark Case, Director – Finance & Administrative Services

Council Action Requested: A resolution authorizing the Town Manager to execute grant agreements with the Federal Aviation Administration and the Virginia Department of Aviation for the Airport Master Plan Update and the Stormwater Management Plan/Drainage Study projects.

Staff Recommendation: Staff recommends that the Town Council authorize the Town Manager to execute the grant agreement with the Federal Aviation Administration for \$360,000 and the grant agreement with the Virginia Department of Aviation for \$32,000 for the Airport Master Plan Update and the Stormwater Management Plan/Drainage Study projects.

Commission Recommendation: No formal endorsement, but the Airport Commission is aware and supportive of this request.

Fiscal Impact: The Federal Aviation Administration grant provides funding for 90% of the eligible project costs. The Virginia Department of Aviation funding will provide 8% of the eligible costs. Town funds are required for the remaining 2% of the eligible project costs which is estimated to be \$8,000 plus all ineligible costs such as staff project management costs. Funds are available in the existing airport budget. As a result, an additional appropriation is not necessary.

Work Plan Impact: None. These services are part of the current work plan for the Department of Public Works and Capital Projects.

Executive Summary: The Town applied to the Federal Aviation Administration (FAA) and received approval for 90% funding of the estimated \$400,000 eligible cost to update the Airport Master Plan, and to prepare a stormwater management plan/drainage study for the airport. The Town has also applied for funding from the Virginia Department of Aviation (DOAV) in the amount of 8% of the eligible costs. Grant agreements between the Town and the FAA, and between the Town and the DOAV are required for receipt of this funding.

Both of these projects are included in the current Capital Improvement Plan with funding scheduled to start in Fiscal Year 2016.

Background: The Leesburg Executive Airport Master Plan was last updated in 2005. The Federal Aviation Administration recommends that airport master plans be updated every 10 years. This master plan update will provide new forecasts for airport uses, identify long-term airport needs, and develop alternative development plans. A stormwater management plan/drainage study will be prepared as part of this master plan update in order to address stormwater runoff and water quality related to new stormwater regulations.

PRESENTED September 8, 2015

RESOLUTION NO. 2015-

ADOPTED _____

A RESOLUTION: GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND THE VIRGINIA DEPARTMENT OF AVIATION FOR THE AIRPORT MASTER PLAN UPDATE AND STORMWATER MASTER PLAN / DRAINAGE STUDY PROJECTS

WHEREAS, the Federal Aviation Administration has authorized Airport Improvement Program grant funds in the amount of \$360,000 which is ninety percent of the total cost for preparation of an airport master plan update and for a stormwater management plan/drainage study for the Leesburg Executive Airport; and

WHEREAS, the Virginia Department of Aviation has tentatively allocated matching grant funds for the project in the amount of \$32,000 which is eight percent of the total cost; and

WHEREAS, the Town's matching contribution is \$8,000 which is two percent of the total cost in addition to non-eligible staff project management costs.

THEREFORE, RESOLVED by the Council of the Town of Leesburg in Virginia as follows:

1. The Town Council authorizes the Town Manager to execute a grant agreement for \$360,000 through the Federal Aviation Administration Airport Improvement Program.
2. The Town Council authorizes the Town Manager to execute a grant agreement for \$32,000 with the Virginia Department of Aviation.

PASSED this 8th day of September 2015.

Kristen C. Umstattd, Mayor
Town of Leesburg

ATTEST:

Clerk of Council