

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, September 13, 2023 at 6:00pm

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

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

- a. August 9, 2023

PETITIONERS/PUBLIC COMMENT

- a. Petitioners and public Comment

OLD BUSINESS:

- a. Noise Abatement update
- b. Instrument Approach to Runway 35
- c. Air Show

NEW BUSINESS:

- a. Rental hangar use requirements
- b. New member handouts

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 – Introduction of John Dolan
- 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, October 11, 2023, at 6:00pm.

UPCOMING EVENTS: Air Show – Saturday September 30th.
ProJet Aviation Expo – Friday November 3rd.

ADJOURNMENT

All Town Council, Board, and Commission meetings are recorded and can be found on the Town's Web site at <https://www.leesburgva.gov/government/webcasts>

MINUTES

Leesburg Airport Advisory Commission

August 9, 2023

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
JC Silvey, Vice Chairman
Ryan Goeller
John Dolan
Jose Marrero
Lindsay Arrington
Tim Fisher, ABA Representative

Commissioner(s) Absent: Malvina Lekli

Others Present: Mike Link, ATCT Manager
Courtney DesMarais, ProJet Aviation
John Somiak, FAA Safety Team
Scott Kuhn, Kuhn Jet Center
John Gallagher, tenant
Scott Coffman, Airport Director
Michael Shields, Airport Operations Manager

Call to Order: The Meeting was called to order by the Chairman at 6:00 p.m. The Chairman introduced John Dolan as the newest member.

Approval of Minutes: July 12, 2023 minutes approved 6-0-1

Petitioners and Public Input: none

Old Business:

- a. Noise Abatement Update: The Chairman updated the Commission on efforts to mitigate noise impacts at Evergreen Meadows neighborhood. The Chairman noted the efforts of the Tower personnel to favor runway 17 during calm winds and to direct right hand traffic for 35 flights whenever possible to reduce flights over Evergreen Meadows. The Chairman notes the airport is continuing to keep in contact with the residents. A concern of residents continues to be leaded fuel used in piston aircraft. Leesburg is not alone and many airport's around the country are facing similar inquiries. Mr. Fisher noted that 100LL is the only approved fuel for use in piston aircraft, although he would like to see an unleaded solution be approved for use. Promotion of the noise abatement guidelines have continued through coordination with schools and through FAASTeam safety briefings.

New Business:

- Instrument Approach to Runway 35: The Chairman briefed that he would like to pursue an instrument approach to runway 35. Designing a curved approach that would not interfere with IAD routes might be possible and would improve the airport capabilities. The airport director

noted that the airport master plan does include that an approach could be added. Outreach to FAA, IAD, and Potomac Tracon will be needed to determine viability.

- Air Show: The airport director provided a presentation on the air show planning efforts and anticipated performers.
- Electric Aircraft Charger: The airport director presented a desire by Beta Technologies to install an electric aircraft charger at the airport. Beta is developing an electric aircraft and building a network of electric chargers at airports to support the new aircraft. Leesburg has worked with the company and FAA to identify a suitable location in a common-use area on the north apron. A charging station would be like a level-3 automobile charger, but with a cord reel to reach electric aircraft. The airport commission agreed that the airport should pursue establishing of a charger in this location.
- West-side Study: The airport director provided an update on the study being conducted regarding the development plan for the airport's west side acreage. The consultant engineer's scope of work includes determining the most reasonable development phasing, including taxiway and entrance service road as well comparing rough grading needs to determine a potential cost. The chairman recommended that Mr. Silvey and Mr. Goeller work on west side development after the work that was previously done. Some of the work would be to determine options for development and highest-best use.

Reports:

- Airport Director – The airport director provided updates on the monthly report, projects, and noise complaints. The traffic continues to climb (20% year-to-date) which is good, but causes challenges and needs.
- FBO Comments – Ms. DesMarais with ProJet inquired about the security system upgrades. The airport operations manager provided updates on the system installation on-going. He also updated on new fire knock box installation at gates 5 and 6. Ms. Arrington asked about hangar fire and why T-hangars do not have fire alarm systems. The airport director replied that fire alarm systems are not required by code in unoccupied buildings. Ms. Arrington suggested researching costs to install.
- Airport Business Association Comments – Mr. Fisher commented that additional tie-down space is needed to meet business demand and he cannot grow this location without it.
- Chairman's Report: No additional comments.
- Committee Reports:
 - Operations: Mr. Marrero did not have any updates. Mr. Link announced that he would be leaving Leesburg for another location with RVA.
 - Land Use and Development: Mr. Silvey commented about aircraft leaded fuel.
- Commission Member Comments: no additional comments
- Board of Supervisors Representative Report: Mr. Corcoran was not present.
- Councilmanic Comments: Councilmember Cummings was not present.
- Final Petitioners and Public Comments: none.

Next Meeting: Wednesday, October 11, 2023 at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 7:00 p.m.



Leesburg Airport Commission Report

August 9, 2023

Airport Commission Priorities

- | | |
|-----------------------------------|--------------------------------|
| 1. Federal Contract Tower 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
FY2022-2023	Airport South Apron Paving	\$3,658,000	\$490,000	\$223,000	\$4,371,000	Bids received, pending grant award
FY2023-2024	Airport North Apron Paving Hangar A, B, C, & D	\$0	\$2,119,000	\$561,000	\$2,680,000	Construction in progress (phase II)
FY2024-2029	Air Traffic Control Tower	TBD	TBD	TBD	TBD	Siting Study in-progress
FY2024-2028	Airport Parallel Taxiway Relocation	\$13,099,000	\$1,192,000	\$439,000	\$14,730,000	FAA, DOAV CIP
FY2025-2027	Airport Runway Pavement Rehab	\$11,378,000	\$1,012,000	\$360,000	\$12,738,000	FAA, DOAV CIP
FY2025-2027	Airport RPZ Land Acquisition	Tbd	Tbd	Tbd	\$3,265,000	FAA programing limited
FY2026—	Airport West Side Land Development—Phase 1 Taxiway	\$6,378,000	\$567,000	\$390,000	\$7,335,000	FAA, DOAV CIP
FY2027-2030	Airport South End Site Preparation	\$0	\$2,727,000	\$935,000	\$3,160,000	DOAV CIP
FY2028	Airport FBO Hangar Purchase	\$0	\$0	\$3,010,000	\$3,400,000	Town CIP only
FY2029-	Airport Apron Paving - South Hangars and North Terminal Hangars	\$0	4,422,000	\$1,218,000	\$5,640,000	DOAV CIP

Department Operating Budget

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

FY 2024 Revenue	Revised Budget	YTD Revenue	% Budget
	\$2,242,676	\$485,491	22%
FY 2024 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,282,640	\$191,598	15%

Occupancy

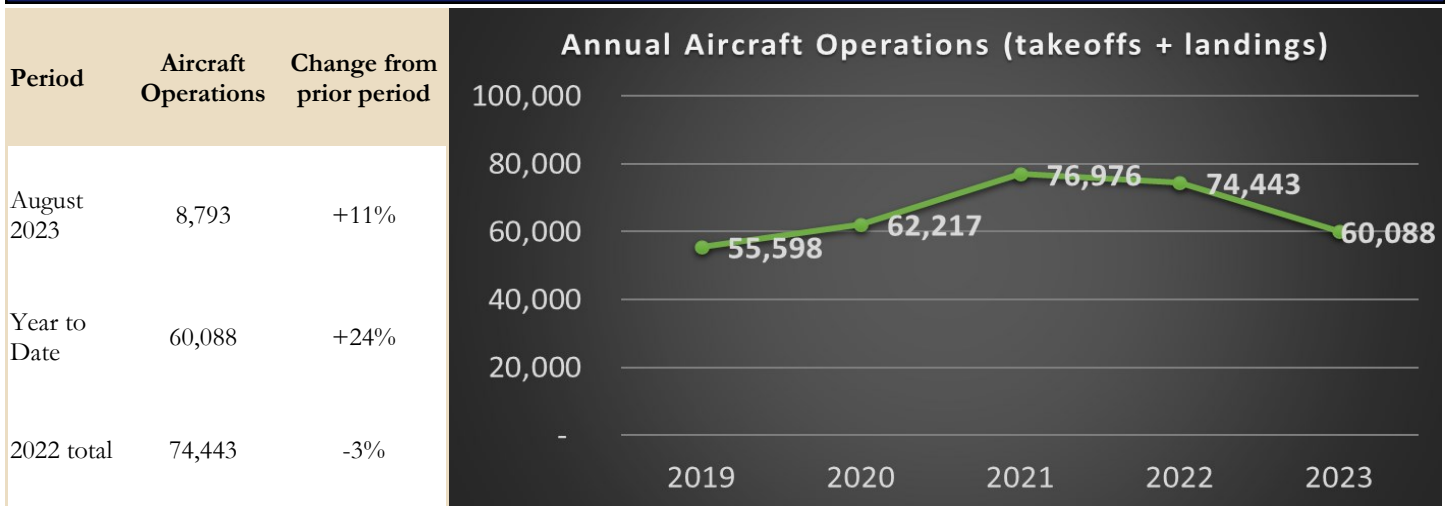
	Total	Available	Prior month	Wait List
Tie-Downs	120	0	10	14
T-Hangars	133	0	0	95 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

FY 2024 Grants

DOAV Grant #	Project Name	Status	State Share	Local Share
CS0027-46	North Hangars ABC&D Apron Rehab	Awarded	\$1,640,000	\$410,000
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

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 (Operating 8am-6pm)



Fuel Volume

Period	100LL	Jet A	Total	% Change
July 2023	32,375	57,860	90,235	-2%
Year to Date	185,842	547,836	733,678	+13%

Summary of Noise Complaints (33)

- 15** complaints from a resident of Evergreen Meadows — complaints of repetitive touch & go aircraft causing noise and air pollution over homes. Early morning and late evening flights as well.
 - 1** complaint from resident of Balch Springs Circle — complaints of repetitive touch & go aircraft causing noise, pollution.
 - 17** complaints from resident of Ward Circle SE, Country Club neighborhood — complains of low flying aircraft cause excessive noise.
- 33 Total Complaints submitted— see excerpt of complaint log**

Noise Complaints

8/1/2023	7:59am	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/1/2023	8:00am-8:34am	Ward Circle SW	Five Low flying aircraft causing noise disturbance.
8/1/2023	8:39am	Ward Circle SW	Low flying aircraft causing noise disturbance.
7/31/2023	8:30am-9:21am	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance
7/31/2023	10:32am	Evergreen Meadows	Low flying aircraft causing noise disturbance.
8/1/2023	8:06am-8:59am	Evergreen Meadows	12 Repetitive Touch & Go's causing noise disturbance
8/1/2023	8:52am	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance
8/2/2023	6:09am	Evergreen Meadows	Early morning aircraft causing noise disturbance.
8/5/2023	2:17pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/5/2023	2:47pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/15/2023	9:52am-10:37am	Balch Springs Circle SE	Repetitive Touch & Go's causing noise disturbance and pollution
8/15/2023	12:13pm-12:57pm	Balch Springs Circle SE	Repetitive Touch & Go's causing noise disturbance and pollution
8/15/2023	12:27pm-12:55pm	Balch Springs Circle SE	Repetitive Touch & Go's causing noise disturbance and pollution
8/16/2023	2:45pm	Ward Circle SW	Low flying aircraft causing noise disturbance. Concern of schools
8/16/2023	3:11pm	Ward Circle SW	Low flying aircraft causing noise disturbance. Concern of schools
8/16/2023	9:28pm-9:48pm	Balch Springs Circle SE	Repetitive Touch & Go's causing noise disturbance late evening.
8/19/2023	1:48pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/19/2023	2:56pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/20/2023	2:25pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/20/2023	2:35pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/20/2023	2:53pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/20/2023	3:04pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/20/2023	3:15pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/25/2023	9:27am-10:40am	Balch Springs Circle SE	Repetitive Touch & Go's causing noise disturbance and pollution
8/26/2023	2:55pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/26/2023	3:13pm	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/25/2023	9:27am-10:55am	Evergreen Meadows	22 Repetitive Touch & Go's causing noise disturbances
8/27/2023	6:30am-7:30am	Evergreen Meadows	8 Repetitive Touch & Go's causing noise disturbances early morning.
8/30/2023	8:46pm-9:36pm	Evergreen Meadows	Repetitive Touch & Go's causing loud noise disturbance and not following guidelines
8/31/2023	7:47am - 7:49am	Ward Circle SW	Low flying aircraft causing noise disturbance.
8/30/2023	8:45pm-9:46pm	Evergreen Meadows	7 Repetitive Touch & Go's causing noise disturbance late at night
8/31/2023	6:56am	Evergreen Meadows	Low flying aircraft causing noise disturbance.
8/31/2023	7:00am	Evergreen Meadows	Low flying aircraft causing noise disturbance.