

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, November 15, 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. October 11, 2023

PETITIONERS/PUBLIC COMMENT

- a. Petitioners and public Comment

OLD BUSINESS:

- a. Instrument Approach to Runway 35
- b. Rental Hangar Use Requirements

NEW BUSINESS:

- a. EPA Endangerment Finding of Leaded Aviation Fuel

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
- 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, December 13, 2023, at 6:00pm.

UPCOMING EVENTS: none.

ADJOURNMENT

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.

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

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



Leesburg Airport Commission Report

November 15, 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	Contract awarded, spring start
FY2023-2024	Airport North Apron Paving Hangar A, B, C, & D	\$0	\$2,119,000	\$561,000	\$2,680,000	Substantial completion
FY2024-2029	Air Traffic Control Tower	TBD	TBD	TBD	TBD	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
	\$2,845,676	\$812,223	28%
FY 2024 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,885,640	\$426,158	23%

Occupancy

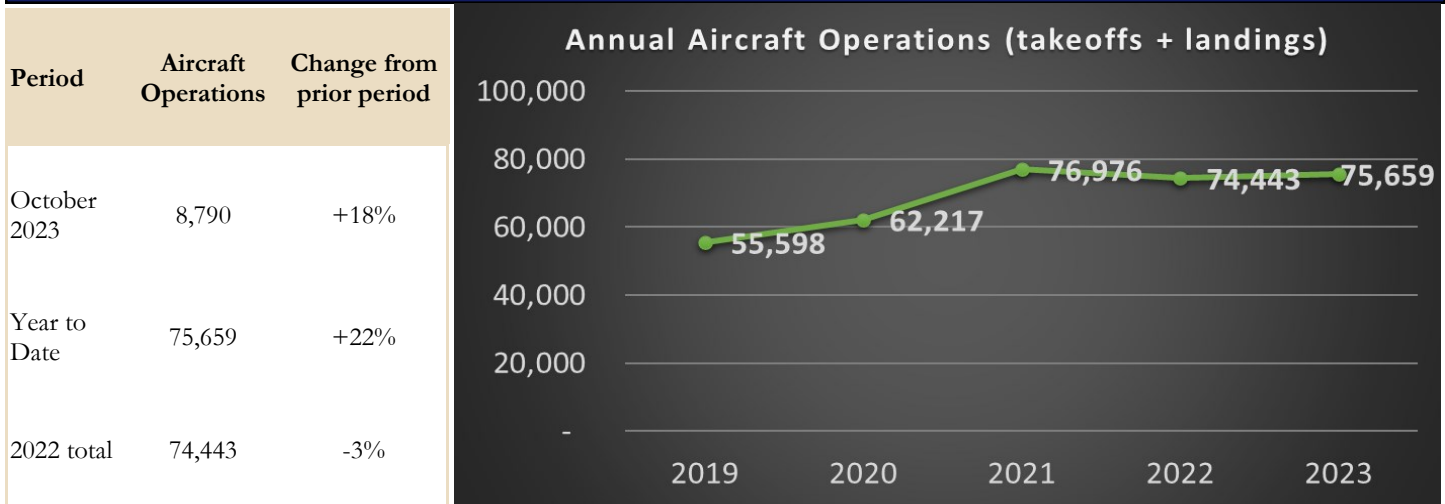
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	18
T-Hangars	133	0	0	95 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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
PR0027-05	2023 Air Show Promotional	Awarded	\$10,000	\$10,000
CS0027-16	Weed Control	Closed	\$2,688	\$672
CS0027-17	AWOS Maintenance	Awarded	\$3,500	\$184
CS0027-18	Taxiway Markings	Awarded	\$8,585	\$2,146
CS0027-19	ODALS components	Awarded	\$1,295	\$324

AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
3-51-0027-042	North End Development (design)	Closed	\$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
August 2023	33,874	81,118	114,992	+5%
Year to Date	219,716	628,954	848,670	+12%

Summary of Noise Complaints (26)

See attached listing of noise complaints.

- 24 Complaints from Evergreen Meadows. Complaints of school planes flying touch & go pattern causing noise and air pollution. Includes complaints of aircraft not following Noise Abatement Guidelines. Also complaints of early morning and late evening flights.
- 1 Complaint from Leesburg resident regarding 5:05am departure.
- 1 Complaint from Ward Circle resident regarding 5:05am departure.

Noise Complaint Log—October 2023

10/1/2023	10:33pm	Evergreen Meadows	Aircraft took off late in the evening
10/1/2023	10:26pm	Evergreen Meadows	Aircraft took off late in the evening
10/10/2023	10:10pm - 10:30pm	Evergreen Meadows	School plane flying touch and go's causing noise and air pollution late in the evening.
10/13/2023	6:30am - 7:30am	Evergreen Meadows	School plane flying touch and go's causing noise and air pollution early morning
10/13/2023	6:30am - 7:30am	Evergreen Meadows	School plane flying touch and go's causing noise and air pollution early morning
10/17/2023	7:45am - 8:30am	Evergreen Meadows	School plane flying touch and go's causing noise and air pollution early morning
10/17/2023	8:15pm - 9:25pm	Evergreen Meadows	School plane flying touch and go's causing noise and air pollution late in the evening. Resident questioned calm wind runway 35 in use. Airport management followed up with tower.
10/19/2023	Morning	Evergreen Meadows	
10/19/2023	10:15pm	Evergreen Meadows	Jet departure in the evening. Resident requested a curfew.
10/23/2023	11:01am - 11:42am	Evergreen Meadows	School planes flying touch and go's causing noise and air pollution. Report not following noise guidelines.
10/23/2023	12:15pm - 12:53pm	Evergreen Meadows	School planes flying touch and go's causing noise and air pollution. Report not following noise guidelines.
10/23/2023	10:38am - 11:17am	Evergreen Meadows	School planes flying touch and go's causing noise and air pollution. Report not following noise guidelines.
10/25/2023	All day	Evergreen Meadows	School planes flying touch and go's causing noise and air pollution. Report not following noise guidelines.
10/25/2023	12:52pm - 1:30pm	Evergreen Meadows	PA32 Aircraft flying touch and go's causing deafening noise.
10/28/2023	7:50am - 8:40am	Evergreen Meadows	PA28 Aircraft flying touch and go's causing more noise than most others in early morning
10/28/2023	10:30am	Evergreen Meadows	Landing jet causing loud noise. Question about regulating jet noise at night.
10/29/2023	5:05am	Leesburg	Departing aircraft very early morning.
10/29/2023	5:05am	Evergreen Meadows	Departing aircraft very early morning. Found aircraft departed 35.
10/29/2023	6:31am	Evergreen Meadows	Departing aircraft very early morning. Found aircraft departed 35.
10/29/2023	9:23am - 9:51am	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance.
10/29/2023	11:27am - 12:14pm	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance.
10/29/2023	11:54am - 1:02pm	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance.
10/31/2023	6:00am	Ward Circle SW	Low flying aircraft causing noise disturbance early morning.
10/31/2023	6:01am	Evergreen Meadows	Departing aircraft very early morning. Found aircraft departed 35.
10/31/2023	11:31am	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance.
10/31/2023	9:23pm	Evergreen Meadows	Repetitive Touch & Go's causing noise disturbance late at night