

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, February 14, 2024 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. January 10, 2023

OLD BUSINESS:

- a. Instrument Approach to Runway 35
- b. Aircraft Noise

NEW BUSINESS:

- a. Leasehold Property Tax – Robert Wertz Jr.

REPORTS:

- a. Airport Director
- b. FBO Comments
 - a. ProJet Aviation
 - b. Kuhn Jet Center
- c. Airport Business Association Comments
- d. Air Traffic Manager
- e. Committees
 - a. Operations
 - b. Land Use Development
 - i. Village at Clear Spring joint letter
- f. Commission Member Comments
- g. Loudoun County Board of Supervisor Representative
- h. Councilmanic Comments

FINAL COMMENTS & PUBLIC COMMENTS

NEXT MEETING DATE: Wednesday, March 13, 2024, at 6:00pm.

UPCOMING EVENTS: none.

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission January 17, 2023

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
John Dolan
Travis Gunnells
Timothy Baker
Tim Fisher, ABA Representative

Commissioner(s) Absent: Lindsay Arrington
Ryan Goeller
JC Silvey, Vice Chairman

Others Present: Scott Kuhn, Kuhn Jet Center
Tom Saxon, tenant
Jim Thill, tenant
John Gallagher, tenant
David Reilly, Air Traffic Manager
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: December 13, 2023 minutes approved 5-0-3

Petitioners and Public Input: none.

Old Business:

- Instrument Approach to Runway 35: Mr. Gunnells provided an update on his conversation with Potomac Tracon. An instrument procedure has been submitted for development. The Atlanta office will do design and environmental review. The timeline is estimated at 3-5 years. The airport commission was supportive of this addition. There was discussion with Mr. Reilly regarding radar, and a political push was suggested, as no one within the FAA was championing.
- Noise Complaints: The airport director explained discussion with the FAA environmental office regarding noise and what benefits a Part 150 Noise Study might provide. A noise study would revise the airport's noise contours, which helps direct and determine appropriate land-use planning. A noise study likely would not "fix" noise issues with existing residential areas, but might identify noise abatement policies.

New Business:

- Election of Officers: Commissioners re-appointed Mr. Forsythe as Chairman (4-0-3-1) and Mr. Silvey as Vice Chairman (5-0-3).
- Budget and Rates: The airport director briefed on the upcoming operating budget. Based on direction from the Town Manager, the airport director reduced some line items so that the new

costs of the mobile control tower lease and inspections could be accommodated. The airport's proforma shows that it is covering expenses. The airport's hangar rates are the highest in the area, were recently raised, and the director was not recommending an increase this year. In the future, incremental increases may be appropriate based on inflation.

Reports:

- Airport Director – The airport director provided updates on the monthly report, projects, and noise complaints. Cleaning of the B hangar building is underway. The main apron pavement rehab project is expected to start in June 2024.
- FBO Comments – None.
- Airport Business Association Comments – None.
- Air Traffic Manager – Mr. Reilly discussed weather observation capabilities of the tower controllers.
- Chairman's Report: None.
- Committee Reports:
 - Operations: none
 - Land Use and Development: The Chairman provided an update on the Village at Clear Springs application. The Mayor, Mr. Silvey, and staff attended the BOS public hearing to speak in opposition to the project due to its location under the airport traffic pattern.
- Commission Member Comments: no comments.
- Board of Supervisors Representative Report: Mr. Bruce Roberts is taking over this role but was not present due to the meeting date change.
- Councilmanic Comments: Councilmember Cummings was not present.
- Final Comments and Public Comments: none.

Next Meeting: February 14th at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 6:56 p.m.



Leesburg Airport Commission Report

February 9, 2024

Airport Commission Priorities

1. Control Tower Program & Construction
2. West-side Land Development Planning
3. Planning for Future for advanced aircraft and fuels
4. Leasing and Facility Planning
5. Capital Improvement Program Projects

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, June start
FY2023-2024	Airport North Apron Paving Hangar A, B, C, & D	\$0	\$2,119,000	\$561,000	\$2,680,000	Completed
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— Preliminary Engineering completed
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	\$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	\$1,356,984	48%
FY 2024 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,885,640	\$712,554	38%

Occupancy

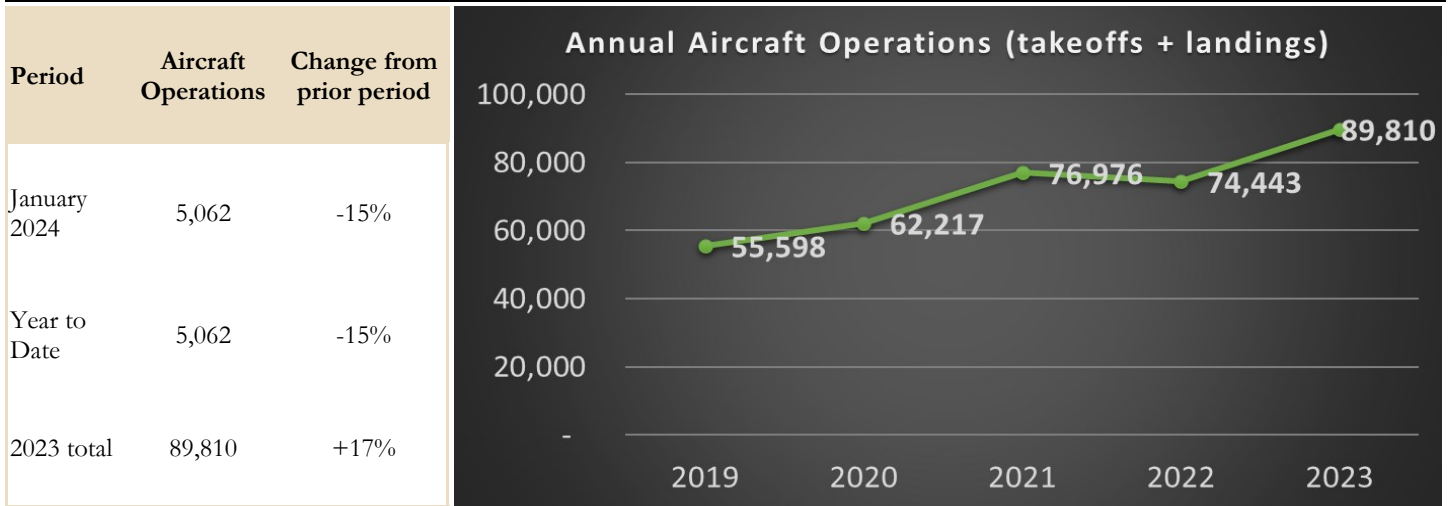
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	27
T-Hangars	133	0	0	75 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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)	Closed	\$104,000	\$26,000
PR0027-05	2023 Air Show Promotional	Closed	\$10,000	\$10,000
CS0027-16	Weed Control	Closed	\$2,688	\$672
CS0027-17	AWOS Maintenance	Awarded	\$3,500	\$184
CS0027-18	Taxiway Markings	Closed	\$8,585	\$2,146
CS0027-19	ODALS components	Closed	\$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)	Closed	\$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 (daily 8am-6pm)

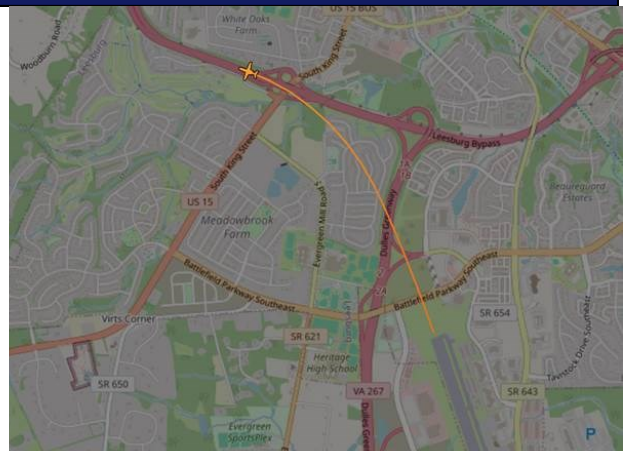


Fuel Volume

Period	100LL	Jet A	Total	% Change
December 2023	22,941	93,832	116,773	-4%
2023 Total	328,335	977,211	1,305,546	+7%

Summary of Noise Complaints (30)

- 1/3/2024: 8 noise complaints (from single household) of repetitive flight training aircraft over Evergreen Meadows. Found numerous aircraft in runway 35 pattern.
- 1/5/2024: 2 noise complaints (from single household) of repetitive flight training aircraft over Evergreen Meadows. Found numerous aircraft in runway 35 pattern.
- 1/27/2024: 1 noise complaint of jet landing. Found jet landed 17 at 11:30pm.
- 1/28/2024: 16 noise complaints (individual households) from Evergreen Meadows residents regarding a jet departure. Found jet departure 35. Jet climbed 2,500 ft/min and was 1,500' over Evergreen Meadows. Low cloud cover may have reflected noise as departure appeared normal from tracking.



Noise Complaint Log

1/3/2024	8:31am - 9:44am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/3/2024	9:00am - 9:45am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/3/2024	9:30am - 10:15am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/3/2024	9:35am - 10:45am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/3/2024	10:50am - 11:17am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/3/2024	11:15am - 11:45am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance.
1/3/2024	12:30pm - 1:00pm	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance.
1/3/2024	1:00pm	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance.
1/5/2024	8:30am - 9:00am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/5/2024	8:30am - 9:00am	Evergreen Meadows	Report of repetitive Touch & Go's causing noise disturbance and not following calm wind procedure.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud. Louder than normal aircraft noise. Found normal jet departure that could have been louder due to low cloud ceiling reflecting noise. Jet 1,500' over Evergreen Meadows and climbing.
1/28/2024	10:11am	Mindy Ct SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud. Louder than normal aircraft noise.
1/28/2024	10:11am	Mindy Court SE	Jets have been flying really low, making noise.
1/27/2024	11:30pm	Max Court	Jet was low and loud. Planes flying all hours and says noise ordinance restrictions should be imposed. Found jet landed 17.
1/28/2024	10:11am	Max Ct SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jets have been flying really low, making noise.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud. Louder than normal aircraft noise.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud. Louder than normal aircraft noise.
1/28/2024	10:11am	Bournville Ct	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Claude Ct	Jet flew over house at low altitude and was very loud. Louder than normal aircraft noise.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Balch Springs Circle	Aircraft noise
1/28/2024	10:11am	Balch Springs Circle	Aircraft noise over neighborhood are very loud
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Aircraft noise
1/28/2024	10:11am		Jet flew over house at low altitude and was very loud.
1/28/2024	10:11am	Alpine Dr SE	Jet flew over house at low altitude and was very loud. Other jets low and unregulated. Airport should stop supporting jets.