

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, March 13, 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. February 14, 2024

OLD BUSINESS:

- a. Instrument Approach to Runway 35
- b. Aircraft Noise
- c. Leasehold Property Tax – Robert Wertz Jr.

NEW BUSINESS:

- a. Airport Fees discussion
- b. Tower radar display update
- c. Virginia Legislative update:
 - HB 467 Real estate contract disclosures, certain; establishment by localities prohibited.
 - HB 446 Aircraft; an airport has a lien on an abandoned or derelict aircraft on its property for all fees.
 - 422#2h: Funding to Support Temporary Air Traffic Control Tower

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
- f. Commission Member Comments
- g. Loudoun County Board of Supervisor Representative
- h. Councilmanic Comments

FINAL COMMENTS & PUBLIC COMMENTS

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

UPCOMING EVENTS: none.

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission February 14, 2024

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
Lindsay Arrington
Ryan Goeller
Travis Gunnells
Timothy Baker
Tim Fisher, ABA Representative

Commissioner(s) Absent: John Dolan
JC Silvey, Vice Chairman

Others Present: Bruce Roberts, Board of Supervisors Representative
Nathaniel, ProJet Aviation
Jon Rooney, Kuhn Jet Center
Gabe Muller, Smokehouse Pilots Club
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. Mr. Forsythe welcomed Mr. Bruce Roberts to the group as the new Board of Supervisors representative. He also welcomed Mr. Bob Wertz, Loudoun County Commissioner of Revenue.

Approval of Minutes: January 10, 2024 minutes approved 6-0-2

Petitioners and Public Input: none.

Old Business:

- Instrument Approach to Runway 35: Mr. Gunnells said that the FAA was moving up development of the runway 35 instrument approach. It could be ready by the 2025 – 2026 timeframe. He asked for suggestions on 5-letter fix names that could be passed onto the FAA.
- Noise Complaints: The airport director updated on airport noise complaints. A jet departure generated about 25 complaints from the Evergreen Meadows neighborhood on January 28th. The jet departed normally and climbed quickly, but low cloud cover could have reflected sound back to the ground. The airport director is working on inviting FAA representatives to speak to the commission about noise at a future meeting.

New Business:

- Leasehold Interest Property Tax: Mr. Bob Wertz spoke about the assessment of leasehold interests of hangars located on government property. Leasehold interest tax is required by state law, and the County is assessing hangar rentals. It was anticipated that because hangar rentals are month-to-month, the tax assessed would be minimal. Tax is assessed based on the yearly rental rate, decreased by 85%, then at the County property tax rate. The minimum billable tax is \$15 and some hangar lessees may not receive a tax bill. Mr. Wertz answered questions from the commission and attendees. Tax is assessed on who has the leasehold on January 1st each year.

Reports:

- Airport Director – The airport director provided updates on the monthly report, projects, and noise complaint log.
- FBO Comments – Mr. Rooney with Kuhn Jet Center noted snow removal went well but recommended more attention to parking lot. Nathaniel with ProJet discussed the recent presidential VIP visits. He noted that they often observe piggybacking through gate 2 and speeding despite new signs.
- Airport Business Association Comments – None.
- Air Traffic Manager – Mr. Reilly updated on communication efforts to install FAA data lines and reinstall the STARS display.
- Chairman’s Report: None.
- Committee Reports:
 - Operations: none
 - Land Use and Development: The commission was briefed on a letter from the Mayor continuing to oppose the Village at Clear Springs proposed under the downwind traffic pattern. The commission endorsed the letter 6-0-2.
- Commission Member Comments: Ms. Arrington inquired about the fire repairs. The airport director updated that cleaning is nearly complete and steel is anticipated to be delivered in March.
- Board of Supervisors Representative Report: Mr. Bruce Roberts did not have a report.
- Councilmanic Comments: Councilmember Cummings was not present.
- Final Comments and Public Comments: Mr. Saxon inquired about the fire repair.

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 6:54 p.m.



Leesburg Airport Commission Report

March 13, 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 date
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. FAA Agreement complete
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	Preliminary Engineering completed. Grant applications in spring 2024.
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	\$1,515,145	53%
FY 2024 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,885,640	\$802,491	43%

Occupancy

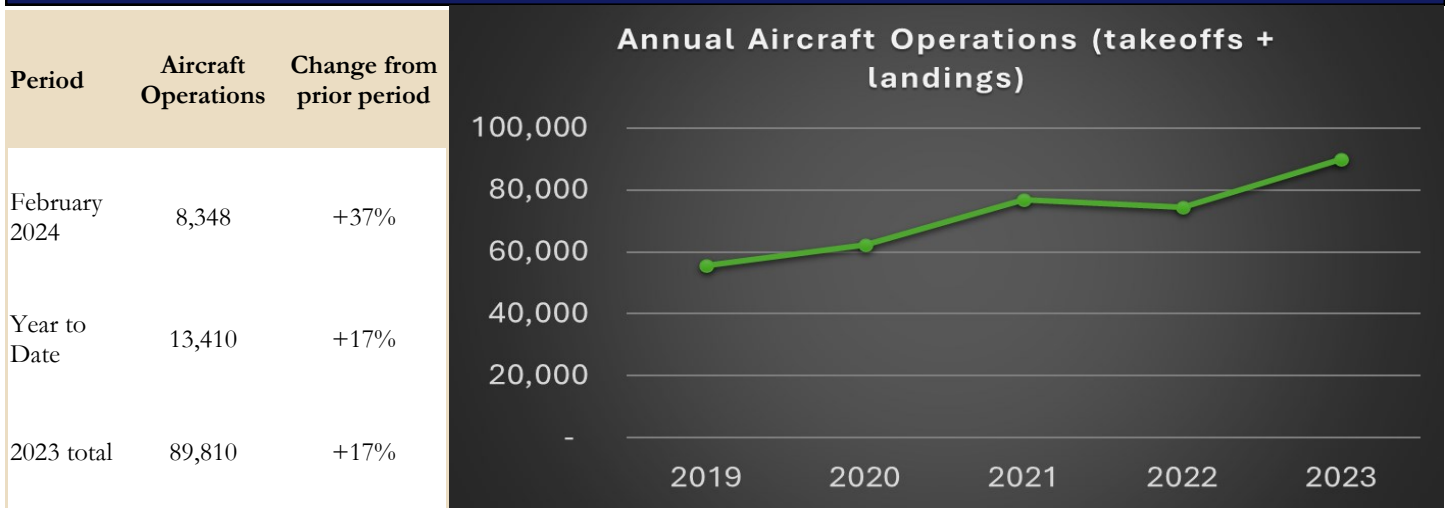
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	30
T-Hangars	133	0	0	75 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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
TBD	Security Enhancements Terminal Doors	Application		
TBID	Taxiway A pavement repairs	Application		

AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
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%

Noise Report

February Noise Comments

5

Distinct households filed aircraft noise comments

36

Noise comments received from those households

Neighborhood	Number of Noise Comments	Households
Evergreen Meadows	34	3
Greenway Farms	1	1
Sommerset Park Apartments	1	1

89% of comments from 1 household

Noise Complaint Log

2/5/2024	2:56pm	Deer meadow Place SW	SE plane flying low and loud toward airport.	Found Pitts overflow neighborhood at 1,178 msl.
2/7/2024	6:40pm	Mindy Ct SE	Aircraft noise	
2/10/2024	10:30am	Somerset Park Drive	Report of black bi-plane flying loops around neighborhood was very loud.	Did not find any bi-plane in the area, but repetitive flight school traffic was present. Found overflow home at 725 msl. Reported complaint to flight school who responded with action. Submitted report to FAA to investigate low-flying aircraft.
2/10/2024	9:47am	Balch Springs Circle	N18ET reported flew over home less than 600' and very dangerously.	
2/11/2024	3:00pm	Evergreen Meadows	Cirrus flying touch and go's. Not following abatement guidelines. Flight schools should be banned from JYO	
2/11/2024	3:00pm	Evergreen Meadows	Cirrus flying touch and go's. More than 15 touch and go's	
2/11/2024	8:47am	Evergreen Meadows	C172 flew 10 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	9:47am	Evergreen Meadows	C172 flew 10 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	10:20am	Evergreen Meadows	C172's flew 8 touch and go's. Questioned wind calm procedure	Civil Air Patrol - Winds were from E and NE at 5 - 8mph
2/11/2024	10:49am	Evergreen Meadows	Cirrus flew 13 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	11:04am	Evergreen Meadows	Aircraft flew 10 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	1:54pm	Evergreen Meadows	Aircraft flew 12 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	2:16pm	Evergreen Meadows	Two Aircraft flew 8 touch and go's. Questioned wind calm procedure	Winds were from E and NE at 5 - 8mph
2/11/2024	2:47pm	Evergreen Meadows	Aircraft maneuvered at high speed low altitude causing safety hazard	Found Pitts departed 35. Over flew at 1,100 msl
2/11/2024	3:00pm	Evergreen Meadows	Flight did 17 touch and go's causing noise disturbance. Questioned calm wind procedure	Winds were from NNE at 5 mph
2/19/2024	All afternoon	Evergreen Meadows	Constant aircraft overflights to north despite calm winds. Questioned calm wind procedure	Winds were from N and NW at 7-10 mph
2/20/2024	All afternoon	Evergreen Meadows	Constant aircraft overflights to north despite calm winds. Questioned calm wind procedure	Winds were from E and N at 5-7 mph
2/21/2024	All afternoon	Evergreen Meadows	Constant aircraft overflights to north despite calm winds. Questioned calm wind procedure	Winds were from SSE and N 3 to 10mph
2/23/2024	6:56am	Evergreen Meadows	8 overflights causing noise early morning	
2/23/2024	9:09am	Evergreen Meadows	12 overflights causing noise	
2/23/2024	10:36am	Evergreen Meadows	10 overflights causing noise	
2/23/2024	11:00am	Evergreen Meadows	8 overflights causing noise	
2/23/2024	11:15am	Evergreen Meadows	19 overflights causing noise	
2/23/2024	11:20am	Evergreen Meadows	Aircraft causing noise several times	
2/23/2024	12:19pm	Evergreen Meadows	Aircraft causing noise several times	
2/23/2024	12:47pm	Evergreen Meadows	15 overflights causing noise	
2/23/2024	12:56pm	Evergreen Meadows	10 overflights causing noise	
2/23/2024	1:42pm	Evergreen Meadows	14 overflights causing noise	
2/23/2024	1:50pm	Evergreen Meadows	13 overflights causing noise	
2/23/2024	3:40pm	Evergreen Meadows	11 overflights causing noise	
2/23/2024	2:23pm	Evergreen Meadows	9 overflights causing noise	
2/23/2024	3:58pm	Evergreen Meadows	10 overflights causing noise	
2/23/2024	4:03pm	Evergreen Meadows	10 overflights causing noise	
	7:50am; on-going	Evergreen Meadows	Constant aircraft overflights to north despite calm winds. Questioned calm wind procedure	Winds were from S and SE at 6 - 8 mph. Tower operated 35 with tailwinds. IAD in south operation.
2/26/2024		Evergreen Meadows	ATP Flight School operated touch and go's after 10pm	Found ATP flew 7+ touch and go's. Stayed over school, but after noise guideline hours
2/29/2024	~10-11pm	Evergreen Meadows	ATP Flight School operated touch and go's after 10pm	Found ATP flew 7+ touch and go's. Stayed over school, but after noise guideline hours
2/29/2024	11:05	Evergreen Meadows		