

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, April 17, 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. March 13, 2024

OLD BUSINESS:

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

NEW BUSINESS:

- a. Upcoming Council joint meeting

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, May 8, 2024, at 6:00pm.

UPCOMING EVENTS: Commemorative Air Force Warbird Showcase May 18 and 19

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission March 13, 2024

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
JC Silvey, Vice Chairman
John Dolan
Lindsay Arrington
Ryan Goeller
Travis Gunnells
Timothy Baker

Commissioner(s) Absent: Tim Fisher, ABA Representative

Others Present: Councilmember Zach Cummings, Councilmanic
Bruce Roberts, Board of Supervisors Representative
Kevin, ProJet Aviation
Jon Rooney, Kuhn Jet Center
John Somiak, FAAST Representative
Tom Saxon, tenant
Jim Thill, tenant
Bob Wertz, Loudoun County Commissioner of Revenue
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: February 14, 2024 minutes approved 7-0-1

Petitioners and Public Input: none.

Old Business:

- Instrument Approach to Runway 35: There was no update on the FAA development of this approach procedure.
- Aircraft Noise: The airport director updated on airport noise complaints received this month and potential mitigations. The airport is looking to add a file for download that identifies noise-sensitive neighborhoods on Foreflight – a commonly used mapping application.
- Leasehold Property Tax: Mr. Wertz provided an update on the County's assessment of leasehold interest in hangars and tie-downs. The commission asked what other localities are doing and it varied. Manassas and Stafford do not assess but Winchester's condo hangar association paid leasehold interest tax. T-hangars look to be assessed at \$63-\$100. The tenant who is under lease on January 1st is assessed the tax. A question about pro-rating tax if when the lease changes mid-year was asked, but the County only assesses whomever has occupancy on January 1st.

New Business:

- Airport Fee discussion: Councilmember Cummings discussed charging landing fees as a means to generate revenue for the control tower project and west side. Ms. Arrington noted that when she worked for an FBO, it was a significant selling point that Leesburg did not charge landing fees as Dulles does. The airport director noted that he anticipates the tower project to receive FAA and Virginia Department of Aviation (DOAV) grant funds – which typically cover 98% of the project costs (90% FAA + 8% DOAV).
- Tower Radar Display update: Mr. Somiak provided an update on a conference call held with FAA regarding the re-installation of STARS radar at the airport tower cab. The likelihood of the FAA reinstalling STARS at JYO is very low as the FAA may put this equipment elsewhere. The Airport Director noted that a demonstration of a Situational Awareness Display to the FAA was conducted and there is a potential for that system to be deployed at airports including JYO.
- Virginia Legislative Update: The airport director updated the commission on some of the successful and failed aviation legislation at the state session. HB 467 will ban localities from requiring disclosures during home sales. This hurts the airport which requires disclosure statements about aircraft noise during sales within the AIOD. HB 446 passed and provides a legal process for the removal of derelict aircraft. The state was not able to provide funding for the air traffic control tower rental.

Reports:

- Airport Director – The airport director updated that Council is scheduling a joint meeting with the Commission to discuss development of the west-side and landing fees.
- FBO Comments – Kevin with ProJet announced that ProJet's Aviation Education and Career Expo had won an award from the Loudoun chamber. Mr. Rooney with Kuhn Jet Center noted gravel was needed at the fuel farm.
- Airport Business Association Comments – Not present.
- Air Traffic Manager – Mr. Reilly updated that the tower was getting FAA mission support communications installed shortly. Traffic has exceeded 500 a day during peak times.
- Committee Reports:
 - Operations: none
 - Land Use and Development: none.
- Commission Member Comments: Ms. Arrington agreed that a joint meeting with Council to discuss the west-side would be good. Mr. Gunnells thanked John Somiak for participating on the call with FAA regarding STARS. The Chairman encouraged members to engage with the Board of Supervisors regarding the Village at Clear Springs application.
- Board of Supervisors Representative Report: Mr. Bruce Roberts would coordinate with the BOS regarding input about Village at Clear Springs.
- Councilmanic Comments: none.
- Final Comments and Public Comments: none.

Next Meeting: Wednesday April 10th at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 7:21 p.m.



Leesburg Airport Commission Report

April 17, 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 10th start
FY2023-2024	Airport North Apron Paving Hangar A, B, C, & D	\$0	\$2,119,000	\$561,000	\$2,680,000	Complete
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	\$1,672,617	59%
FY 2024 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,885,640	\$882,456	47%

Occupancy

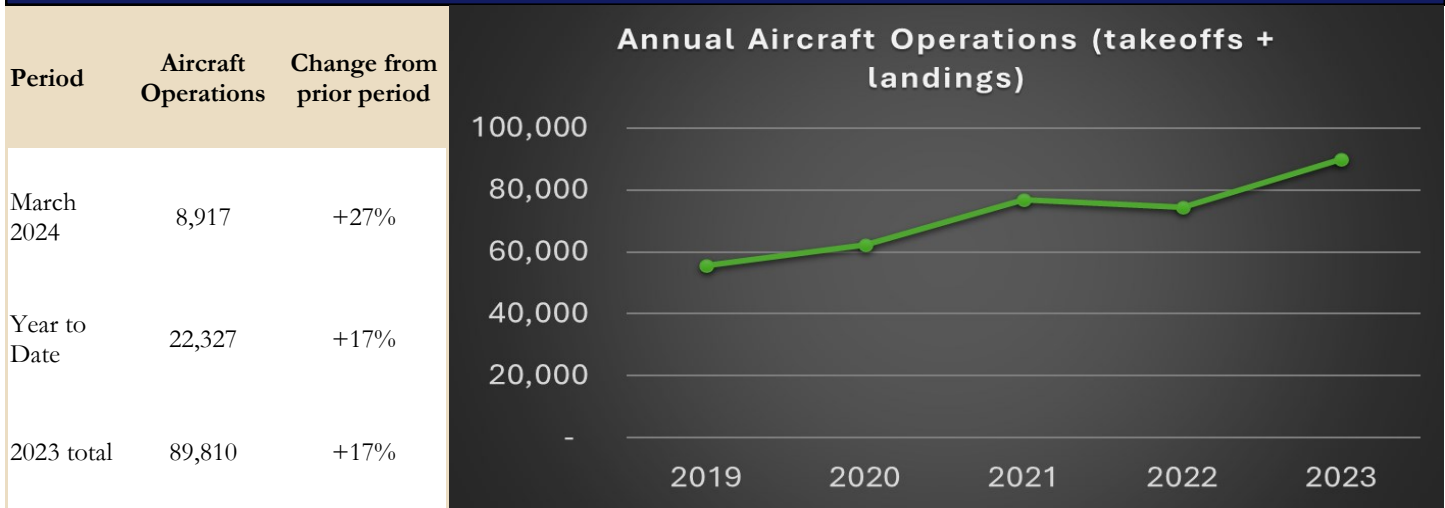
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	35
T-Hangars	133	0	0	72 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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

March Noise Complaints

9

Distinct households filed aircraft noise complaints

53

Noise complaints received from those households

Neighborhood	Number of Noise Comments	Households
Evergreen Meadows	42	5
Country Club	7	1
Stratford	2	1
Emerald Park Estates	1	1
Un-disclosed	1	1

60% of comments from 1 household

Noise Complaint Log

3/3/2024	925	Ward Circle SW	Country Club	Aircraft noise
3/3/2024	1003	Ward Circle SW	Country Club	Aircraft noise
3/7/2024	All day	Park Gate Drive	Stratford	Increased Aircraft Noise trend
3/7/2024	641 - 729	Evergreen Meadows	Evergreen Meadows	Repetitive flight before 7am departing north in calm winds
3/7/2024	716-817	Evergreen Meadows	Evergreen Meadows	Repetitive flight departing north in calm winds
3/7/2024	817-838	Evergreen Meadows	Evergreen Meadows	Repetitive flight departing north in calm winds
3/7/2024	842-955	Evergreen Meadows	Evergreen Meadows	Repetitive flight departing north in calm winds
3/7/2024	642-725	Evergreen Meadows	Evergreen Meadows	Repetitive flight before 7am departing north in calm winds
3/7/2024	701-745	Evergreen Meadows	Evergreen Meadows	Repetitive flight departing north in calm winds
3/13/2024	1600-1900	Alpine Drive	Evergreen Meadows	Numerous flights from 4pm - 7pm
3/14/2024	1240	Ward Circle SW	Country Club	Aircraft noise
3/13/2024	All day	Alpine Drive	Evergreen Meadows	Numerous flights and concern of noise, pollution and safety
3/16/2024	1600	Evergreen Meadows	Evergreen Meadows	Aircraft circling over neighborhood
3/17/2024	925	Ward Circle SW	Country Club	Aircraft noise
3/17/2024	1202	Ward Circle SW	Country Club	Aircraft noise
3/17/2024	1219	Ward Circle SW	Country Club	Aircraft noise
3/17/2024	1310	Ward Circle SW	Country Club	Aircraft noise
3/19/2024	645	Balch Springs Circle	Evergreen Meadows	Aircraft noise at 6:45am. Aircraft noise, lead pollution, repetitive circling
3/19/2024	833	Balch Springs Circle	Evergreen Meadows	Aircraft noise - not following suggested flight paths
3/21/2024	630	Evergreen Meadows	Evergreen Meadows	Jet departed at 6:30am.
3/21/2024	647	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights early am
3/21/2024	1645-1725	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/21/2024	1646-1739	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/21/2024	1749-1830	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/21/2024	1846	Leesburg	Unk	Repetitive aircraft flights
3/22/2024	642	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/22/2024	642	Balch Springs Circle	Evergreen Meadows	Repetitive aircraft flights
3/22/2024	1218am	Balch Springs Circle	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1148	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1810	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1850	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1719-1802	Balch Springs Circle	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1759-1853	Balch Springs Circle	Evergreen Meadows	Repetitive aircraft flights
3/24/2024	1850	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/25/2024	919	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/28/2024	1800-1900	Evergreen Meadows	Evergreen Meadows	Repetitive aircraft flights
3/29/2024	635	Evergreen Meadows	Evergreen Meadows	Early morning single departure
3/29/2024	635	Evergreen Meadows	Evergreen Meadows	Repetitive flights early AM
3/29/2024	630-745	Evergreen Meadows	Evergreen Meadows	Repetitive flights early AM
3/29/2024	636	Evergreen Meadows	Evergreen Meadows	Noise
3/29/2024	630-800	Evergreen Meadows	Evergreen Meadows	Repetitive flights early AM
3/30/2024	603	Evergreen Meadows	Evergreen Meadows	Noise early AM
3/30/2024	700-800	Evergreen Meadows	Evergreen Meadows	Repetitive flights early AM when winds calm - ATP
3/30/2024	1110	19380 Emerald Park Dr	Emerald Park Estates	Helicopter circling
3/31/2024	726	Evergreen Meadows	Evergreen Meadows	Repetitive flights early AM
3/31/2024	905	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	915	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	908-1000	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	852-1000	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	1135	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	1220	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	1226	Evergreen Meadows	Evergreen Meadows	Repetitive flights
3/31/2024	1401	Park Gate Drive	Stratford	Multiple North Departures