

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, May 8, 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. April 17, 2024

OLD BUSINESS:

- a. County Assessments for Leasehold Interest
- b. Instrument Approach to Runway 35
- c. Aircraft Noise

NEW BUSINESS:

- a. West-side Development

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

PUBLIC COMMENTS

FINAL COMMENTS

NEXT MEETING DATE: Wednesday, June 5, 2024, at 6:00pm (Joint Council Meeting).

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

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission

April 17, 2024

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
JC Silvey, Vice Chairman
Ryan Goeller
Travis Gunnells
Tim Fisher, ABA Representative

Commissioner(s) Absent: Lindsay Arrington
Timothy Baker
John Dolan

Others Present: Bruce Roberts, Board of Supervisors Representative
Ryan Zerbe, OpenAir
Bill English, Aviation Adventures
Scott Kuhn, Kuhn Jet Center
Tom Saxon, tenant
Jim Thill, tenant
John Gallagher, tenant
David Reilly, Air Traffic Manager
Scott Coffman, Airport Director

Call to Order: The Meeting was called to order by the Chairman at 6:00 p.m.

Approval of Minutes: April 13, 2024 minutes approved 4-0-4

Petitioners and Public Input: none.

Old Business:

- Instrument Approach to Runway 35: Mr. Gunnells said that suggested fix names had been sent to the FAA.
- Aircraft Noise: The Chairman provided a recap of the BOS decision regarding Village at Clear Springs. The Commission discussed signs at the runway ends depicting noise procedures in effect. The airport director agreed to install signs meeting FAA requirements and are installed outside of the runway safety area. KJC FBO discussed that they could include noise abatement information on their customer invoices.

Airport tenant Mr. Saxon inquired about the County's leasehold tax on hangars. He had concerns about how the tax was computed and that it wasn't fair because all t-hangars are grouped together, regardless of their monthly rental rate. The Chairman noted that Commissioner of Revenue expects to be at the May meeting to answer questions.

New Business:

- Upcoming Council Joint Meeting: The airport director updated that the joint meeting with Council is proposed to be moved to June 5th. The commissioners agreed on the suggested date. The meeting is to discuss airport development strategy and west-side land.

Reports:

- Airport Director – The airport director updated the monthly statistics and projects. The Tower Siting Study is progressing with a VR exercise (VISTA) scheduled for late summer. The south apron project will begin construction on June 10th and will be disruptive. A game plan of aircraft relocations is developed, and most aircraft can be accommodated on-airport in grass parking or other spaces. The taxiway to the south apron/T-hangars will close for 15 days and there is not space to accommodate those aircraft elsewhere on-airport if they wish to fly during work.
- FBO Comments – Scott Kuhn, with Kuhn Jet Center noted that an increasing number of IFR planes were not canceling flight plans afterhours. The FBO has used their cameras to verify landings but are concerned about the increasing trend.
- Airport Business Association Comments – Mr. Fisher said that he and other schools are concerned about questions from Town Council about restricting flight training and pricing schools out of leases. He anticipates outreach to Council in opposition to any movement in that direction. He also said that the schools have done a lot to mitigate noise and outreach. Mr. Zerbe also said that the airport should coordinate with Council on the noise message.
- Air Traffic Manager – Traffic continues to be busy with one day exceeding 700 operations. He was questioned about the movement of aircraft in the run-up blocks. IFR traffic is sometimes blocked by VFR, so VFR aircraft are requested to remain in the block until ready to depart.
- Committee Reports:
 - Operations: none
 - Land Use and Development: none.
- Commission Member Comments: Mr. Gunnells asked about a donated painting and the commissioners were in consensus to receive the painting for the terminal.
- Board of Supervisors Representative Report: none.
- Councilmanic Comments: Not present. The chairman is meeting with councilmember Cummings on Friday.
- Final Comments and Public Comments: Mr. Saxon noted that the UAvionix system was recently awarded an FAA contract. He hopes that the JYO tower can use the system here since radar is no longer available.

Next Meeting: Wednesday May 8th at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 7:06 p.m.



Leesburg Airport Commission Report

May 8, 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	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.
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

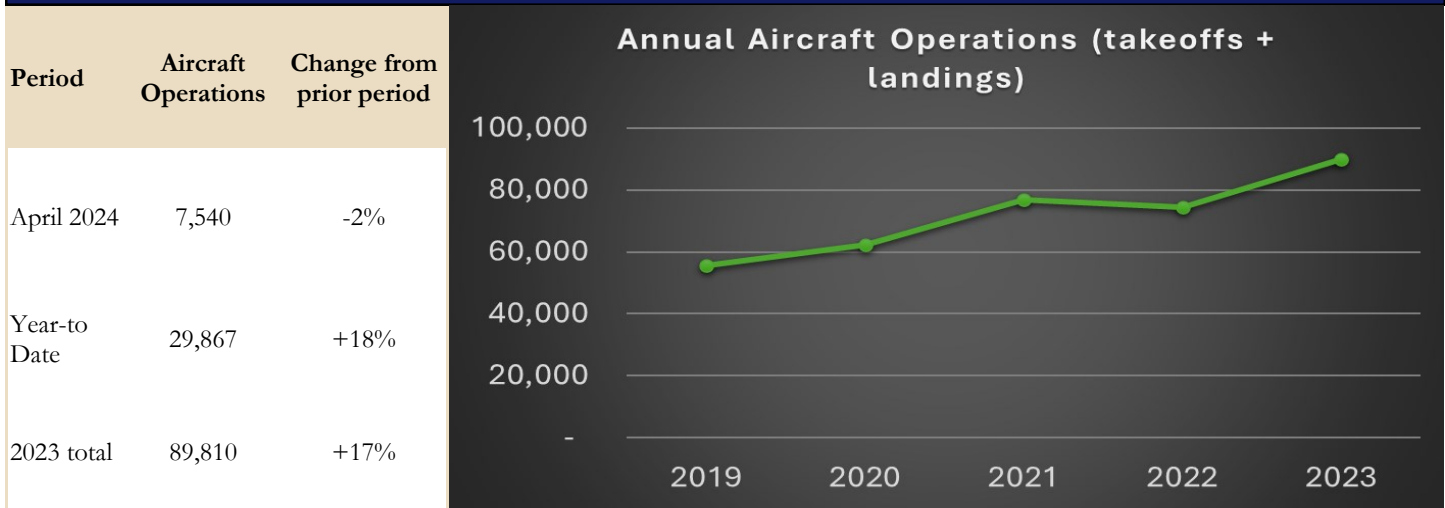
	Total	Available	Prior month	Wait List
Tie-Downs	120	0	0	37
T-Hangars	133	0	0	71 (on-hold)
North Corporate Hangars	5	0	0	29 (on-hold)
South Corporate Hangars	6	0	0	24 (on-hold)

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
Mar 2023	25,138	88,821	113,959	
Year-to-Date	64,464	235,660	300,124	-2%

Noise Report

April Noise Complaints

7

Distinct households filed aircraft noise complaints

92

Noise complaints received from those households

Neighborhood	Number of Noise Comments	Households
Evergreen Meadows	91	6
Loudoun County	1	1

61% of comments from 1 household

Noise Complaint Log

4/4/2024	1803	Evergreen Meadows	Repetitive circling aircraft.
4/4/2024	1827	Evergreen Meadows	Repetitive circling aircraft.
4/4/2024	1827	Evergreen Meadows	Repetitive circling aircraft.
4/5/2024	1615	Alpine Dr SE	Large jet, very loud
4/5/2024	640	Evergreen Meadows	Repetitive circling aircraft early AM
4/5/2024	648	Evergreen Meadows	Repetitive circling aircraft early AM
4/5/2024	858	Evergreen Meadows	Repetitive circling aircraft
4/7/2024	all day	Alpine Drive SE	Repetitive flights over neighborhood all day
4/7/2024	635	Evergreen Meadows	Flight departed early AM
4/7/2024	635	Evergreen Meadows	Flight departed early AM
4/7/2024	635	Evergreen Meadows	Flight departed early AM
4/7/2024	650	Evergreen Meadows	Flight departed early AM
4/7/2024	741	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	743	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	1035	Evergreen Meadows	Repetitive circling aircraft
4/7/2024	755	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	742	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	1045	Evergreen Meadows	Loud flight
4/7/2024	1053	Evergreen Meadows	Loud flight
4/7/2024	1100	Evergreen Meadows	Did not follow noise abatement guidelines
4/7/2024	1109	Evergreen Meadows	Repetitive circling aircraft.
4/7/2024	1113	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	1128	Evergreen Meadows	Flight departed over neighborhood
4/7/2024	1145	Evergreen Meadows	Did not follow noise abatement guidelines
4/7/2024	1150	Evergreen Meadows	Did not follow noise abatement guidelines
4/7/2024	1153	Evergreen Meadows	Did not follow noise abatement guidelines
4/7/2024	1158	Evergreen Meadows	Did not follow noise abatement guidelines
4/7/2024	1201	Evergreen Meadows	Not specified
4/7/2024	1222	Evergreen Meadows	Did not follow noise abatement guidelines
4/8/2024	953	Evergreen Meadows	Repetitive circling aircraft.
4/11/2024	930	Young Lane	Helicopter
4/14/2024	1700	Evergreen Meadows	Twin engine plane departed over home, low, loud
4/15/2024	840	Evergreen Meadows	Calm wind departed 35 and circling over neighborhoods.
4/16/2024	642	Evergreen Meadows	Flight departed early AM
4/16/2024	649	Evergreen Meadows	Jet departed
4/18/2024	morning	Evergreen Meadows	Repetitive circling aircraft
4/18/2024	1651 and 1832	Evergreen Meadows	Repetitive circling aircraft. Incompatible, noise, and lead
4/18/2024	1028, 1437, 1712, 1941	Evergreen Meadows	Repetitive circling aircraft making early left turn, not following highway before turns
4/18/2024	2250	Evergreen Meadows	Jet over home late at night (10:50pm)
4/18/2024	1715	Evergreen Meadows	Aircraft is very loud
4/20/2024	812	Evergreen Meadows	Repetitive circling aircraft not following guidelines - lead, noise,
4/20/2024	825	Evergreen Meadows	Repetitive circling aircraft
4/20/2024	845	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	1011	Evergreen Meadows	Flight ignoring guidelines, pollution and noise
4/21/2024	912	Evergreen Meadows	Loud, repetitive flights over homes parks, schools.
4/21/2024	all morning	Evergreen Meadows	Repetitive circling aircraft, noise, pollution
4/21/2024	1316	Evergreen Meadows	Flight ignoring guidelines, pollution and noise
4/21/2024	1317	Evergreen Meadows	Flight ignoring guidelines, pollution and noise
4/21/2024	752	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	752	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	1432	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	1432	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	1624	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	2000	Evergreen Meadows	Repetitive circling aircraft
4/21/2024	1923	Evergreen Meadows	Repetitive circling aircraft
4/22/2024	920	Evergreen Meadows	Repetitive circling aircraft, not following noise guidelines

Noise Complaint Log

4/22/2024	921	Evergreen Meadows	Repetitive circling aircraft, not following noise guidelines
4/22/2024	1240	Evergreen Meadows	Repetitive circling aircraft
4/22/2024	1348	Evergreen Meadows	Repetitive circling aircraft
4/22/2024	1326	Evergreen Meadows	Repetitive circling aircraft
4/24/2024	900	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	620	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	633	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	814-855	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1100-1120	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1332-1416	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1338-1440	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1426-1501	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1505-1547	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1530	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1547-1638	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	641-731	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	815-855	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1034	Evergreen Meadows	Not following guidelines, early left turn over homes
4/25/2024	1332	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1338	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1535	Evergreen Meadows	Repetitive circling aircraft not following guideline
4/25/2024	620	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	630-740	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	2117-2242	Evergreen Meadows	Repetitive circling aircraft, late at night
4/25/2024	17:13	Evergreen Meadows	Repetitive circling aircraft.
4/25/2024	615	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	630	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	641	Evergreen Meadows	Repetitive circling aircraft early AM
4/25/2024	1254	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1420	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1713	Evergreen Meadows	Repetitive circling aircraft
4/25/2024	1030	Evergreen Meadows	Plane reported 300' over home
4/25/2024	1000	Evergreen Meadows	Loud plane not following Greenway
4/26/2024	643	Evergreen Meadows	Departing flight early AM
4/26/2024	643	Evergreen Meadows	Departing flight early AM
4/29/2024	920	Evergreen Meadows	Repetitive circling aircraft