

**TOWN OF LEESBURG  
AIRPORT COMMISSION MEETING**

**DATE/TIME:** Wednesday, August 14, 2024 at 6:00pm

**PLACE:** Leesburg Executive Airport – Stanley Caulkins Terminal  
George Hammerly Conference Room  
1001 Sycolin Road SE, Leesburg

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**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

- a. May 8, 2024

**NEW BUSINESS:**

- a. Textron Aviation Office Lease
- b. Electric Aircraft Charger RFP
- c. Review of Commission ByLaws

**OLD BUSINESS:**

- a. West-side Development Planning Discussion

**REPORTS:**

- a. Airport Director
- b. FBO Comments
- c. Airport Business Association Comments
- d. Air Traffic Manager Comments
- e. Committees
  - a. Operations
  - b. Land Use Development
- f. Commission Member Comments
- g. Loudoun County Board of Supervisor Representative Comments
- h. Councilmanic Comments

**PUBLIC COMMENTS**

**FINAL COMMENTS**

**NEXT MEETING DATE:** Wednesday, September 11, 2024, at 6:00pm

**UPCOMING EVENTS:** Leesburg Air Show - September 28<sup>th</sup>

**ADJOURNMENT**

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# MINUTES

## Leesburg Airport Advisory Commission July 10, 2024

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

**Commissioners Present:** Hugh Forsythe, Chairman  
Dawn Klepser  
Timothy Baker  
John Dolan (remote)  
Ryan Goeller  
Travis Gunnells  
Bruce Roberts, Board of Supervisors Representative

**Commissioner(s) Absent:** JC Silvey, Vice Chairman  
Tim Fisher, ABA Representative

**Others Present:** Bob Wertz, Loudoun County Commissioner of Revenue  
Brian Williams, Loudoun County Commissioner of Revenue office  
Scott Kuhn, Kuhn Jet Center  
Molly Novotny, representing Oaklawn  
Andy Shuckra, representing Oaklawn  
Dennis Boykin, tenant  
John Gallagher, tenant  
David Reilly, Air Traffic Manager  
Michael Shields, Airport Operations Manager  
Scott Coffman, Airport Director

**Call to Order:** The Meeting was called to order by the Chairman at 6:00 p.m. The Chairman welcomed Dawn Klepser to the commission. The Chairman asked that Mr. Wertz and Oaklawn items be moved to first/second in order to accommodate guest presenters.

**Approval of Minutes:** May 8, 2024 minutes approved 6-0-2

### Old Business

- Tax on Hangar Leasehold Interest: Mr. Wertz, Loudoun County Commissioner of Revenue, answered questions on hangar leasehold interest tax. A question was does Loudoun County have authority to impose the tax? Mr. Wertz answered yes as prescribed by Virginia law. A question was asked about assessing tax based on the actual rental rate vs. an average rate. Mr. Wertz agreed that actual rental rate would be used. Tie-down leases do not meet the minimum billable amount.

### New Business

- Oaklawn Development: Ms. Novotny and Mr. Shuckra presented information on a development application proposed for remaining parcels of vacant land at Oaklawn. Oaklawn is proposing a data center and residential on two land bays. The data center is proposed on land adjacent to Hope Pkwy and the Greenway. A residential use is proposed on land adjacent to Miller Dr. and Battlefield Pkwy. The residential use would be 184 affordable housing units. The commission questioned the proposed residential use at the approach end of runway 17 and stated that it was

clearly under the flight path. Ms. Novotny responded that residents would receive a disclosure of airport proximity and aircraft overflights and further as it would be a rental property, they could leave if they found noise unacceptable. An aviation easement would be provided to the Town. Mr. Baker said that as a resident of Oaklawn and Commission member, he opposes a data center due to noise. He was concerned that a data center in addition to aircraft noise would affect residents who may increase opposition to the airport.

- Kuhn Jet Center Transition: Mr. Kuhn spoke that a closing with ProJet is anticipated soon, but that he would not have any specific information to share until after closing. He said there would be no interruptions in services and that Kuhn would serve all aircraft types. Mr. Dolan is concerned of losing the Cirrus Certified repair center and asked if Kuhn would fill that role. Mr. Kuhn said no because of Cirrus requirements related to proximity of other Cirrus repair centers.
- West-side Development and Joint Council Meeting recap: The commission discussed the joint council/commission meeting held in May. Mr. Gunnells recommended that a demand analysis be conducted to determine actual market needs from the airport. Mr. Nolan agreed. Mr. Goeller said that he is not sure that 40 acres of land is needed for aviation development. Mr. Roberts noted that the Town cannot sell the land. The Chairman asked that the commissioners come back to the next meeting with ideas on planning development over the next 2, 5, and 10 years.
- Runway 35 Instrument Approach: Mr. Gunnells said he will not expect more information until September.

#### **Reports:**

- Airport Director – The airport director updated the monthly statistics and projects. The Tower Siting Study is progressing with a VR exercise (VISTA) scheduled in August. The south apron project is underway and aircraft have been reaccommodated on the airport.
- FBO Comments – Mr. Kuhn noted that afterhours IFR cancellations were better, but some were still not cancelling, causing calls from Flight Service.
- Airport Business Association Comments – Mr. Fisher was not present.
- Air Traffic Manager – Mr. Reilly updated that the tower has been splitting ground control out and running two positions to provide better service.
- Committee Reports:
  - Operations: none.
  - Land Use and Development: none.
- Commission Member Comments: None
- Board of Supervisors Representative Report: none.
- Councilmanic Comments: Not present.
- Final Comments and Public Comments: Mr. Boykin said that the west-side wetland areas are watershed from the airport, not wetlands. He also recommended a demand analysis.

**Next Meeting:** Wednesday August 14 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

## August 14, 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                         |
|-------------|--|--------------|-------------|-------------|--------------------|--------------------------------|
| FY2022-23   | Airport South Apron Paving                         | \$3,658,000  | \$490,000   | \$223,000   | \$4,371,000        | Completion by November 2024    |
| FY2024-29   | Air Traffic Control Tower                          | \$17,815,000 | \$1,585,000 | \$815,000   | \$20,215,000       | Siting study in-progress       |
| FY2025-30   | Airport Parallel Taxiway Relocation                | \$13,987,000 | \$1,240,000 | \$455,000   | \$15,682,000       | Environmental in FY25          |
| FY2025-27   | Airport Runway Pavement Rehab                      | \$7,283,000  | \$646,000   | \$231,000   | \$8,160,000        | Design Phase Grant Application |
| FY2025-26   | Security Fence Replacement                         | \$0          | \$380,000   | \$105,000   | \$485,000          | DOAV CIP                       |
| FY2026-27   | Terminal Parking Lot Expansion                     | \$0          | \$1,575,000 | \$420,000   | \$1,995,000        | DOAV CIP                       |
| FY2027-     | Airport West Side Land Development—Phase 1 Taxiway | \$8,360,000  | \$744,000   | \$476,000   | \$7,335,000        | FAA, DOAV CIP                  |
| FY2027-30   | Airport South End Site Preparation                 | \$0          | \$3,330,000 | \$1,100,000 | \$4,430,000        | DOAV CIP                       |
| FY2029-30   | Airport FBO Hangar Purchase                        | \$0          | \$0         | \$2,395,000 | \$2,395,000        | Town CIP                       |
| FY2029– 30  | Airport Apron Paving at South Hangars & North Ramp | \$0          | \$5,270,000 | \$1,390,000 | \$6,660,000        | DOAV CIP                       |

### Department Operating Budget

Excludes airport debt service, indirect expenses, and capital projects.

|                              |                       |                    |                 |
|------------------------------|-----------------------|--------------------|-----------------|
| <b>FY 2024 Revenue*</b>      | <b>Revised Budget</b> | <b>YTD Revenue</b> | <b>% Budget</b> |
|                              | \$2,112,676           | \$2,064,001        | 98%             |
| <b>FY 2024 Expenditures*</b> | <b>Revised Budget</b> | <b>YTD Expense</b> | <b>% Budget</b> |
|                              | \$1,260,070           | \$1,175,045        | 93%             |

\*Excludes use of fund balance for capital projects

### Occupancy

|                         | <u>Total</u> | <u>Available</u> | <u>Prior month</u> | <u>Wait List</u> |
|-------------------------|--------------|------------------|--------------------|------------------|
| Tie-Downs               | 120          | 0                | 0                  | 53               |
| T-Hangars               | 133          | 0                | 0                  | 70 (on-hold)     |
| North Corporate Hangars | 5            | 0                | 0                  | 31               |
| South Corporate Hangars | 6            | 0                | 0                  | 25               |

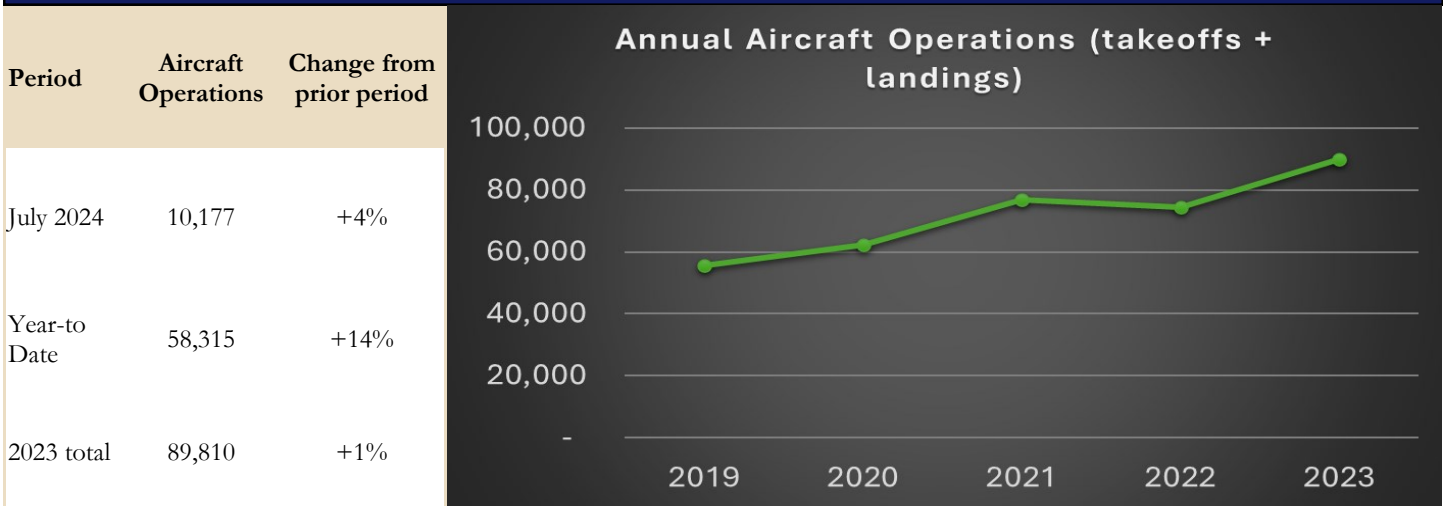
## Grant Log

| DOAV Grant # | Project Name                         | Status  | State Share | Local Share |
|--------------|--------------------------------------|---------|-------------|-------------|
| CS0027-46    | North Hangars ABC&D Apron Rehab      | Awarded | \$1,640,000 | \$410,000   |
| CS0027-17    | AWOS Maintenance                     | Awarded | \$3,500     | \$184       |
| CS0027-48    | Security Enhancements Terminal Doors | Awarded | \$14,828    | \$1,648     |
| TBID         | Taxiway A pavement repairs           | Awarded | \$27,022    | \$3,003     |
| MT0027-23    | Skid Steer Loader                    | Awarded | \$38,612    | \$38,612    |

| 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    |
| 3-51-0027-049 | Rehabilitate South Terminal Apron (const) | Awarded | \$4,018,500 | \$357,200   | \$89,300    |
| 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 |
|--------------|--------|---------|---------|----------|
| June 2024    | 33,088 | 89,927  | 123,015 | +0.6%    |
| Year-to-Date | 153,82 | 499,454 | 653,277 | +2%      |

## Noise Summary

### July Noise Complaints

14

Distinct households  
filed aircraft noise  
complaints

51

Noise complaints  
received from those  
households

**73% of complaints from 1 household**

## Noise Complaint Log—July 2024

|           |      |                           |                                  |   |
|-----------|------|---------------------------|----------------------------------|---|
| 7/2/2024  | 1055 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/1/2024  | 1143 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/1/2024  | 1054 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/1/2024  | 815  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/1/2024  | 1125 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/6/2024  | 850  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/6/2024  | 935  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/6/2024  | 942  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/6/2024  | 1323 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/6/2024  | 1333 | Evergreen Meadows         | Evergreen Meadows                | Too Loud                                  |
| 7/6/2024  | 1423 | Evergreen Meadows         | Evergreen Meadows                | Too Loud                                  |
| 7/6/2024  | 1520 | Evergreen Meadows         | Evergreen Meadows                | Too Loud                                  |
| 7/7/2024  | 100  | Evergreen Meadows         | Evergreen Meadows                | Flight Too Early / Too Late               |
| 7/7/2024  | 100  | Evergreen Meadows         | Evergreen Meadows                | Flight Too Early / Too Late               |
| 7/7/2024  | 828  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 830  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 910  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 950  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 958  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 1022 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 1550 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/7/2024  | 1635 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/12/2024 | 755  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/12/2024 | 808  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/12/2024 | 813  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/12/2024 | 1125 | Evergreen Meadows         | Evergreen Meadows                | Too Loud                                  |
| 7/13/2024 | 1253 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/14/2024 | 1500 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/14/2024 | 1505 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/15/2024 | 612  | Evergreen Meadows         | Evergreen Meadows                | Flight Too Early / Too Late               |
| 7/15/2024 | 1245 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/18/2024 | 543  | Evergreen Meadows         | Evergreen Meadows                | Flight Too Early / Too Late               |
| 7/19/2024 | 732  | Evergreen Meadows         | Evergreen Meadows                | Lead Pollution                            |
| 7/19/2024 | 630+ | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/21/2024 | 1156 | 41289 Guinness Way        | Evergreen Mill Rd in Loudoun Cty | Unspecified                               |
| 7/21/2024 | 700  | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/24/2024 | 915  | *** Alpine Dr. SE         | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 915  | *** Alpine Dr SE          | Evergreen Meadows                | Unspecified                               |
| 7/24/2024 | 914  | *** Muffin Ct. SE         | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 945  | *** Muffin Ct SE          | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 914  | *** Alpine Drive SE       | Evergreen Meadows                | Too Low                                   |
| 7/24/2024 | 940  | *** balch springs cir. Se | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 1340 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/24/2024 | 1255 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/24/2024 | 914  | *** Alpine Dr. SE         | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 917  | *** Alpine Dr SE          | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 1715 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/24/2024 | 1716 | Evergreen Meadows         | Evergreen Meadows                | Repetitive Overflights in Traffic Pattern |
| 7/24/2024 | 917  | *** Max Ct SE             | Evergreen Meadows                | Too Loud                                  |
| 7/24/2024 | 805  | *** Mindy CT SE           | Evergreen Meadows                | Too Loud                                  |
| 7/29/2024 | 1503 | *** Alpine Dr SE          | Evergreen Meadows                | Unspecified                               |