

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, September 11, 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. August 14, 2024

NEW BUSINESS:

- a. Control Tower Siting Study Results
- b. Leesburg Air Show update

OLD BUSINESS:

- a. West-side Development Planning

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, October 9, 2024, at 6:00pm

UPCOMING EVENTS: Leesburg Air Show - September 28th

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission August 14, 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 (remote)
Tim Fisher, ABA Representative

Commissioner(s) Absent: Bruce Roberts, Board of Supervisors Representative
JC Silvey, Vice Chairman

Others Present: Rick Cohen, PHI Medical
Scott Kuhn, Kuhn Jet Center
Jim Thill, tenant
Tom Saxon, tenant
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.

Approval of Minutes: May 8, 2024 minutes approved 7-0-1

New Business

- Textron Aviation Office Lease: The airport director presented information on an office lease with Textron Aviation for aircraft sales. A lease is proposed at \$35/sqft/year with a maximum term of 5 years. The Commission voted to endorse the lease as proposed (7-0-1).
- Electric Aircraft Charger RFP: The airport director presented information on an Request for Proposals to solicit a company to install and operate an electric charging station. The site proposed is in a common-use aircraft parking area on the north ramp. Alternatively proposals may propose charging stations on the south apron. Mr. Kuhn recommended that the kiosk be low enough not to block wingtips. The Commissioners were in favor of advertising the RFP (7-0-1).
- Review of Commission ByLaws: The airport director presented suggested minor changes to the commission ByLaws. The Commission voted (7-0-1) to adopt the changes as proposed.

Old Business

- West-side Development Planning Discussion: The Chairman started discussion of the airport's west-side and had solicited each member to provide suggested improvements and timelines. The commissioners and public attendees each provided their comments and suggestions;
 - a. Mr. Gunnells said he had received some public comments on Facebook for more t-hangars, a restaurant, and livable condos. He also provided west side t-hangars within 10 years, a master development plan within 20 years on the west side which may include an aviation innovation hub or vertiport depending on the forecast and growth of that sector.

- b. Ms. Klepser said that flight schools need more tie-downs and hangars, the control tower, a café, self-service fuel depot, and west-side within 10 years.
- c. Mr. Baker said that recycling containers, west side access road done within 2 years, tie-down parking. He also suggested the addition of solar panels on airport buildings within 10 years, and a business evaluation of 20-year needs.
- d. Mr. Dolan echoed Mr. Gunnells suggestions. He said the safety and growth are important and projects such as the tower are important. He said support of jet traffic and ramps are needed.
- e. Mr. Goeller listed an approach to runway 35, control tower, a lobby renovation with 5 years, additional parking lot, and café within 10, and west side within 20 years.
- f. Mr. Fisher echoed the need for t-hangars and tie-downs.
- g. Scott Kuhn with Kuhn Jet Center listed a long-term redevelopment plan using a new engineer to improve looks and better utilize space. He echoed the prioritization of control tower, and also self-service fuel and exploring avenues of private funding airport expansion.
- h. Tom Saxon, tenant, suggested west-side taxiway within 2 years, an observation site, and self-service fuel. With 5 years, he suggested electric aircraft support such as VTOL, restaurant, and runway extension. He also suggested bringing other aviation business lessors on the property for other sources of revenue.
- i. The Chairman agreed with many including electric charging, tower, west side taxiway, runway extension (5 years), 10 years expansion for aviation business facilities.

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 progress on the apron paving project. Mr. Dolan asked about the types of maintenance Kuhn was offering and whether they would be a Cirrus Center. Mr. Kuhn answered that they would not be seeking Cirrus certification but offer oil changes, inspections, and other work.
- Airport Business Association Comments – Mr. Fisher said ABA supports additional hangars and tie-downs and wants to discuss the prioritization of businesses over others regarding wait lists. He also said that he was concerned about the double taxation of airport businesses who pay commercial aviation permit fees and BPOL.
- Air Traffic Manager –Mr. Reilly was not in attendance.
- Committee Reports: Mr. Dolan said he was stepping down from the operations committee. The commission voted (7-0-1) for Mr. Gunnells to fill the operations role. The Chairman noted that JC Silvey was stepping off the commission and a new Vice Chair is needed. The Commission voted (7-0-1) for Mr. Goeller to fill Vice Chair and the Land Use Committee roles.
 - Operations: Mr. Gunnells provide an update on the 35 approach. He said FAA is looking at an RNP approach with an extended visual segment. Higher minimums.
 - Land Use and Development: none.
- Commission Member Comments: Mr. Baker presented information on his findings regarding potential environmental impacts to development on the west-side of the airport. He explained that NEPA regulations require an assessment of the land before construction. He also noted that the wetland impacts may not be significant and that credits are available to offset impacts. Mr. Gunnells commented on a potential change to the Leesburg Maneuvering Area from the FAA

Reauthorization . The airport director noted that the town had requested the FAA consider raising the floor of the Class B above Leesburg.

- Board of Supervisors Representative Report: Not present.
- Councilmanic Comments: Not present.
- Final Comments and Public Comments: Mr. Cohen of PHI medevac said they had been on the field for 20 years and were not able to reach an agreement to remain in their current space at Kuhn Jet Center. They would like to stay on the field and are looking for other options, but may be at Manassas until a solution is found. Mr. Saxon said there are no mandatory requirements for medevac, and PHI is a private company.

Next Meeting: Wednesday September 11th at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 7:29 p.m.



Leesburg Airport Commission Report

September 11, 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	Substantially Complete
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 study in-progress
FY2025-27	Airport Runway Pavement Rehab	\$7,283,000	\$646,000	\$231,000	\$8,160,000	Grants awarded for design
FY2025-26	Security Fence Replacement	\$0	\$380,000	\$105,000	\$485,000	Design grant under application
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.

FY 2025 Revenue	Revised Budget	YTD Revenue	% Budget
	\$2,220,896	\$551,632	25%
FY 2025 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,368,573	\$169,437	12%

Occupancy

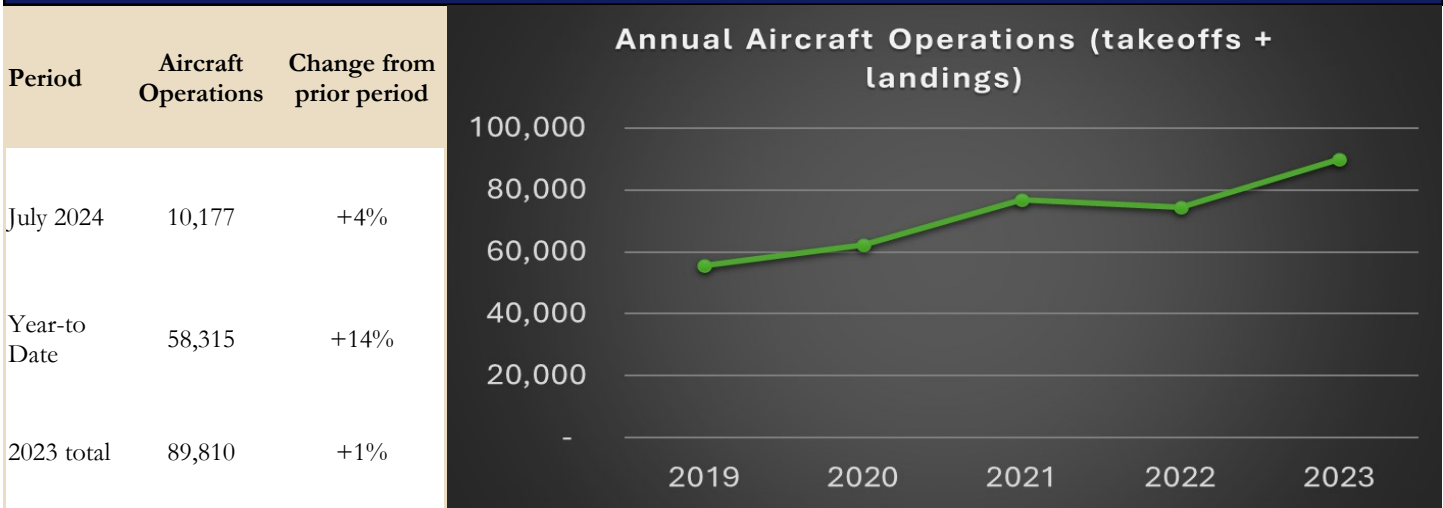
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	57
T-Hangars	133	0	0	66 (on-hold)
North Corporate Hangars	5	0	0	31
South Corporate Hangars	6	0	0	25

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
3-51-0027-050	Runway Rehabilitation (design)	Awarded	\$499,500	\$44,400	\$11,100

Aircraft Operations—As Reported by Tower (daily 8am-6pm)



Fuel Volume

Period	100LL	Jet A	Total	% Change
July 2024	26,534	62,590	89,125	-18%
Year-to-Date	180,357	562,044	742,402	+1%

Noise Summary

August Noise Complaints

4

Distinct households
filed aircraft noise
complaints

41

Noise complaints
received from those
households

76% of complaints from 1 household

Noise Complaint Log— August 2024

Date	Time	Street	Neighborhood	Primary complaint
8/10/2024	1237	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/10/2024	1333	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/10/2024	1430	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/10/2024	1732	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/11/2024	739	Ward Circle SW	Country Club	Too Loud
8/11/2024	752	Ward Circle SW	Country Club	Too Loud
8/12/2024	700	Meadowbrook Court, SE	Greenway Farms	Too Loud
8/13/2024	1340	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/13/2024	1712	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/14/2024	635	Evergreen Meadows	Evergreen Meadows	Flight Too Early / Too Late
8/14/2024	636	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/20/2024	818	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	818	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1009	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1009	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1016	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1122	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1409	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1446	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1446	Evergreen Meadows	Evergreen Meadows	Too Loud
8/20/2024	1446	Evergreen Meadows	Evergreen Meadows	Too Loud
8/22/2024	1303	205 Ward Circle SW	Country Club	Too Loud
8/22/2024	1305	205 Ward Circle SW	Country Club	Too Loud
8/22/2024	1345	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/22/2024	1415	Evergreen Meadows	Evergreen Meadows	Too Loud
8/23/2024	828	Evergreen Meadows	Evergreen Meadows	Too Loud
8/23/2024	915	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/23/2024	1033	Ward Circle SW	Country Club	Too Loud
8/23/2024	1053	Ward Circle SW	Country Club	Too Loud
8/26/2024	2110	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/26/2024	2300	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/26/2024	2300	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/27/2024	1728	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/26/2024	1237	Evergreen Meadows	Evergreen Meadows	Too Loud
8/26/2024	2252	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/27/2024	852	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/27/2024	1055	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/27/2024	1133	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
8/28/2024	930	137 Alpine Dr SE	Evergreen Meadows	Too Loud
8/30/2024	748	205 Ward Circle SW	Country Club	Too Low
8/30/2024	824	205 Ward Circle SW	Country Club	Too Low