

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, October 9th, 2024 at 6:00pm

PLACE: Leesburg Executive Airport – Stanley Caulkins Terminal
George Hammerly Conference Room (3rd Floor)
1001 Sycolin Road SE, Leesburg

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

- a. August 14, 2024 (revised)
- b. September 11, 2024

NEW BUSINESS:

- a. Operating budget development
- b. Rules, Regulations, and Minimum Standards update

OLD BUSINESS:

- a. Electric Aircraft Charging Station Proposal
- b. Leesburg Air Show recap

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, November 13, 2024, at 6:00pm

UPCOMING EVENTS: none

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 relocate to Manassas until a solution in Leesburg is found. Mr. Saxon inquired if there is a mandatory requirement for medevac air service. It does not appear to be a requirement – PHI is a private company conducting medical air charters.

Next Meeting: Wednesday September 11 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.

MINUTES

Leesburg Airport Advisory Commission September 11, 2024

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
Timothy Baker
John Dolan
Travis Gunnells

Commissioner(s) Absent: Dawn Klepser
Ryan Goeller, Vice Chairman
Bruce Roberts, Board of Supervisors Representative
Tim Fisher, ABA Representative

Others Present: Dave Reilly, Air Traffic Manager
John Somiak, FAA Safety Team
Rick Cohen, PHI Medical
Scott Kuhn, Kuhn Jet Center
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 noted that Bruce Roberts is stepping down from the BOS Representative position.

Approval of Minutes: August 14, 2024 minutes were not approved – edits provided by Mr. Gunnells to be included for following meeting.

New Business

- Control Tower Siting Study Results: The airport director presented the preliminary results of the FAA VISTA tower siting study. Site 2 was selected, which is located near vehicle Gate #3, on the north side of the FAA office building. Upon conducting 2-day study using virtual reality and 3D model of the airport, the Air Traffic Manager, Airport and FAA Contract Tower PIM, agreed that Site 2 was the most-suitable location. Site 2 has good visibility to the airfield, does not interfere with future development, has a potentially lower environmental impact, and likely lower cost to build than the other sites.

Mr. Dolan asked about the radar or situational display for the tower. The Air Traffic Manager answered that the FAA had not yet approved it use at Leesburg, but the new system is being deployed in the NAS at sites under FAA contract.

- Leesburg Air Show update: The airport director presented a list of performers and static displays for the air show. Commissioners are invited to attend.

Old Business

- West-side Development Planning: The commission recapped the list of airport needs and development priorities from the previous meeting.

Reports:

- Airport Director – The airport director updated the monthly statistics and projects and discussed noise complaints.
- 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 discussed the tower’s effort to operate runway 17 during calm winds, and acknowledged that there are outside factors for the selection of the runway. During heavy traffic periods, the Dulles airspace boundary south of the airport leaves little room for the traffic pattern. They are also running right traffic when pilots are able, but will always favor safety over noise impacts when directing air traffic.
- Committee Reports:
 - Operations: Mr. Gunnells did not have an immediate update on the 35 approach. He discussed that it may have an extended visual segment similar to DCA and others. He also stated that the airport’s rules regulations and minimum standards should be reviewed and updated. The airport director would work with Mr. Gunnells and Mr. Nolan on a policy update.
 - Land Use and Development: none.
- Commission Member Comments: Mr. Baker noted that he had seen comments on social media about needing more T-hangars and tie-downs at the airport.
- Board of Supervisors Representative Report: Not present.
- Councilmanic Comments: Not present.
- Final Comments and Public Comments: No additional comments.

Next Meeting: Wednesday October 9 at 6:00 p.m.

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

Adjournment: Mr. Forsythe adjourned the meeting at 7:03 p.m.



Leesburg Airport Commission Report

October 9, 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	Soliciting architect/engineer design firm
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 in 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	\$728,509	33%
FY 2025 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,368,573	\$330,762	24%

Occupancy

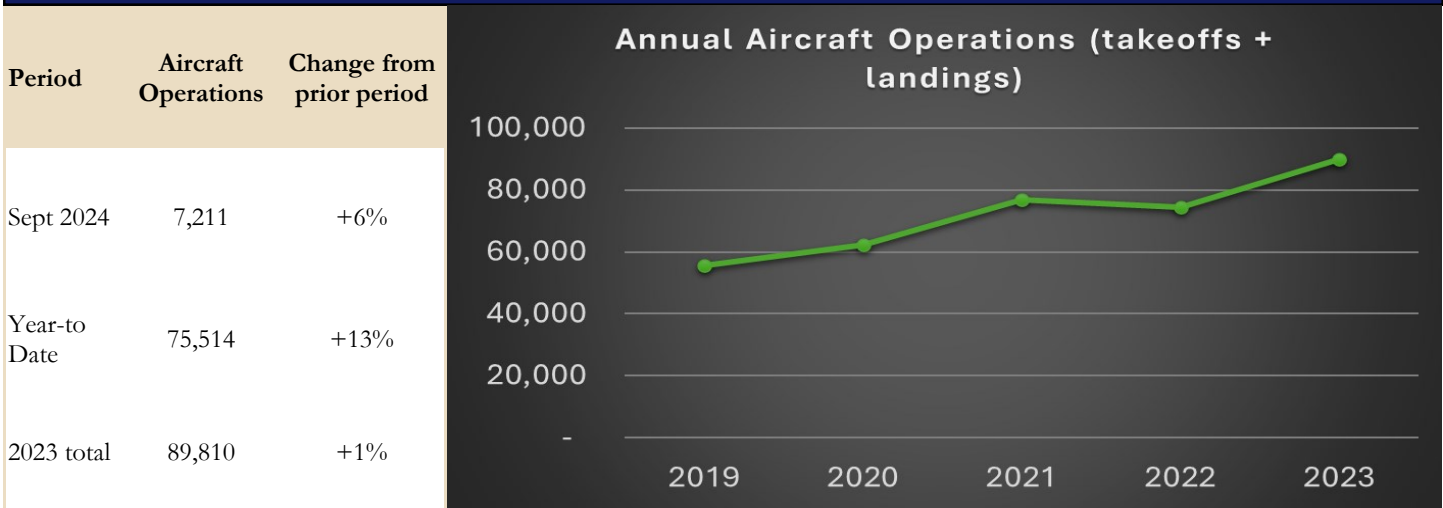
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	60
T-Hangars	133	0	0	66 (on-hold)
North Corporate Hangars	5	0	0	31
South Corporate Hangars	6	0	0	25

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
CS0027-49	Taxiway A pavement repairs	Closed	\$27,022	\$3,003
MT0027-23	Skid Steer Loader	Awarded	\$38,612	\$38,612
MT0027-24	Airfield Sign Bulbs	Awarded	\$1,601	\$400

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
August 2024	30,539	91,283	121,822	+35%
Year-to-Date	210,896	653,328	864,224	+2%

September Noise Summary

8

Distinct households
filed aircraft noise
complaints

49

Noise complaints
received from those
households

19

Touch & Go's
occurred between
10pm—7am
in September

53% of complaints from 1 household

Noise Complaint Log— September 2024

Date	Time	Street	Neighborhood	Primary complaint
9/3/2024	730	Evergreen Meadows	Evergreen Meadows	Flight Too Early / Too Late
9/2/2024	641	Evergreen Meadows	Evergreen Meadows	Too Low
9/2/2024	653	Evergreen Meadows	Evergreen Meadows	Too Low
9/2/2024	657	Evergreen Meadows	Evergreen Meadows	Too Low
9/3/2024	1240	Somerset Park Drive	Somerset Apartments	Repetitive Overflights in Traffic Pattern
9/3/2024	1240	Somerset Park Drive	Somerset Apartments	Repetitive Overflights in Traffic Pattern
9/3/2024	1143	Alpine Dr SE	Evergreen Meadows	Too Loud
9/6/2024	1211	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/6/2024	1211	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/8/2024	945	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/8/2024	1007	Somerset Park Dr	Somerset Apartments	Repetitive Overflights in Traffic Pattern
9/8/2024	1930	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/9/2024	920	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/10/2024	1218	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/10/2024	1220	Evergreen Meadows	Evergreen Meadows	Too Loud
9/10/2024	1220	Evergreen Meadows	Evergreen Meadows	Too Loud
9/10/2024	1220	Evergreen Meadows	Evergreen Meadows	Too Loud
9/11/2024	1200	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/11/2024	1200	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/11/2024	1200	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/13/2024	1600	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/14/2024	941	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/14/2024	1027	Balch Springs Circle SE	Evergreen Meadows	Too Low
9/14/2024	1142	Balch Springs Circle SE	Evergreen Meadows	Too Loud
9/15/2024	745	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/15/2024	825	Evergreen Meadows	Evergreen Meadows	Too Loud
9/15/2024	736-810	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/15/2024	836-904	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/14/2024	1316-1411	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/15/2024	930	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/15/2024	930	Evergreen Meadows	Evergreen Meadows	Too Loud
9/15/2024	911-945	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/15/2024	1013	Balch Springs Circle SE	Evergreen Meadows	Too Loud
9/14/2024	1837-1918	Balch Springs Circle SE	Evergreen Meadows	Too Loud
9/15/2024	1032	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/16/2024	1707	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/16/2024	1849	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/16/2024	1838	Balch Springs Circle SE	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/18/2024	1730	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/18/2024	1730	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/19/2024	610	Evergreen Meadows	Evergreen Meadows	Flight Too Early / Too Late
9/19/2024	951	Ward Circle SW	Country Club	Too Loud
9/19/2024	1420	Evergreen Meadows	Evergreen Meadows	Repetitive Overflights in Traffic Pattern
9/20/2024	830	Glade Fern Terrace SE	Oaklawn	Helicopter Operations
9/20/2024	1501-1506	Ward Circle SW	Country Club	Too Loud
9/20/2024	1510	Ward Circle SW	Country Club	Too Loud
9/26/2024	1829	Alpine Drive SE	Evergreen Meadows	Too Loud
9/28/2024	1700	Alpine Drive	Evergreen Meadows	Too Low
9/28/2024	1659	Alpine Drive	Evergreen Meadows	Too Low