

**TOWN OF LEESBURG
AIRPORT COMMISSION MEETING**

DATE/TIME: Wednesday, November 13th, 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. September 11, 2024 (revised)
- b. October 9, 2024

NEW BUSINESS:

- a. Annual Report to Council

OLD BUSINESS:

- b. Operating Budget Development
- c. Rules, Regulations, and Minimum Standards update
- d. Instrument Approach to Runway 35

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, December 11, 2024, at 6:00pm

UPCOMING EVENTS: none

ADJOURNMENT

MINUTES

Leesburg Airport Advisory Commission September 11, 2024 (revised)

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 did not have additional comments.
- Airport Business Association Comments – Mr. Fisher was not present.
- 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.

MINUTES

Leesburg Executive Airport Commission Meeting October 9, 2024

Location: Leesburg Executive Airport Terminal – George Hammerly Conference Room

Commissioners Present: Hugh Forsythe, Chairman
Ryan Goeller, Vice Chairman
Timothy Baker
Dawn Klepser
Travis Gunnells
Cyriel Kronenburg (remote)
Tim Fisher, ABA Representative

Commissioner(s) Absent: John Dolan

Others Present: Dave Reilly, Air Traffic Manager
John Somiak, FAA Safety Team
Scott Kuhn, Kuhn Jet Center
Jon Rooney, Kuhn Jet Center
Gabe Muller, Smokehouse Pilots
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 Cyriel Kronenburg to the Commission. The Chairman recapped the hurricane Helene air lift operation conducted from Kuhn Jet Center. He commended Jon Rooney, Gabe Muller, and all the volunteer pilots and organizers of the airlift that gathered and shipped 225,000lbs of relief supplies. There was lots of positive media coverage of the effort.

Approval of Minutes: August 14, 2024 minutes approved (6-0-1). The September 11, 2024 minutes require corrections to the FBO and ABA sections.

New Business

- Operating budget development: The airport director shared that development of the Fiscal Year 2026 airport operating budget is underway. One of the Commission duties is to review and make recommendations regarding the airport's operating and capital budget. The airport director invited comments regarding the operating budget by the November meeting. Revenues and rental rates may also be discussed.
- Rules, Regulations, and Minimum Standards update: As recommended by the Commission, an early draft re-write of the airport rules and regulations is underway. Commissioners are welcome to review and assist with drafting the airport rules. This is an ongoing project.

Old Business

- Electric Aircraft Charging Station Proposal: The sole bidder for the electric aircraft charging station RFP was BETA Technologies. The airport director noted that BETA's proposal meets the minimum requirements. BETA agrees to pay the minimum rent and revenue-sharing percentage.

One person questioned why BETA was the sole bidder. BETA is actively constructing a network of aircraft charging stations to support its all-electric aircraft. BETA is investing in airport charging stations at its own cost. The Commission recommended approval of an agreement with BETA. (7-0-1)

- Leesburg Air Show update: The airport director briefed on the successes and challenges of the air show. The morning of the show had low weather that prevented several ground display aircraft from arriving, however the clouds cleared and the flight performances were successful. Parks & Rec Events estimated at least 12,000 attendees came out for the show. The airport director is concerned that the growing attendance at the show is becoming burdensome in terms of cost, labor, off-site parking lots, and physical space on airport. It may be necessary to implement controls or alternatives to manage show attendance.

Reports:

- Airport Director – The airport director updated the monthly statistics and projects and discussed noise complaints. The runway rehabilitation project is entering design and discussions are on-going on how to minimize runway closure time.
- FBO Comments – Mr. Kuhn updated that a new director of maintenance is working and the shop is supporting piston engine and flight school needs. The shop is not doing heavy avionics work but contracts with an avionics outfit.
- Airport Business Association Comments – Mr. Fisher discussed the meeting held between the Mayor and flight schools regarding noise complaints. A number of residents have a plan of attack against airport noise and are seeking outside attorneys to stop flight training. Mr. Fisher said the ABA is concerned that the Town will be in a public relations battle with the residents. He did say that the Mayor was supportive and recognized the efforts of the airport and the control tower to direct traffic to the east side of the airport.
- Air Traffic Manager – Mr. Reilly noted that he attend the Mayor’s meeting and agreed with Mr. Fisher. Mr. Gunnells suggested that when more than 3 aircraft in the pattern, that additional should be rejected to allow IFR departures. Mr. Reilly said that they do have that tool to deny touch-and-go’s and manage traffic to accommodate departures.
- Committee Reports:
 - Operations: Mr. Gunnells updated that the FAA determined an extended visual segment approach element will not work. The FAA is now looking at an RNAV-A indirect approach to visual. Also, Mr. Gunnells discussed work on the airport rules and regulations.
 - Land Use and Development: none.
- Commission Member Comments: Mr. Baker updated on Oaklawn’s data center application that has changed its proposed plan in response to HOA’s meetings and comments.
- Board of Supervisors Representative Report: The Chairman noted that Mr. Roberts had stepped down but that the Supervisors would appoint a replacement on the 16th of October.
- Councilmanic Comments: Not present.
- Final Comments and Public Comments: No additional comments.

Next Meeting: Wednesday November 13th 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

November 13, 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 engineering firm and determining environmental scope
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	\$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	\$898,857	40%
FY 2025 Expenditures	Revised Budget	YTD Expense	% Budget
	\$1,368,573	\$452,620	33%

Occupancy

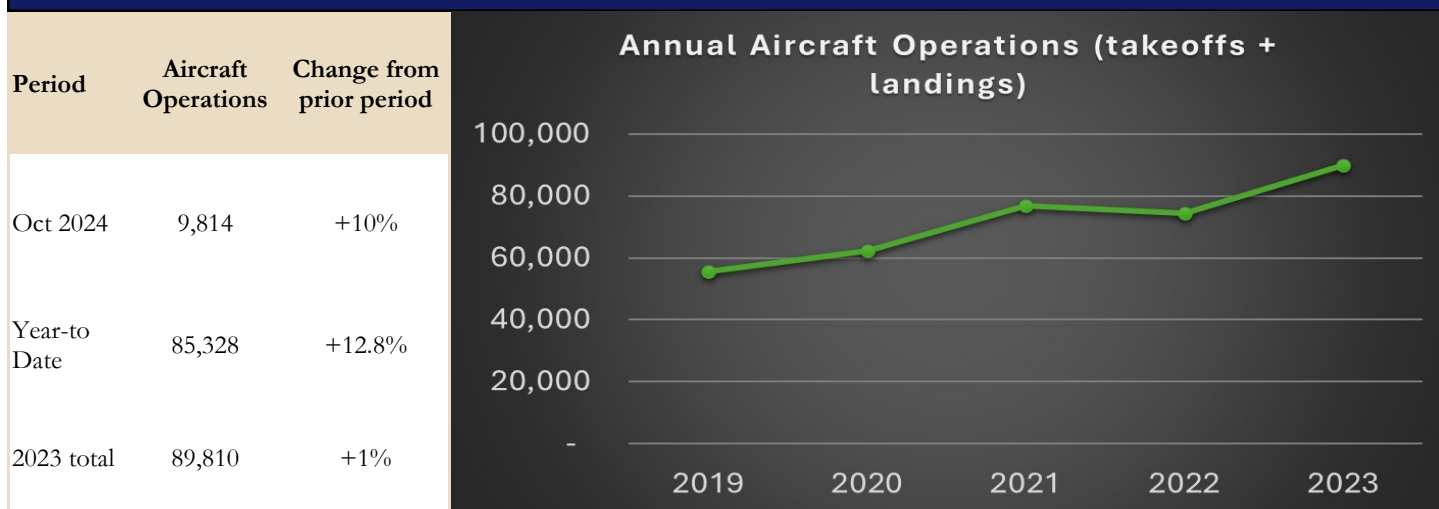
	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie-Downs	120	0	0	63
T-Hangars	133	0	0	55 (on-hold)
North Corporate Hangars	5	0	0	31
South Corporate Hangars	6	0	0	25

Grant Log

DOAV Grant #	Project Name	Status	State Share	Local Share
CS0027-46	North Hangars ABC&D Apron Rehab	Closed	\$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	Closed	\$38,612	\$38,612
MT0027-24	Airfield Sign Bulbs	Closed	\$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
September 2024	24,263	75,243	99,506	-13%
Year-to-Date	235,160	728,571	963,730	+1%

October Noise Summary

3

Distinct households
filed aircraft noise
complaints

26

Noise complaints
received from those
households

4

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

61% of complaints from 1 household