

# Front Royal-Warren County Airport Commission

## Meeting Minutes

**Meeting (Regular):** Warren County Airport Commission

**Date:** March 24, 2021

**Time:** 7:00 p.m.

**Location:** Online (Zoom)

**Commission Members Present:** Ken Roko, Bob Gould, Allan Edwards

**Commission Members Not Present:** Archie Fox (WCBOS), Nick Starling

**Also Present:** Rock Skowbo (Airport Manager)

### General

- Chairman called the meeting to order at 7:00 p.m.
- On motion, the meeting agenda was approved.
- On motion, the minutes from the 02/10/2021 special meeting were approved.

### Chairman's Report

- Nothing new to report at this time.

### Special Discussion and Presentation

- "Pole Barn" building (Silent Falcon) – no updates at this time.
- Security camera RFP – waiting for the RFP from the county.
- IARC Competition presentation by Ken Thurman – no updates at this time.
- Public-Private Partnership – demand for additional hangars continues – awaiting critical info on ground lease rates. For reference, Mr. Skowbo will provide Mr. Roko with information obtained on nearby-airport ground lease rates.

### Old Business

- Potential Car Event – The general consensus among commission members and county representatives is to deny the request at this time for a variety of reasons.
- FAA and DOAV Initiatives – No new activity at this time.
- Mary Ellen Hutchins representing Friends of KFRR provided a brief update on airport user relations.

### Administration

- Mr. Skowbo provided a brief update on airport operations including hangar maintenance, obstruction lights, and terminal maintenance.

### Election of WCAC Officers and Membership of WCAC

- Ken Roko being nominated and seconded was elected Chairman of the WCAC for the upcoming term year.

- Nick Starling being nominated and seconded was elected Vice-Chairman of the WCAC for the upcoming term year.
- Bob Gould being nominated and seconded was elected Secretary of the WCAC for the upcoming term year.

**Open Discussion**

- Questions and discussion on Silent Falcon and relations with other airport users.

**Adjournment**

- On motion and approval, the meeting was adjourned at 8:05 p.m.

Attached below: copy of approved Agenda for March 24, 2021.

Respectfully submitted,

Bob Gould  
Secretary, WCAC

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## DRAFT AGENDA

Front Royal – Warren County Airport Commission – March 24<sup>th</sup>, 2021

Special Meeting: 7:00 PM to 8:30 PM

LOCATION: ZOOM

### ZOOM CALL SPECIFICS

VIA COMPUTER OR SMARTPHONE Join

Zoom Meeting

<https://us02web.zoom.us/j/7772717982>

### VIA PHONE (NO VIDEO)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C.)

Meeting ID: 777 271 7982# **GENERAL**

- Call to Order & Pledge of Allegiance
- Adoption of Agenda
- Approval of Minutes, Special Meeting on 02-01-2021 (Draft minutes attached)

### **CHAIRMAN REPORT**

- Progress to date
- Only the start

### **SPECIAL DISCUSSIONS AND PRESENTATIONS**

- Doug Parsons, Warren County EDA (invited)
- Grant Bishop, CEO (invited)
- Security Camera RFP update ○ Update from Warren County
- PPP (Private Public Partnership) ○ Update from Nick Starling
- IARC Competition – sometime in August 2021 ?? (pending COVID) ○ Update from Ken Thurman

### **OLD BUSINESS:**

- Request for drag racing event at Airport ○ Discussion – Ken and Mike
  - Suggest that this event not be held at Airport
    - ✦ Out of scope and many other less controversial opportunities for community involvement.
- FAA AND DOAV initiatives – Mike ○ Status of requests ○ Environmental impact statement to include Jet Fuel initiative?
- RFP for Airport FBO Services – Mike and Ed ○ Request draft be provided to WCAC for input ○ Tabled for later meetings:
  - Airport Commission by-laws (see under New Business) ○ Airport road signs

### **FBO OPERATIONS and ADMINISTRATION – Rock**

- and Mike** ○ Update on progress of working with community
- Refurbishing efforts around KFRR – Rock, Mike, etc.

- Input from Friends of KFRR ○ New tires have been procured for F86 ○ F86 (affectionately known as Howdy Doody)
  - ✦ New decals
  - ✦ Lights
- Update on routine maintenance and housekeeping coordination topics with the County ○ Maintenance – Asphalt sealing and coating
  - Review tax rate on aircraft to attract more business at KFRR
  - Hangar maintenance: STATUS ○ Lights: STATUS
    - ✦ Calling vendor back to finished work not completed ○ Terminal:
    - ✦ Roof of terminal needs repair as well as several plumbing issues.
    - ✦ Painting
    - ✦ Internet access

### **NEW BUSINESS**

- Capital Improvement plan input from WCAC to WCPC (Warren County Planning Commission) due March 26h.
  - See attached and email sent to WCAC members on 03-12-2021
- Recommendation to Board of Supervisors that the by-law be changed to allow up to 7 members on the Airport Commission ○ With the advent of the official use of Zoom for meetings, the past issues with acquiring a quorum have been somewhat mitigated since virtual or physical attendance are permitted.

### **ELECTIONS OF WCAC OFFICERS AND MEMBERSHIPS**

- OF WCAC** ○ Persons whose terms on the Commission expire in June 2021 ○ Bob Gould – continuing? ○ Nick Starling – continuing?
  - If there will be openings:
    - ✦ Solicit from the community candidates for membership
    - ✦ Prefer resident of the County for appearances
- Election of Officers ○ President ○ Vice President ○ Secretary

### **OPEN DISCUSSION**

### **MOTION TO ADJOURN**

Respectfully submitted,

**Kenneth Roko, Chairman**

Current action items (active and/or planned)

**Dynamic to-do list for Airport Commission / KFRR FBO Operations (UPDATED 02-09-2021)**

**Highlighted items:** indicates current activity and discussion.

1. Proposal to County for inclusion of Jet Fuel availability at FRR
  - ✦ Include in FAA/DOAV Environmental Impact Study
2. Square footage lease rate complement compared to other areas in the region
  - ✦ Martinsburg
  - ✦ Luray
  - ✦ County determines market rate for FRR sq footage rate and various terms/pricing (based on term discount)
    - For example, a 30-year lease term yields less sq footage lease rate than 15 year term.
3. Once square footage lease rate determined (see #2 above), discuss with County to determine final rate and publish;
4. Review and accept proposals for private funding to build hangars at FRR
5. Follow up with GO VIRGINIA campaign
  - ✦ Coordinate with Mike Berry, Director Warrant County Public Works
6. Planning for helping Rivermont Fire House Grand Opening in Spring
  - ✦ Update since meeting: the official Grand Opening celebration has been moved to the Spring; perhaps in the Spring, FRR can plan kids activities in our participation with Rivermont
7. County to identify funding to increase periodic air-terminal cleaning at FRR
8. County to review personal property tax rate on aircraft with request if reduction possible
9. Rock and Ken to visit DOAV in Richmond to discuss initiatives and funding opportunities
  - ✦ Establish person to person contact and camaraderie.
  - ✦ Update since meeting: delayed due to increased COVID19 restrictions
10. Rock to speak with Soaring Club about noise abatement possibilities for glider transport
11. Investigate alternatives and proposals for:
  - ✦ New signage for Airport – on terminal and road signage on 619 and beginning and end of property
  - ✦ Decals for F86 (Howdy Doody)
  - ✦ Update: replacement tires have been procured for F86
12. Promote increased community participation through Scouts, clubs and schools
13. Start planning for 2021 event activities at FRR
14. UAV activities
  - ✦ Work with Silent Falcon and RMA to educate tenants about UAVs, etc.
  - ✦ Coordinate activities of common interest with Silent Falcon
15. Continue discussion with Doug Parsons and EDA on mutual opportunities for collaboration
16. Begin laying contract specifics and responsibilities for contract initiative for FY22
17. Identify funding for gate at entrance to airport and enhanced security using new technologies

- 18. Work with County to identify procurement and project initiative/funding priorities for FY21 and beyond**
- 19. Review and update AOP as necessary**

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