

MINUTES – APPROVED at WCAC Meeting 09-29-2021
Front Royal Warren County Airport (FRR)
Commission Meeting – August 4th, 2021

Commission Members Present: Ken Roko, Allan Edwards, CJ Cook, Paul Kosubinsky, Archie Fox (WCBOS)
Also Present: Rock Skowbo (Airport FBO), Mike Berry (WC Public Works Director), Mike Coffelt (Sanitary District Manager, WC Public Works), Ed Daley (WC Administrator), Shelley Hayes (WC Senior Office Associate), Doug Parsons (Executive Director, WCEDA), Cheryl Cullers (WCBOS). Peter Goelz (Silent Falcon).

GENERAL

- Minutes, Special Meeting on 03-24-2021 **Approved** (on the County web site)

CHAIRMAN REPORT

- General progress to date
 - Various initiatives have made substantial progress, many of those listed below.
 - Increased support from the County Board of Supervisors recognizing
- Tour of Airport engineered by Al Edwards and Rock Skowbo on May 19, 2021
 - Very Successful and well attended
 - Discuss making such a tour available to the residents of the County perhaps in 2022 – post COVID.
- Commission members
 - Introduced new Commission Members:
 - ✦ CJ Cook
 - ✦ Paul Kosubinsky
- Other introductions:
 - Mike Coffelt, Sanitary District Manager, Warren County Public Works
 - Mary Ellen Brown-Hutchins and other tenants/Friends of Warren County Airport

SPECIAL DISCUSSIONS AND PRESENTATIONS

- Doug Parsons, Warren County EDA and Peter Goelz, Silent Falcon
 - Status, concept of operations, coordination with airport and tenants, etc.
 - Peter provided an overview of the progress that Silent Falcon and the County have made to ready the hangar for Silent Falcon operations.
 - Once operational, there will be coordination with the FBO and will constantly look at alternatives to minimize disruption to airport operations especially during busy weekends.
 - One person has been hired locally in Front Royal and the current initial plan targets hiring 10 to 25 employees locally with future growth. More to come on that aspect as progress continues.

OLD BUSINESS

- Security Camera RFP update
 - Update from Warren County
 - ✦ Contract had been awarded.
 - ✦ Installation has started but stalled while we wait for delivery of the specific cameras that were ordered.

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- With monies saved through dialogue with vendors, added security gate to the procurement. Key fobs will be made available to tenants and included with the hangar lease. Replacement Key Fobs (for lost tenant fobs) will be replaced at a cost.
- FAA AND DOAV funding and initiatives – Mike Berry
 - Status of requests
 - ✦ Waiting for approval to proceed with roof
 - ✦ Asphalt contract proceeding – more details at next meeting.
- County Financial support – Ed Daley
 - Budget for FY 2022
 - ✦ As discussed with the Commission and Commission Chairperson, the Airport Commission needs to establish priorities for spending plan and projects so that financial and grant planning and submission schedules can be put into place.
 - Other related business
 - ✦ WC BoS has decided that property taxes collected from tenants at the airport for their aircraft will be targeted for Airport projects versus placed into the general County expense fund.
- Airport FBO Services contract – Ed and Mike
 - FBO contract was awarded for CASS Aviation/Rock Skowbo

FBO SERVICES AND OPERATIONS – ROCK SKOWBO

- Refurbishing efforts around KFRR
- Update on routine/special maintenance coordination with County – Rock Skowbo and Mike Berry
 - Hangar maintenance
 - Roof on terminal – see above
 - Asphalt maintenance – see above
- Friend of KFRR and Airport beautification
 - Refurbishing of F86
 - ✦ Progress continues on new signage design
 - ✦ Aircraft power washed and area around aircraft has been cleaned and improved with a lot of help from volunteers; solar powered lights display the aircraft at night
 - ✦ New tires need to be put on.
 - Other landscaping plans – future discuss as other plans evolve
 - Airport Road Signs – future discussion
- Other issues or concerns: Rock Skowbo

SPECIAL PROJECT AND PRIORITIES

For differing reasons many of these projects stalled last year. As a Commission we intend to re-energize these projects and have them assigned to a Commission member who will have the lead to see that we move forward in their respective area.

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- JET FUEL – a priority due to potential revenue stream to the County and increased visibility to the airport community in Virginia and elsewhere
 - Include in FAA/DOAV environmental impact study
 - Discussion about the amount of work required and the need to document all of the steps necessary and perhaps a timeline that shows responsibilities / grant submissions.
 - CJ Cook volunteered to lead this effort.
- Expanding HANGAR capacity at KFRR – a priority due to the waitlist that exists for hangar space. How this is financed is something that needs to be documented and provided in a proposal to the County – we envision some PPP (Public Private Partnership).
 - Items to be reviewed include market for square footage lease rate for ____ year term; compare with Martinsburg, Luray and others; determine format and work with parties interested in building hangars at KFRR; do not forget land improvement and access costs.
 - A project which was stalled last year, Paul Kosubinsky volunteered to lead effort.
 - Similar discussion about planning, with additional info about waiting, other airports, etc.
- Cameras and gate at the airport
 - Al would continue to monitor the progress
- Currently the five initiatives of highest priority for the Airport Commission to follow through on are:

INITIATIVE	COORDINATION
• Asphalt Replacement	County, FBO, Commission
• Cameras and gates (with Key FOBs)	County, FBO
• Roof Repair	County
• JET-A fuel option possibilities	Commission, FBO, County
• Expanded Hangar capacity via PPP	Commission, FBO, County

ONGOING

- Expand depth of exposure and participation with County community through event management and other opportunities to collaborate
 - To be discussed and planned
 - Ken is taking lead on this.
- Review and update AOP
 - Need to review AOP, CIP and dialogue with County prior to meetings for AOP and CIP update with FAA, DOAV and FAA in the November 2021 to February 2022 timeframe.
- Participate with County to following funding / grant opportunities from FAA and DOAV.
 - Ongoing

MOTION TO ADJOURN

- Meeting adjourned at 8:50PM (2050h).