

Front Royal – Warren County Airport Commission
DRAFT
MARCH 31, 2022 MEETING MINUTES
Special Meeting: 7:00 PM to 9:00 PM Warren County
Government Center Secretary Notes

GENERAL

- Call to Order at 1901H local time followed by Pledge of Allegiance
- Establishment of Quorum
- Adoption of Agenda
- Adoption of Roberts Rules of Order

CHAIRMAN REPORT

- Background / introduction
 - Ken Roko went through the history of Reggie Cassagnol and Rock Skowbo.
 - Ken Roko quoted various parts of the Warren County Code and the Warren County Airport Rules and Regulations.
- Role and responsibilities of Airport Commission
 - Ken Roko publicly called to attention the duties, roles, and responsibilities of the Airport Commission.

OLD BUSINESS STATUS REPORTS

- Silent Falcon – update on operations
 - Hannah Goelz: Stated that 1 more employee was hired and will be at the airport .
 - Silent Falcon is looking to lease 2 offices in the terminal or the Stone House to use as an Office
 - Silent Falcon won a large contract in the State of Nevada to scan state airports.
- Warren County project status – Mike Berry
 - Security Camera / gate update
 - Electric was run to the gate site.
 - Global chip delay has camera and keypad equipment on back order
 - A airport user requested the ability to “Buzz IN” visitors from the hangars
 - Gate access FOBs to hangar and tie down renters only
 - New Lease and Tie-down agreement (to include FOBs)
 - Asphalt maintenance
 - 100% grant funded. Start time for the crack fill and sealing will be May-June
 - Cipher locks on all terminal doors
 - Mike Berry received 3 quotes for new locks on the terminal (\$6,000, \$8,000, \$15,000)
 - The Airport Commission needs to decide how high tech it would like to go with the locks. The main difference in the quoted prices is mainly driven by the level of technology employed in the locking system.
 - Replacement of all hangar locks (with new lease agreement)
 - Signs for no trespassing, authorized personnel only, hangar rental customers only, etc.
- County Financial report
 - 2022 Budget performance – Mike Berry
 - FY23 Budget planning – Mike Berry
 - Public comment on budget on Friday April 12. – Ed Daley
 - Commission members were invited to meet with the County Treasurer to better understand the airport budget.

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NEW BUSINESS

- March Election of Airport Commission Officers
 - Chairman Ken Roko
 - Co-chair Sean Roe
 - Secretary Paul Kosubinsky
- CFI (Certified Flight Instructor) application by potential non-aircraft owner to be allowed to use KFRR as their CFI base of instruction.
 - Mr. Lou Strosnider was present, asked the commission members questions regarding his application, and verbalized that he understood what was necessary to be compliant. Until he is compliant, he understood what he can and cannot do at the airport.
 - Lots of open discussion regarding the 5 million dollar insurance requirement at KFRR being too onerous. Everyone agreed that a 1 million dollar policy would be best for independent/freelance flight instructors.
 - Randolph Macon's contract status was brought up and the commission would like to fully understand its status.
- Potential future RFPs/contracting opportunities
 - FBO Services
 - Mr. Rock Skowbo's contract coming to an end June 30th.
 - New position of Airport Supervisor will be assuming many of the roles of the previous position of Airport Manager.
 - Aircraft maintenance and avionics Services
 - Flight Training Academy

FBO SERVICES AND OPERATIONS – ROCK SKOWBO

- Hangar maintenance
- Runway lights
- Fuel farm analysis by Titan
- Routine /maintenance coordination with County
- Other maintenance items
- Priority list of other items that need to be addressed

ONGOING – Work in Progress

- Participation with the general County community
- Work in Progress
 - Status: Hangar Expansion – Paul Kosubinsky
 - 1st order of business is the site location of the private hangar that has been proposed by an airport user. Once that site is determined then we can start on the development of other hangar sites.
 - The open space east of Silent Falcons hangar facilities can be developed for T-hangars.
 - It was stated that Warren County has the funds and is willing to get hangars built at KFRR
 - Paul Kosubinsky has reached out to 2 contractors to get hangar construction proposals underway.

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ONGOING – Work in Progress (cont'd)

- Funding opportunities for KFRR - – Mike Berry
 - Status on current DOAV and FAA funding
 - Status of bi-partisan Infrastructure Airport grant for Warren County ... allocation of \$159,000 for FY22. A part of the \$790,000 total grant to Warren County.
 - This balance of the money will be disbursed over a 4 year period
 - \$159,000 (approx.) per fiscal year
- Review and update AIP (Airport Improvement Plan)
- Process Improvement
 - Airport Rules and Regulations
 - Updates in the processes followed; will be published during the Spring 2022 after peer and County review and comparison with other like airports.
 - Discussion on updates/proposed revision to hangar lease / tie down agreements
 - Doing business with and at KFRR
 - A work process flowchart document / diagrams will be posted on the Airport Commission web site in the Spring 2022
 - After discussion with County and current Airport tenant review

PUBLIC COMMENT

1. Mr. Lou Strosnider stated he would like to be able to operate as PIC of Mr. Nicholas Chillians Piper Saratoga. Mr. Strosnider stated and committed to the Commission that he would not be conducting any flight instruction but simply that he would be a “pilot in command”. Under those conditions and his public statement to cease flight instruction, the Commission agreed.
2. Mr. Dale Waters offered to donate to the airport a commercial grade reverse osmosis water filtration system.
3. Airport user Mrs. Jarvis, who is an attorney offered to help the airport commission to redraft the Rules and Regulations.
4. The Airport Commission would like to draft a new Mission Statement for the airport to serve as a guiding light to all that we do at and for KFRR.
5. Airport users again brought up the subject of an airport curtesy car for use by transient pilots as is common practice at most GA (General Aviation) airports.

MOTION TO ADJOURN: 2105H meeting adjourned

ATTENDEES:

- Kenneth Roko
- Paul Kosubinsky
- Sean Roe
- Vicky Cook
- Jay Butler
- Mike Berry
- Ed Daley
- Alisa Scott