

Front Royal – Warren County Airport Commission
MAY 18, 2022
Special Meeting: 7:00 PM to 9:00 PM – DRAFT MINUTES
Warren County Government Center

GENERAL

- Call to Order & Pledge of Allegiance
- Adoption of Agenda
- Adoption of Roberts Rules of Order

CHAIRMAN REPORT

- Role and responsibilities of Airport Commission
 - The discussion centered around the role of the Airport Commission and a more detailed description of the interaction between the Commission and the various entities within the Warren County Government. The attached diagram was presented as a model of that relationship and that the Commission acts as in an Advisory Capacity to the Board of Supervisors, with direct coordination of onsite activities with the Warren County Public Works department.

OLD BUSINESS STATUS REPORTS

- Silent Falcon – update on operations
 - SF continues is making significant with business development with FAA.
 - Has expressed need to expanded space for personnel at the airport (as opposed to elsewhere within Warren County).
- Warren County project status – Mike Berry
 - Security Camera / gate update – work in progress
 - Asphalt maintenance – started but delayed due to weather but on track to be completed by summer.
 - Cipher locks on all terminal doors – still an open question concerning costs – less expensive than electronic locks and might suit our needs.
 - Signs for no trespassing, authorized personnel only, hangar rental customers only, etc. – waiting for Public Works to arrive at signage options and respond to our request
- County Financial report
 - 2022 Budget performance and FY23 Budget Planning - Mike Berry – presented
- Review and update AIP (Airport Improvement Plan) from Talbert and Bright – Mike Berry
 - Future meeting to be planned to discuss hangar build-outs and environmental studies required
- STATUS on CFI application submitted last meeting
 - Applicant provided business license and certificate of insurance
 - Matter referred to Board of Supervisors and Public Works for future approval processing
- Status of future RFPs / contracting opportunities
 - Need to issue RFP for FBO services
 - Discussion about separate maintenance and flight training RFPs or RFI's from interested parties to provide services at KFRR
- Projects
 - New Hangar buildouts – under discussion
 - Community Relations

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- ✦ Discussion with RMA and SF about hosting workshops for the community and Warren County public schools concerning flight training and UAV technologies. Conversations to be continued in August with SF and also when RMA returns as well as coordinate with WC School Administration

FBO SERVICES AND OPERATIONS – ROCK SKOWBO

- Hangar maintenance
- Runway lights
- Asphalt -
- Fuel farm analysis by Titan
 - Ongoing discussion about responsibility for fuel farm and the need to upgrade outdated facility to comply with supplier standards and reduce cost of environmental insurance and who bears the brunt of this responsibility.
 - Fuel income is currently considered a part of compensation for FBO provider but hardly a cash cow considering the costs of insurance and the amount of \$\$ required for purchase (approx. \$40,000) of fuel to obtain an economical rate.
 - Current gas prices have a negative impact on both sales of fuel and ability to be competitive with other airports.
- Routine /maintenance coordination with County – in progress and working well
- Other maintenance items
 - Priority list of other items that need to be addressed – to be completed

NEW BUSINESS

- Presentation for new parachute service operation at KFRR
 - Applicant had met with FBO and Commission members to discussion landing zones and refined planned locations to be consistent with flight safety and operational awareness.
 - Applicant provided business license and certificate of insurance
 - Commission approved application and referred to Board of Supervisors and Public Works for further approval processing.
- Planning for community events
 - Car and Flight show – potential Fall 2022??
 - ✦ New subcommittee was approved and established within Commission to put together plan for requirements and possibility to host an event in the Fall.
 - ✦ Coordinate with Tourism as well as County Parks and Recreation.
 - ✦ Members of the sub-Committee are Sean Roe (Airport Commission), John Smith Jr. (future Airport Commission member) and Hannah Goelz (Silent Falcon)
- Fuel farm analysis and proposed expenses to upgrade – a work in progress
- New lease agreement
 - To be phased-in when existing leases expire

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ONGOING – Work in Progress

- Participation with the general County community
- Work in Progress
 - Status: Hangar Expansion – Paul Kosubinsky – deferred until July meeting
 - Status: defining requirements for Flight Academy – work in progress
 - Status: defining requirements for Maintenance facility (mechanical and avionics) – work in progress
- 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.
- 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 – delayed and work in progress – revision involves a considerable amount of coordination before presentation to Publics Works and Board of Supervisors for approval.
 - Doing business with and at KFRR
 - ★ A work process flowchart document / diagrams is being worked on – in progress

PUBLIC COMMENT

MOTION TO ADJOURN

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DRAFT Warren County Organization Flow
AIRPORT COMMISSION

