

Front Royal – Warren County Airport Commission
JULY 20, 2022
Special Meeting: 7:00 PM to 9:00 PM – DRAFT AGENDA
Warren County/ Front Royal Regional Airport (KFRR)

GENERAL

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

CHAIRMAN REPORT

- Role and responsibilities of Airport Commission
 - Fine-tuning the process
 - Evolution

REPORT FROM BoS REPRESENTATIVES AND COUNTY

- Vicky Cook
- Jay Butler
- Status of RFPs / contracting opportunities – Ed, Alicia or Mike

OLD BUSINESS STATUS REPORTS

- Silent Falcon – Hannah Goelz
- Applications submitted to County after May Airport Commission meeting
- Planning for community events
 - Report from Car and Flight show subcommittee – Sean Roe/John Smith Jr
- Other Projects
 - New Hangar buildouts
 - ✦ Discussions with PHI – requirements submitted by PHI
 - Community Relations

FBO SERVICES AND OPERATIONS – ROCK SKOWBO

- Hangar maintenance
- Runway lights
- Fuel farm analysis by Titan – quantify cost of upgrades and generate plan
- Other maintenance items
 - Priority list of other items that need to be addressed

DIRECTOR OF PUBLIC WORKS – Mike Berry

- Warren County project status
 - Security Camera / gate update
 - Asphalt maintenance
 - ✦ Review of meeting yesterday with Talbert and Bright; Paul Kosubinsky in attendance with Mike Berry.
 - Cipher locks on all terminal doors
 - Signs for no trespassing, authorized personnel only, hangar rental customers only, etc.
- County Financial report
 - 2022 Budget performance to date and FY23 Budget Planning
- Review and update AIP (Airport Improvement Plan) from Talbert and Bright

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- Airport Superintendent – Jake Snider
 - Status

NEW BUSINESS

- Discussion about revising lease rate calculations – in progress
 - Hangar lease rate --- Based on square footage of hangar space leased
 - ✦ Standard for all leaseholders
 - Undeveloped land lease rate
 - ✦ For PPP relationship and cost of building hangars by independent investors
- Fuel farm analysis and proposed expenses to upgrade
 - Quantify cost of upgrades and generate plan to accomplish

ONGOING – Work in Progress

- Participation with the general County community
- Work in Progress
 - Status: Hangar Expansion – Paul Kosubinsky
 - Status: defining requirements for Flight Academy
 - Status: defining requirements for Maintenance facility (mechanical and avionics)
- 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 – in progress
 - Doing business with and at KFRR
 - ✦ A work process flowchart document / diagrams is being worked on
 - Checklist for applicants for documentation required / routing slip to track progress

PUBLIC COMMENT

MOTION TO ADJOURN

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DRAFT Warren County Organization Flow
AIRPORT COMMISSION

