

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

GENERAL

- Call to Order & Pledge of Allegiance
- Adoption of Agenda and Minutes from May meeting.
- Adoption of Roberts Rules of Order

CHAIRMAN REPORT

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

Ken Roko reported that the Airport Commission acts in an advisory capacity to the Board of Supervisors and the County. The Commission does not have decision making authority which is held by the Board of Supervisors. This include but not limited to leases and other contract documents. The Commission has evolved to be increasingly active in Airport Operations and promoting

REPORT FROM BoS REPRESENTATIVES AND COUNTY

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

Ed Daley reported that the RFP for FBO and Maintenance will be publicized shortly. Discussion about issuing a combined RFP for those services ensued and stated that a respondent to the RFP can provide their response for either or both of the services requested.

OLD BUSINESS STATUS REPORTS

- Silent Falcon – Hannah Goelz

Ken Roko reported that Hannah Goetz submitted her email to the Commission informing that she is relocating to New Jersey to work more closely with the FAA on behalf of Silent Falcon. This was confirmed with Grant Bishop.

Ken Roko reported that in conversations with Grant Bishop SF wants to expand its employee footprint at the airport and rent the house located at the airport for office space. Vickie Cook and Grant toured the space which Grant deemed as acceptable. The County is working on a pricing model. Grant also has to provide his IT and connectivity requirements to the County.

- Applications submitted to County after May Airport Commission meeting

No new applications have been submitted to the County for operating businesses at the airport.

SKYDIVE FRONT ROYAL's application was approved since the last meeting and starting operations.

Ken Roko suggested that the Commission provide to the County a checklist that would be provided to all applicants who are applying to do business at KFRR. This will help clearly define the process (and projected timeline) for the future applicants about what is required of them and the expectations for completion of the process.

- Planning for community events
 - Report from Car and Flight show subcommittee – Sean Roe/John Smith Jr
 Sean Roe and John Smit Jr. reported that the initial stages for planning the event has begun. Discussion ensued concerning the date of the event and not to compete with other events on the County calendar. The Commission decided to select October 8th. More details to come at our September meeting.
- Other Projects
 - New Hangar buildouts
 - ✦ Discussions with PHI – requirements submitted by PHI
 PHI submitted their requirements for a new hangar and the document is attached. The AIP for KFRR had included a new location for PHI in the 5 to 10 year plan, but the Commission and County agreed to move the timeline forward for considering within the current 5 year plan and include in a planned environmental impact study that is partially funded by DOAV and FAA. The goal is to relocated PHI to the opposite side of the runway to permit their own flight plan outside to the normal flight approach / take off as well as located of their Jet-A Fuel tank which is currently only used by their team for their emergency helicopters.
 - Community Relations
 Discussion concerning involvement of other organizations in our planned October KFRR event. Other outreach opportunities exist with RMA and SF that were intended to be discussed with renewal of existing or new hangar / space leases. More to come on that.

FBO SERVICES AND OPERATIONS – see update below

- 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
 To be completed and ready for FOB issuance in September.
 - Asphalt maintenance
 - ✦ Review of meeting yesterday with Talbert and Bright; Paul Kosubinsky in attendance with Mike Berry.
 Work completed on Asphalt. Looks good as well as repainting lines.
 - Cipher locks on all terminal doors
 Outstanding item
 - Signs for no trespassing, authorized personnel only, hangar rental customers only, etc.
 Outstanding item
- County Financial report
 - 2022 Budget performance to date and FY23 Budget Planning
 On target – no surprises.
- Review and update AIP (Airport Improvement Plan) from Talbert and Bright
 Paul attended to represent the Commission. Environmental study to be started once paperwork is finalized. AIP will need to be updated to include SKYDIVE parachute operations.

- Airport Superintendent – Jake Snider
 - Status

Jake Snider is on board and becoming productive quickly. Will be a good asset to the Airport.

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

Discussion is continuing regarding the \$\$ to be charged for developed and undeveloped sq footage; this will be necessary when discussing with PHI for their new hangar and long term lease – see motion approved below

- Fuel farm analysis and proposed expenses to upgrade
 - Quantify cost of upgrades and generate plan to accomplish

To be further discussed with future FBO provider as a result of the RFP.

ONGOING – Work in Progress

- Participation with the general County community

Continuing identifying outreach opportunities to include various sectors of the County.
- Work in Progress
 - Status: Hangar Expansion – Paul Kosubinsky
 - Status: defining requirements for Flight Academy
 - Status: defining requirements for Maintenance facility (mechanical and avionics)

RFP for maintenance to be released.

Tom Schweitz provided comments about his long term relationship with the airport and his P/T maintenance shop at KFRR. Tom gave a summary of his work at Winchester and requested consideration for his renewal of the lease of the hangar.
- 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.

Expenses for the Airport are within budget and details of the infrastructure grant for the Airport are under review. Ed Daley commented that since the Commission has paid off his past obligation for previous hangar builds, \$\$ is available to build new hangars.
- Process Improvement
 - Airport Rules and Regulations – in progress

Still in editing stages.
 - 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

See note above in opening comments.

MMSDA (Motions Made, Seconded, Discussed and Approved)

- **To proceed with the planning and schedule to hold the Wings and Wheels event at KFRR on October 8, 2022**
 - The subcommittee (to report to the Commission at next meeting about the specifics and details).
 - Coordinate with other County event coordinators for publicizing the event
- **Guidelines for issuing FOBs / Key FOBs will be distributed to only:**
 - Hangar Tenants
 - Tie down leases

- In the event an aircraft has multiple owners (as is in a club or partnership, only the owners/partners of the aircraft will be issued a Key FOB)
- Employees of services being provided at the airport. (i.e., PHI, maintenance personnel, etc.)
- In the case of clubs such as the soaring club. Only those members who have hangar leases and gliders in the hangar will be issued a FOB. If they have a key to the hangar, then they should have a FOB (unless the soaring club has unauthorized copies of the hangar door locks that they have distributed to their members).
 - ✦ Also, the registered tow pilots of the soaring club will be issued a FOB.
- All customers of KFRR must complete a contact form prior to issuance of key FOB
- The first issued FOB will be free. If a Key FOB is lost a \$50 fee will be assessed.
 - ✦ The lost FOB will be disabled.
- Transferring or loaning a FOB to another individual who is not the authorized user of that FOB is prohibited and will result in cancelling or access and forfeiture of the FOB.
- **UNDEVELOPED LAND LEASE RATE**
 - After discussion, the motion was made and approved that the current undeveloped land lease rate at Airport is \$.20 per sq ft. This can be used as a basis for discussion about hangar builds, etc.

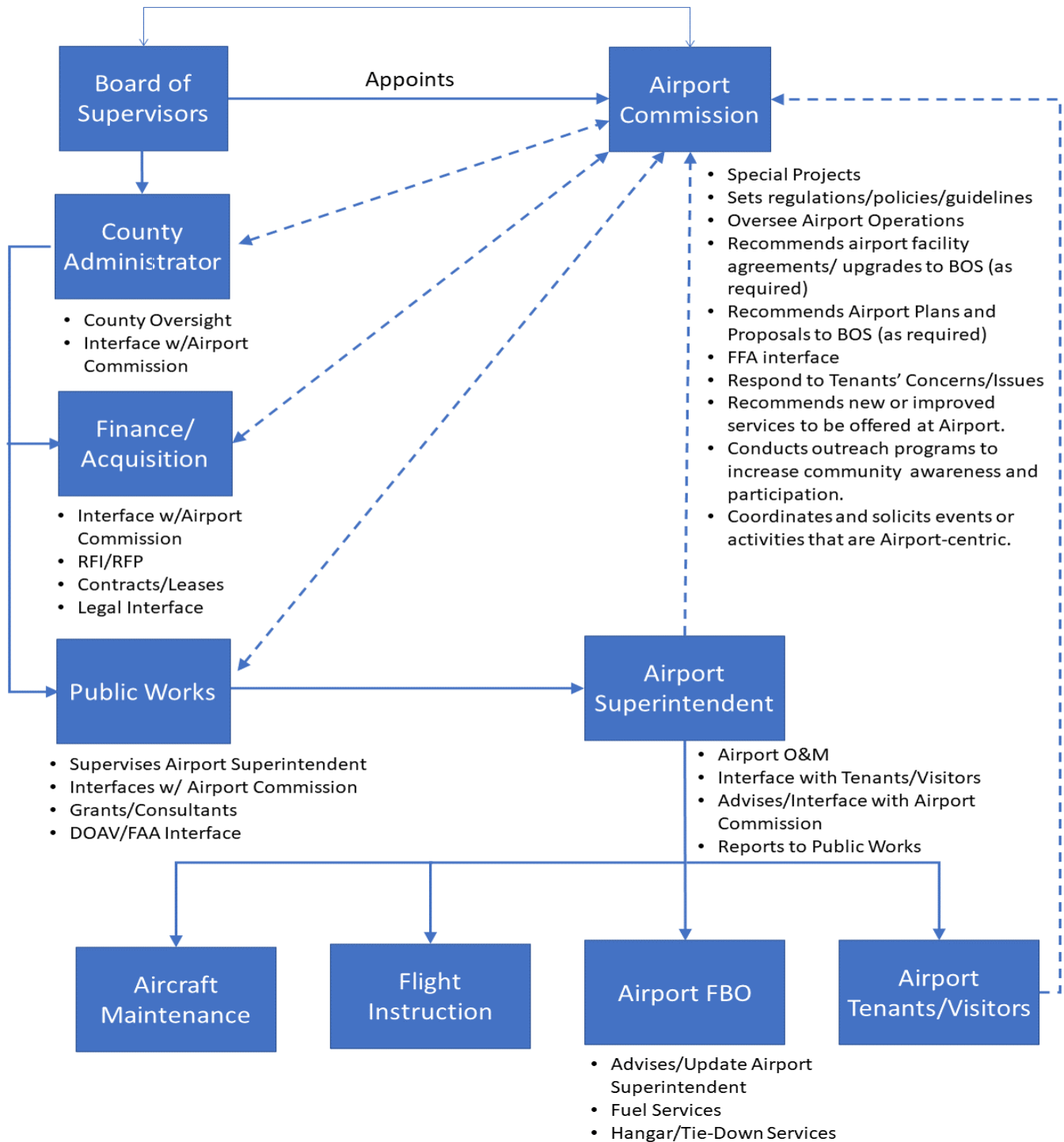
MOTION TO ADJOURN

- **MEETING ADJOURNED at 9:06 PM**

DRAFT Warren County Organization Flow

AIRPORT COMMISSION

Advises and/or requests for approvals



From: Gregory Enzler <genzler@phiairmedical.com>
Sent: Friday, July 15, 2022 8:14 AM
Cc: Mike Berry <mberry@warrencountyva.net>
Subject: Re: Voicemail

Good Morning Ken,

In follow up to our meeting from last week, here is the major needs for us for a dedicated hangar space.

- Roughly 50x50 hangar, this is about what our current space is, just in an odd shape in one side due to the tea hangars.
- Vertical clearance of 16 feet at door/structural beams
- Office space roughly 1500 sq. feet
 - We don't have a specific requirement for the layout, but would be looking for the following things
 - 4 office rooms
 - Kitchen
 - Common Room
 - Storage closet
 - 2 bathrooms (1 with shower)
 - Space for laundry (could also go in the hangar)
 - High speed internet connectivity
 - Exit from office to outside and from office to hangar
- If possible while they were pouring the concrete for the hangar, we would need a small concrete pad 50 feet away from the hangar to store the fuel system.
- Would likely also need a concrete pad for the aircraft to park on (the asphalt in the current location started to warp due to the AC weight)
- Parking

Let me know if I can get you any more information or if I can help move forward in any way.

Thanks,

Gregory Enzler, MBA, NRP, FP-C
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