

Front Royal – Warren County Airport Commission
SEPTEMBER 21, 2022 DRAFT AGENDA
Special Meeting: 7:00 PM to 9:00 PM
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 / communications
- Plane landing on Route 66 – originated from Winchester / Reported by Nick Szabo

REPORT FROM BoS REPRESENTATIVES AND COUNTY

- Vicky Cook
- Jay Butler

ONGOING – Work in Progress

- Silent Falcon
 - Presentation – KFRR data captured by SF UAS
- Report from Car and Flight show subcommittee – Sean Roe/John Smith Jr
 - Scheduled for October 8 at KFRR
- Outstanding Projects / Items
 - New Hangar buildouts
 - ✦ No new discussions with PHI yet about requirements submitted by PHI on July 15
 - ✦ Ed Daley commented at the last meeting that since the Commission has paid off his past obligation for previous hangar builds, \$\$ is available to build new hangars.
 - ✦ Propose to form new subcommittee with Paul Kosubinsky and Ken Roko to pursue adding new hangar capacity at KFRR
 - Community Relations
 - ✦ No new discussions to date with RMA or SF concerning opening outreach opportunities at airport for community participation
 - ✦ Continuing to identify opportunities
 - FOB issuance
 - ✦ In process – revised form to be used when issuing FOBs
 - Cipher locks on all terminal doors
 - Signs for no trespassing, authorized personnel only, hangar rental customers only, etc.
 - AIP
 - ✦ Update AIP to include SKYDIVE FRONT ROYAL parachute operations
 - ✦ Paperwork required to start environmental study to include proposed new PHI hangar
 - Updated lease and tie down agreements
 - Process improvement
 - ✦ In process - Airport Rules and Regulations
 - ✦ In process – checklist for doing business at KFRR

WARREN COUNTY UPDATES

- Public Works / Airport Superintendent – Mike Berry, Mike Coffelt, Jake Snider
 - Security Camera / gate update
 - Asphalt maintenance
 - Runway lights
 - Hangar Maintenance
 - Grounds maintenance
 - Any outstanding or new items
- Administration – Ed Daley, Alisa Scott
 - County Financial report
 - ✦ 2022 Budget performance to date and FY23 Budget Planning
- Outstanding Projects / Items
 - RFP status
 - Fuel farm analysis and proposed expenses to upgrade
 - Funding opportunities for KFRR (DOAV and/or FAA or other)
 - ✦ 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.

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
 - ✦ MMSA at 07/2022 AC meeting – charge \$.20 per sq ft for vacant land

PUBLIC COMMENT

- Comments from Bill Lacy concerning experience with hangars at the Dublin Virginia KPSK airport
- Other comments

MOTION TO ADJOURN