

Meeting Minutes
Front Royal – Warren County Airport Commission
SEPTEMBER 21, 2022 AGENDA
Warren County/ Front Royal Regional Airport (KFRR)

GENERAL

- Call to Order & Pledge of Allegiance **2100**
- Adoption of Agenda and Minutes from May meeting. **Approved**
- **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
 - **General discussion of incident and reporting collaboration with Winchester Airport.**

REPORT FROM BoS REPRESENTATIVES AND COUNTY

- Vicky Cook
- Jay Butler

ONGOING – Work in Progress

- Silent Falcon
 - Presentation – KFRR data captured by SF UAS
 - **Pavement is one of the most expensive/costly elements of an airport. 1 of the ways we can receive more federal funding (FAA) is through demonstrating that our airports pavement needs attention. SF has unique capabilities in determining pavement condition.**
- Report from Car and Flight show subcommittee – Sean Roe/John Smith Jr
 - Scheduled for October 8 at KFRR **0900 to 1400**
 - **Wings and Wheels Notes:**
 - **Hot dog vender scheduled / ice cream truck to swing through during the event.**
 - **DJ is booked and confirmed**
 - **Porta potties are already set up at the airport**
 - **Demonstrations**
 - **Stearman**
 - **Skydive Front Royal**
 - **Skyline Soaring Club**
 - **PHI static display**
 - **Insurance for the event will be less than \$300**
 - **Sean Roe will reach out to the Fire Dept for participation**
 - **Vicky Cook will look into Raffle Ticket Rule**
 - **Tandem jump give away**
 - **Stearman rides**
 - **Recommended everyone to use social media to get the word out about the event**
- Outstanding Projects / Items
 - New Hangar buildouts
 - **Tenant Jack Molenaar expressed interest in building new hangar at KFRR.**
 - 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 **with Mike Berry**
- 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 **Jake Snider will be issuing FOBs**
- Cipher locks on all terminal doors **Cipher locks will be installed; electronic too expensive**
- Signs for no trespassing, authorized personnel only, hangar rental customers only, etc.
 - **Mike Coffelt to follow-up**
- 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 **Vicky Cook to follow-up with Alisa**
- Process improvement
 - In process - Airport Rules and Regulations **Work in progress**
 - In process – checklist for doing business at KFRR **Ken will have this completed by next meeting**
 - **The Commission and Tenants agree that a meeting should be held amongst all airport operators and tenants to better coordinate air and ground operations at the airport so that operations at the airport run smoothly and safely. Include Skydive FR, Skyline Soaring, and proposed Bi-plane ride / Stearman operations.**

WARREN COUNTY UPDATES

- Public Works / Airport Superintendent – Mike Berry, Mike Coffelt, Jake Snider
 - Security Camera / gate update
 - Asphalt maintenance
 - Runway lights
 - **Rotating Beacon is being obscured from view to the North of the Airport by trees. Mike Berry and Mike Coffelt have been made aware of this and will follow-up on remedies.**
 - Hangar Maintenance
 - Grounds maintenance
 - Any outstanding or new items
- Administration – Ed Daley, Alisa Scott
 - County Financial report **No new information --- on budget**
 - 2022 Budget performance to date and FY23 Budget Planning
- Outstanding Projects / Items
 - RFP status
 - **Vicky Cook: The RFPs are under review and process should be completed soon.**
 - 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
 - **Request that the airport superintendent generate an email list for all operators/tenants of KFRR**
 - **Bill Lacey**
 - **Provided a short presentation on how we can build hangars at KFRR.**
 - **Mr. Lacy is a Class A contractor**
 - **Mr Lacy has past experience in building hangars at an airport (KPSK)**
 - **Mr. Lacy has an interest in building hangars with Warren County at the airport.**
 - **Propose to meet with Ken Roko, Paul Kosubinsky, and Mike Berry to move this forward.**

MOTION TO ADJOURN 2030