

Front Royal – Warren County Airport Commission
November 30, 2022
Meeting: 7:00 PM to 9:00 PM – DRAFT AGENDA
Warren County/ Front Royal Regional Airport (KFRR)

GENERAL

- Call to Order & Pledge of Allegiance
- Approval of minutes from September 21 Meeting.
- Adoption of Agenda for this meeting / Roberts Rules of Order

OLD BUSINESS

- Brief overview about the success of 1st Annual Wings and Wheels event – Sean Roe
 - Wings and Wheels expense report (supplies, county labor, music, etc.)
 - Discussion about holding 2nd annual Wings and Wheels (and other activities to be named) in May 2023; recommend that Sean Roe continue as PM for 2nd Annual Wings and Wheels in 2023
 - More interaction with Warren County Public Schools and attracting younger audiences needed

NEW BUSINESS

- Airport tenant, etc. County group email address creation to facilitate easier communications
 - Discussion: Request to County to create and maintain a County group email address (such as Tenants@KFRR.warrencounty.gov or an address that the County IT Director considers appropriate) to contain email addresses for all hangar and tie-down lease holders, authorized operators at the airport, Airport Superintendent, Airport Commission members and county personnel involved with the airport so that that, when required, **all can be easily contacted in the case of an emergency or providing information relevant to all tenants** (such as gate is inoperative). Currently there is no vehicle for doing so. A message can be sent to this address, and then forwarded to the external email addresses in the group email list. **For security and system capacity reasons, no attachments will be allowed to be sent to this group email address nor email replies (to prevent a DDoS incident to overload the network or mail server).**

ONGOING OPERATIONS AND PROJECTS

- Silent Falcon
- SkyDive Front Royal
- Skyline Soaring Club
- Terminal Operations
- Projects / Work in Progress
 - New Hangar buildouts
 - Paul Kosubinsky and Ken Roko met with Bill Lacey to begin discussions about building a hangar on one of the two available pads. Bill has moved to the area and wishes to move his plan to KFRR (not interested in tie down). A future meeting is being planned between Paul Kosubinsky, Ken Roko, Mike Berry with Jack Molenaar to layout specifics. A separate meeting will be planned with Greg Enzler (PHI) to talk specifics for their hangar.
 - Need to create economic model to outline financial impact and benefit to KFRR
 - Undeveloped land lease rate : MMSA at 07/2022 AC meeting – charge \$.20 per sq ft for vacant land; to be used when considering private participation in hangar builds
 - Community Relations; continuing to identify opportunities
 - Process improvement
 - Discuss how our separate entities at the Airport can coordinate operations within Airport to promote airport safety operations: schedule regular meetings (perhaps weekly) to better coordinate air and ground operations at the airport.

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WARREN COUNTY UPDATES

REPORT FROM COUNTY and BoS REPRESENTATIVES - Vicky Cook, Jay Butler, Ed Daley, Alisa Scott, Mike Berry, Mike Coffelt, Jake Snider

- AIP – Mike Berry
 - Update AIP to include SKYDIVE FRONT ROYAL parachute operations
 - Paperwork required to start environmental study to include proposed new PHI hangar
- Public Works / Airport Superintendent – Mike Berry, Mike Coffelt, Jake Snider
 - Cipher locks – Mike Coffelt
 - Rotating Beacon: progress to remove trees that are blocking visibility of rotating beacon from the North of the Airport – Mike Berry and Mike Coffelt.
 - Airport Signs Mike Coffelt
 - Gate Operations – status
 - Issuing FOBs to tenants – Mike Coffelt, Jake Snider
 - Discussion about issuing FOBs to Soaring Club
 - Other maintenance items – status
- Administration – Ed Daley, Alisa Scott
 - Status of FBO RFP
 - Status of Maintenance RFP
 - Renewal of leases with Airport tenants
 - Revision to tie-down agreement?
 - Status of Airport Fuel farm operations / Prokee program
 - County Financial report
 - FY22 Budget performance to date – can we be on distribution list for reports via email on a regular basis and receive the reports one week prior to the Airport Commission meeting??
 - When do we start FY23 Budget Planning? The Airport Commission needs to be involved in the planning process / budget meetings.
 - Discussion about revising lease rate calculations – in progress
 - Hangar lease rate --- looks at options for hangar lease rate based on sq ft of hangar space
 - ⑩ Standard for all leaseholders
- Airport Funding – Ed Daley
 - Status of Infrastructure Airport grant for Warren County ... allocation of \$159,000 for FY22. A part of the \$790,000 total grant to Warren County.

PUBLIC COMMENT

MOTION TO ADJOURN

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DRAFT Warren County Organization Flow
AIRPORT COMMISSION

