

Front Royal – Warren County Airport Commission
January 31, 2023
Meeting: 7:00 PM to 9:00 PM – DRAFT AGENDA
Warren County/ Front Royal Regional Airport (KFRR)

The Airport Commission meeting date was changed from January 18th to January 31, 2023, due to conflict of schedules. When the change was made on January 12th, all parties were informed and according to the County calendar, this date did not conflict with any published County meetings.

GENERAL

- Call to Order & Pledge of Allegiance
- Waive meeting minutes from Nov 30, 2022
- Adoption of Agenda for this meeting / Roberts Rules of Order

ONGOING OPERATIONS AND PROJECTS

- Silent Falcon as FBO --- welcome and overview of FBO and terminal operations
- SkyDive Front Royal
- Skyline Soaring Club
- Aircraft Maintenance Shop – welcome and overview of changes in process and services to be provided.
- Other Airport Operations / Activities
 - General aviation – various tenants (RMA, SF, etc.)
- Airport Superintendent
 - FOB issuance: Status
 - How many FOBs issued? How many remaining in stock?
 - Request follow-up & email addresses and phone numbers for all FOB holders.
 - Hangar Waitlist / Tie customer list
 - Maintenance items
- Other Airport facilities related questions or issues.

OLD BUSINESS

- Tenant leases - Status of hangar leases for most Airport Tenants
- Future Event planning

WARREN COUNTY UPDATES - REPORTS FROM COUNTY

- AIP - update provided by Mike Berry (see attached)
- FY23 Financial Report
 - The Airport Commission needs advance copies of summary and detailed financial reports related to the Airport Budget to monitor performance and costs charged to the Airport.

NEW BUSINESS

- FY24 Budget process
 - Discuss items and potential wish list for FY24 Airport budget.
 - Request Airport Commission participation in review and approval process.
- Contracts impacting KFRR operations.
 - The Airport Commission requests from the County a copy of the final contracts for FBO Services and Aircraft Maintenance services to monitor performance.
 - Environmental Impact study – work in progress – impacts timeline for building new hangars as well as discussions of new hangar for PHI.
- January 23rd letter from Airport Commission to the County.

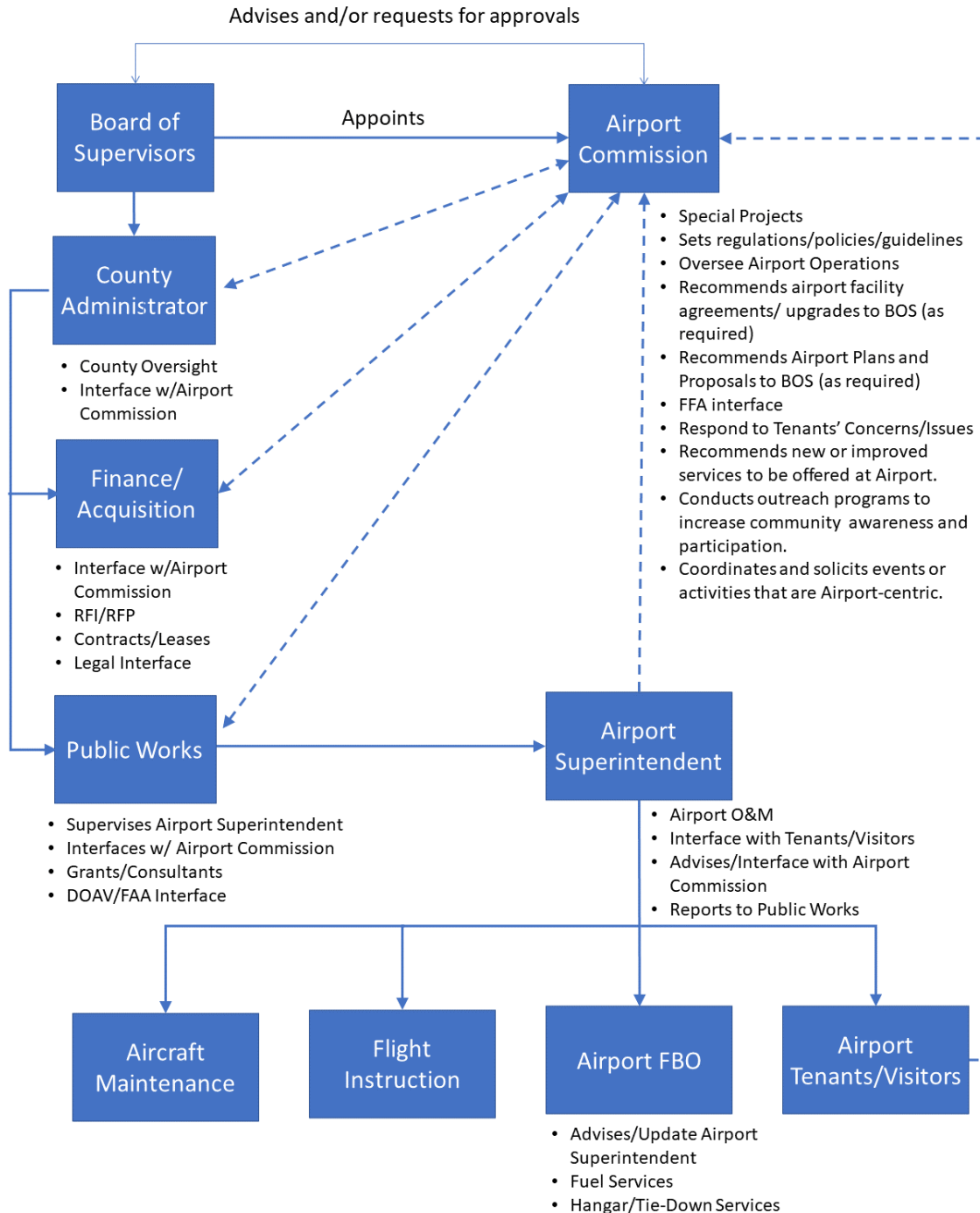
CHAIRMAN's REPORT

PUBLIC COMMENT

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MOTION TO ADJOURN

DRAFT Warren County Organization Flow
AIRPORT COMMISSION



**PROPOSED AIRPORT CAPITAL IMPROVEMENT PROGRAM
FRONT ROYAL-WARREN COUNTY AIRPORT (FRR)**

PROJECT	FAA FY	DOAV FY	FRR FY	BUDGET	FAA	DOAV	FRR	FAA		DOAV	FRR	REMARKS
								AIP	BIL			
												FY23 NPE Available \$600,000 FY23 BIL Available \$304,000
Environmental Assessment for 5-Year Development	2023	2023	2023	\$ 300,000	90%	8%	2%	\$ 270,000	\$ -	\$ 24,000	\$ 6,000	
<i>Box Hangar Buildings - Construction</i>	2023	-	2023	\$ 360,000	90%	0%	10%	\$ -	\$ 304,000	\$ -	\$ 56,000	FY22 - \$159k, FY23 - \$145k
Runway, Taxiway & Apron Rehabilitation - Design	2024	2024	2024	\$ 400,000	90%	8%	2%	\$ 360,000	\$ -	\$ 32,000	\$ 8,000	
<i>Box Hangar Buildings - Construction (Reimbursement)</i>	2024	-	2024	\$ 180,000	90%	0%	10%	\$ -	\$ 145,000	\$ -	\$ 35,000	FY24 - \$145k
<i>Box Hangar Buildings - Construction (Reimbursement)</i>	2025	-	2025	\$ 180,000	90%	0%	10%	\$ -	\$ 145,000	\$ -	\$ 35,000	FY25 - \$145k
Land Acquisition Reimbursement (Nicholson, Menefee & Simpson Properties)	2025	2025	-	\$ 612,000	90%	8%	2%	\$ 550,800	\$ -	\$ 48,960	\$ -	County already purchased
Land Acquisition Reimbursement (Bunch Property)	2025	2025	-	\$ 100,000	90%	8%	2%	\$ 90,000	\$ -	\$ 8,000	\$ -	County already purchased
MedEvac Hangar, Apron & Crew Building	-	-	2025	\$ 2,000,000	0%	0%	100%	\$ -	\$ -	\$ -	\$ 2,000,000	
Runway Rehabilitation - Construction	2026	2026	2026	\$ 2,000,000	90%	8%	2%	\$ 1,800,000	\$ -	\$ 160,000	\$ 40,000	
Taxiway Rehabilitation - Construction	2026	2026	2026	\$ 1,000,000	90%	8%	2%	\$ 900,000	\$ -	\$ 80,000	\$ 20,000	
Apron Rehabilitation - Construction	2026	2026	2026	\$ 500,000	90%	8%	2%	\$ 450,000	\$ -	\$ 40,000	\$ 10,000	
<i>Box Hangar Buildings - Construction (Reimbursement)</i>	2026	-	2026	\$ 180,000	90%	0%	10%	\$ -	\$ 145,000	\$ -	\$ 35,000	FY26 - \$145k
Obstruction Removal (14.5 ac) (Easements/Design)	2027	2027	2027	\$ 100,000	90%	8%	2%	\$ 90,000	\$ -	\$ 8,000	\$ 2,000	
Obstruction Removal (14.5 ac) (Construction)	2028	2028	2028	\$ 150,000	90%	8%	2%	\$ 135,000	\$ -	\$ 12,000	\$ 3,000	