

TO: Airport Commission Members, Reggie Cassagnol, and Bob Childress
FROM: Ken Thurman, Chairman
REF: Airport Commission Meeting

When: Monday, April 10th, 2017
Time: 7:00 PM
Where: Airport Terminal Building

Administration

1. Pledge of Allegiance
2. Approval of Agenda
3. Approval of Meeting Minutes
4. Presentations by the Public/Tenants/Customer Comments
5. Comments by Commission Members

Airport Management

1. Reports

- A. Monthly Management Operating Revenue & Expense Report.
- B. Annual FY 2016/17 Budget.
- C. Annual FAA ACIP Approval.
- D. Potential FY 2017/18 Hanger Lease Increase 7/1/17 – Action Item.
- E. Menefee Property Lease Status.

2. Asset Management

- A. Land
 - 1) Southside obstruction removal/tower lighting project status.
- B. Buildings
 - 1) Reggie's building" Black Sheep Squadron Grille" and museum update.
 - 2) Manager's residence status update.

3. Planning/ALP/Engineering/Financial

- A. Business plan
 - 1) This year's Short Term Budget List of Maintenance/Repair/Ops Projects/Priorities
 - 2) PHI Lease/Future Needs.
 - 3) Pole Barn sub-committee update.
 - Meeting with county supervisors
 - Letters to current tenants posted
 - Email to Merv
 - Hanger Status/Demo
 - Schedule/plans for replacement with Box Hanger
 - 4) Storm Water Pollution Prevention Plan (SWPPP) Update.
 - 5) Equipment Purchase – Replacement Pick-up Truck/Snow Plow.

4. Marketing/Communication/Public Relations

A. Marketing/ Advertising Opportunities for Airport

- 1) Visitor's Center and Tourism
 - Promotion Opportunities new visitors guide, website, Facebook, and on-site
 - State Visitors Guide (National and International)
 - State Visitor Centers (Banners, Post-Ups, and Rack Cards)
- 2) Internet: Web Site Review for Completeness
 - Facebook needs updates
 - Still need section on hangar rentals for airport section of website
- 3) Panel Artwork and Purchase of Pop Up Displays
 - Training Room marketing (Website, Facebook, Chamber, and Visitors Center)
- 4) Still want to do a profile article on the Soaring Club and a follow up on PHI

B. 2017 Virginia Air Show Marketing Plan (10th Anniversary Air Show)

- 1) We need sponsors with Ford pulling out and looking like they will fail to pay us for the last three years (2014-2016). I am still working this issue and will address it with the county attorney.
- 2) Ticket price may have to go back to \$10 for adults with children under 12 free.
- 3) Marketing:
 - Radio ads on 95.3, 92.5, and B105 with ticket giveaways
 - BIG PRIZE Contest for a free airplane rides (Italian Trainer, AT-6, and Steerman?)
 - Website (updated even on event day)
 - Posters, flyers, and rack cards
 - Articles in Northern Virginia Daily, Warren Sentinel, and Warren County Report
 - State Visitor Centers (Manassas and Clear Brooke)
 - These centers see a total of approximately 150,000 visitors per month
 - Front Royal Visitors Center (on-site, Facebook, website, and mailings)
 - Tourism Tuesday(s) plus live with Barry Lee
 - Multiple festival, state tourism, and other websites (Gail Criger)
 - Street banners update and dates secured for Route 55 and Royal

C. 2017 Event possibilities

- 1) 10th Anniversary Virginia Air Show
 - R/C Competition June 3rd-4th (Near D-Day) two-day event (10am – 6pm)
 - Combined with USO Benefit Show (Music and Beer Festival)
 1. Music of today and from the 1940s from 6pm – 10pm Saturday night
- 2) Continue to work with the Appaloosa Festival (Labor Day weekend)

5. Fixed Base Operations

A. Monthly Operations Reports

- T-Hangar and Rentals Status/Waiting list update.
- Current Contract Status, lease rates and price Competitiveness.
- Corporate/Tourist Aircraft Report
- Monthly Cost Avoidance Report and On-Going Documentation

Next Meeting & Adjournment:

- Next Meeting – Monday, July 10th, 2017 at 7:00 PM
- Adjournment

Front Royal – Warren County Airport Commission Minutes
01/23/2017

Meeting was called to order at 7:00pm

In attendance:

Ken Thurman, Reggie Cassagnol, Bob Childress, Bob Gould, Derek Hess, Allen Edwards, Steve Kurtz, and Jim Terry (guest)

Comments and/or Presentations by the public:

None

Comments from the Commissioners and guest:

Allen Edwards – Need to move forward on the fuel farm and Jet A
Security cameras / video update
Jim Terry – Will do the airport history
Ken Thurman – The Ford dealer's ad agency refusing to pay last three years of sponsorship
Will setup meeting with Bob Childress and County Attorney

Southside obstruction removal:

Contract awarded. Working on permits. Will be finished prior to August 26th air show

Manager's house status:

Finishing interior. Likely completion February/March 2017

Pole Barn:

Motion to move forward with new 5-6 bay box hangar passed unanimously. Approximate cost \$550,000. Current tenants to be notified. Current tenant's leases expire in April/May 2017. Current tenants will be given priority for T-Hangar rental at current T-Hangar rental rates. Current tenants have been paying \$51/month for the last 25 years. Current FRR T-Hangar rates are \$316 per month. Box hangar rates at other regional Airports go for \$550 per month (average). Commission to report to the County Supervisors (Ken Thurman and Bob Childress).

Hangar C-1:

Will be rate adjusted as leases expire (RMA and one other).

Equipment Purchase:

Replacement pick-up truck / snow plow expected delivery 3rd week of February.

Potential new event – R/C competition:

Need to address FAA issues and continue discussions with Hobby Hangar

Fixed Base Operations:

Discussed AWAS repair, FAA reports, paint stripping, and parking lot pavement

Meeting adjourned at 8:30pm

Front Royal Warren County Airport
Revenues and Expenditures YTD
July 1, 2016- Mar 31, 2017
(Prior to Year End Adjustments)

Account	Dec 2016		FISCAL YEAR 2016-2017			
	Monthly Budget	Monthly Actual	Annual Budget	YTD Actual	Amount Remaining	Per Cent Remaining
OPERATING REVENUE						
15020-3	\$ 8,505.30	7,050.46	102,063.60	78,143.02	23,920.58	23.44%
	280.54	280.54	3,366.48	2,524.84	841.64	25.00%
	101.00	101.00	1,212.00	606.00	909.00	75.00%
	306.00	306.00	3,672.00	2,754.00	918.00	25.00%
	2,050.00	2,050.00	24,600.00	18,450.00	6,150.00	25.00%
	3,244.16	3,286.33	38,929.92	29,239.61	9,690.31	24.89%
			-	59.70	(59.70)	0.00%
15020-10	1,050.00	3,598.31	12,600.00	8,792.06	3,807.94	30.22%
			-	-	0.00	0.00%
			-	-	0.00	0.00%
24040-1		-		-	0.00	0.00%
31020-1		-	0.00	-	0.00	0.00%
Total Revenue	\$ 15,537.00	\$ 16,672.64	\$ 186,444.00	\$ 140,569.23	\$ 46,177.77	24.77%
OPERATING/PERSONNEL EXPENSES						
81060-1001	\$ 1,350.00	1,350.00	16,200.00	12,150.00	4,050.00	25.00%
81060-3007	333.33	-	4,000.00	130.26	3,869.74	96.74%
81060-3010	125.00	-	1,500.00	1,018.76	481.24	32.08%
81060-5101	1,250.00	1,776.61	15,000.00	11,309.21	3,690.79	24.61%
81060-5102	250.00	524.63	3,000.00	1,202.85	1,797.15	59.91%
81060-5201	16.67	2.38	200.00	3.74	196.26	98.13%
81060-5203	166.67	296.33	2,000.00	1,877.14	122.86	6.14%
81060-5302	583.33	-	7,000.00	5,486.40	1,513.60	21.62%
81060-5401	33.33	116.63	400.00	119.62	280.38	70.10%
81060-5405	50.00	10.37	600.00	307.93	292.07	48.68%
81060-5407	4,166.67	192.98	50,000.00	6,789.74	43,210.26	86.42%
81060-5408	375.00	105.02	4,500.00	1,320.52	3,179.48	70.66%
81060-5411	9.17	-	110.00	-	110.00	100.00%
81060-5415	125.00	12.19	1,500.00	184.85	1,315.15	87.68%
81060-5501	41.67	-	500.00	-	500.00	100.00%
81060-5801	12.50	75.00	150.00	75.00	75.00	50.00%
81060-5898	141.67	111.92	1,700.00	1,068.56	631.44	37.14%
81060-5899	306.92	67.05	3,683.00	1,695.26	1,987.74	53.97%
81060-7001		-	-	175.02	(175.02)	
81060-7002				-	0.00	
81060-7005	416.67	25,596.29	5,000.00	25,596.29	(20,596.29)	-411.93%
81060-7057	5,783.42	5,938.76	69,401.00	53,448.84	15,952.16	22.99%
81060-8824						
81060-8830						
81060-8832						
Total Expenditures	\$ 15,537.00	\$ 36,176.16	\$ 186,444.00	\$ 123,959.99	\$ 62,484.01	33.51%
Surplus/(Deficit)	\$ 0.00	\$ (19,503.52)	\$ 0.00	\$ 16,609.24	(16,306.24)	

FRONT ROYAL –WARREN COUNTY AIRPORT
UN-FUNDED CAPITAL IMPROVEMENT/MAINTENANCE REPLACEMENT NEEDS

<u>PRIORITY</u>	<u>PROJECT/ITEM</u>		<u>STATUS</u>
1	Asphalt Crack Sealing	Runway & Taxiway	Completed 10/12
2	Washer & Dryer Replacement	Manager's House	Completed 5/11
3	New Roof/Overhangs/Guttering	Manager's House	Completed 6/11
4	Painting (Exterior Overhangs)	Terminal Building	Completed 9/13
5	Bathroom Ceiling Replacement	Manager's House	Completed 4/11
6	Security/Safety Lighting	Terminal Parking Lot	Completed 2/11
7	Potable Water Enhancements	Terminal /Manager's House	Completed 8/11
8	Replace Back Porch/Deck	Manager's House	Completed 12/11
9	Replacement Windows	Manager's House	Completed 10/13
10	ADA Bathroom Upgrades	Terminal Building	
11	Metal Folding Chairs	Terminal Building	Completed 4/12
12	Replace Truck	Manager/Operations	Completed 1/12
13	Crawl Space Ventilation Vents	Manager's House	Completed 7/11
14	Access Door Replacement	Pole Barn Hanger	Completed 9/11
15	Hot Water Heater Replacement	Manager's House	Completed 10/11
16	Training Room Upgrades	Terminal Building	Completed 11/11
17	Clean-up/Secure	Menefee Property	Completed 4/12
18	Operations Lighting Upgrades	Jet Pod	Completed 7/12
19	PHI Pavement Markings	Jet Pod Apron	Completed 5/12
20	Portable Toilet Facilities	Mid Field Area	Completed 5/12
21	Beacon Replacement	Mid Field Area	Completed 5/12
22	PHI Parking Upgrades	Mid Field Area	Completed 6/12
23	Septic System Repairs	Airport Property	Completed 4/12
24	Septic System Main Repairs	Mid Field Area	Completed 10/12
25	Paint Beacon Tower	Mid Field Area	
26	Tree Removal North 32 Acres	Mid Field Area	Completed Fall 14
27	Replace BR Counter Top/Faucets	Terminal Building	Schedule Next F.Y.
28	Parking Lot Landscape	Terminal Building	
29	Repair Overhangs	Pole Barn Hangar	Completed 6/13
30	Repair Overhangs/Gutter Install	Terminal	Completed 12/13
31	Closet Shelving	Terminal	Completed 4/13
32	Crawl Space Drainage	Manager's House	Completed 8/13
33	Gen. Upgrades/Maintenance	Menefee Property	Completed 11/13
34	Fuel Farm/Tank Painting	Mid-Field Area	Completed 9/15
35	Remodel	Manager's House	Under Construction
36	PHI Landing Pad	Taxiway	Completed 10/15