

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

Wednesday, January 30, 2008 – 5:00 p.m.
Warrenton-Fauquier Airport – Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:05 p.m. on 30 January 2008 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven	Center District Representative
Dennis Hunsberger	Citizen at Large
Bob Newman	Airport Tenant/Owner
Rick Gerhardt	Cedar Run District Representative

County Staff:

Tony Hooper	Deputy County Administrator
Michael Anderson	Airport Manager
Chrissy Kirby	Administrative Specialist
Vivian McGettigan	Director, Fauquier County Finance

Absent:

Arthur Nash	Marshall District Representative
-------------	----------------------------------

2. Adoption of Agenda:

Dennis Hunsberger moved and Bob Newman seconded a motion to adopt the January 30, 2008 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

No one spoke.

4. Adoption of the Minutes:

Bob Newman moved and Dennis Hunsberger seconded a motion to adopt the October 29, 2007 meeting minutes. The motion carried unanimously.

5. Update – Airport Manager:

Mike Anderson reported on the following items:

Airport Operations

- Two NOTAMS in affect; runway number change and obstructions on approaches
- There are currently 14 individuals on the hangar wait list that have paid a deposit, there were 4 turnovers since October.
- We are collecting rent on 16 tie downs, unchanged since last report.

Fuel Services

- New hours of operation beginning February 1, 2008; 8:00am – 6:00pm.

- Sales

	<u>100LL</u>	<u>JetA</u>	<u>TOTAL</u>
May	9,228.7	1,572	10,800.7 gallons
June	7,917.4	1,150	9,067.4 gallons
July	8,687.1	326	9,013.1 gallons
August	8,711.6	175	8,886.6 gallons
September	9,976.7	2,590	12,566.7 gallons
October	7,444.1	3,716	11,160.1 gallons
November	4,207.4	4,209	8,416.4 gallons
December	3,160.6	2,999	6,159.6 gallons
January	3,324.1	1,292	4,616.1 gallons

- Area Pricing

	<u>100LL</u>	<u>JetA</u>
Warrenton	\$4.45	\$4.05
Culpeper	\$4.30	\$4.00
Stafford	\$4.45	\$4.55
Orange	\$4.35	\$4.25
Manassas	\$4.92	\$4.55

6. Update – Tony Hooper:

Tony Hooper advised the Committee that Jim Van Luven, Mike Anderson and himself met with Holder Trumbo, Peter Swartz and Terry Nyhous on January 30, 2008 to provide these new members of the Fauquier County Board of Supervisors with an overview of Airport Operations. Mr. Hooper indicated that the meeting was positive.

The Committee held brief discussions on the possibility of financial support from the Board of Supervisors.

Mr. Hooper indicated that the Airport Master Plan Update is currently on hold until all obstruction issues are resolved. Additionally, Mr. Hooper advised the Committee that the Master Plan Update would cost approximately \$300,000 and will take one to two years for completion.

Mr. Hooper updated the Committee on the obstruction removal progress. Mr. Hooper indicated that surveys would be completed within four to five months after the County obtains permission from the land owners affected by the obstruction removal process. The Committee held detailed discussions on the ILS/Glideslope requirements.

Mr. Hooper reviewed Committee Membership requirements. Mr. Hooper asked that any current Committee member who wishes to be re-appointed that they should contact their Board of Supervisors representative.

7. Review of FY 2009 Airport Budget Submission:

The Committee reviewed the following draft FY 2009 Airport Budget Submission:

AIRPORT ENTERPRISE FUND

<i>Airport Revenue</i>					
	Revenue Code	Actual 06	Actual 07	Budget 08	Budget 09
Essar Lease	3-504-152200-0001	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 18,000.00
Condo Fees	3-504-152200-0030	\$ 11,372.00	\$ 11,710.00	\$ 12,096.00	\$ 12,096.00
T-hangar 1	3-504-152200-0002	\$ 12,664.00	\$ 12,664.00	\$ 12,664.00	\$ 12,664.00
T-hangar 2	3-504-152200-0003	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	\$ 17,064.00
T-hangar 3	3-504-152200-0006	\$ -	\$ 7,110.00	\$ 12,189.00	\$ 12,189.00
T-hangar 4	3-504-152200-0007	\$ -	\$ 7,110.00	\$ 12,189.00	\$ 12,189.00
County T-hangars	3-504-152200-0005	\$ 134,109.00	\$ 141,276.00	\$ 144,732.00	\$ 151,969.00
Tie Downs	3-504-152200-0004	\$ 14,494.00	\$ 16,680.00	\$ 17,280.00	\$ 17,280.00
Misc. Revenue	3-504-152200-0040	\$ 4,264.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
Maintenance Fee	3-504-152200-0040	\$ 15,367.00	\$ 37,000.00	\$ 40,000.00	\$ 40,000.00
T-Hangar #2 Loan Reimbursement	3-504-189900-0070	\$ -	\$ 1,263.00	\$ -	\$ 9,204.00
Business Annual Fees	3-504-189900-0060	\$ -	\$ 400.00	\$ -	\$ 1,500.00
Unscheduled Maintenance Fee	3-504-189900-0030	\$ -	\$ 750.00	\$ 1,000.00	\$ -
Rental Car Commission	3-504-189900-0051	\$ -	\$ -	\$ -	\$ 400.00
Transfer from General Fund	3-504-415000-0100	\$ -	\$ 12,900.00	\$ 16,000.00	\$ 16,000.00
SUB TOTALS:		\$ 218,710.00	\$ 278,503.00	\$ 297,790.00	\$ 323,755.00
<i>GRANT FUNDING</i>					
	Revenue Code	Actual 06	Actual 07	Budget 08	Budget 09
VDOA/FAA Grant Funding	3-504-244100-0020	\$ -	\$ 5,000.00	\$ -	\$ 133,280.00
SUB TOTALS:		\$ -	\$ 5,000.00	\$ -	\$ 133,280.00

FUELING AND FLIGHT LINE SERVICES

<i>Airport Revenue</i>			
	Revenue Code	Budget 08	Budget 09
100LL & Jet A Fuel	3-505-189916-0010	\$ 298,990.00	\$ 490,000.00
Charts/Maps Sales	3-505-189916-0020	\$ 1,500.00	\$ 2,800.00
Aircraft Services	3-505-188916-0030	\$ 1,500.00	\$ 1,000.00
Vending Sales	3-505-188916-0040	\$ 600.00	\$ - *
Oil/Lubricant Sales	3-505-189916-0011	\$ -	\$ 500.00
Jet Catering Services	3-505-189916-0031	\$ -	\$ 500.00
After Hours Jet Services	3-505-189916-0032	\$ -	\$ 1,000.00
North Ramp Tie-Down Fees	3-505-15200-0010	\$ 4,400.00	\$ 2,000.00
TOTALS:		\$ 306,990.00	\$ 497,800.00
* At this time, there is no revenue being generated from vending machine sales			

FORM E - DEPARTMENT BUDGET DETAIL FY 2009 BUDGET																	
1		2		3		4		5		6		7		8		9	
Department's Name: Fueling & Flight Line Services				Cost Code: 505-086200													
Personnel		FY 2008	FY 2009	Program Name	Program Name	Program Name	New	Department	Budget Office								
		Adopted Budget	Base Budget	Cost Code	Cost Code	Cost Code	Initiative	Total	Recommends								
1101	Salaries - Full Time		\$0	\$0				\$0		\$0							
1301	Salaries - Part Time		\$0	\$0				\$0		\$0							
1302	Salaries - Temp. Employees		\$41,875	\$41,875				\$41,875		\$41,875							
1701	Compensation Board Mbrs		\$0	\$0				\$0		\$0							
2100	FICA		\$3,203	\$3,203				\$3,203		\$3,203							
2210	VRS		\$0	\$0				\$0		\$0							
2310	Health Insurance, Anthem		\$0	\$0				\$0		\$0							
2400	Group Life		\$0	\$0				\$0		\$0							
<i>Subtotal</i>		\$0	\$45,078	\$45,078	\$0	\$0	\$0	\$45,078		\$45,078							
Operating																	
3160	Professional Svcs-Other		\$0	\$0				\$0		\$0							
3165	Credit Card Process Fees		\$9,100	\$9,100				\$9,100		\$9,100							
3320	Maint. Service Contracts		\$1,000	\$1,000				\$1,000		\$1,000							
3500	Printing & Binding		\$1,000	\$1,000				\$1,000		\$1,000							
3600	Advertising		\$1,000	\$1,000				\$1,000		\$1,000							
3840	Services from Other *****		\$0	\$0				\$0		\$0							
5308	Insurance *		\$3,000	\$3,000				\$3,000		\$3,000							
5210	Postal Service		\$0	\$0				\$0		\$0							
5250	Cellular Phones		\$0	\$0				\$0		\$0							
5510	Mileage		\$0	\$0				\$0		\$0							
5410	Rent/Lease Equipment **		\$12,000	\$12,000				\$12,000		\$12,000							
5530	Food & Lodging		\$0	\$0				\$0		\$0							
5540	Convention & Education		\$0	\$0				\$0		\$0							
5810	Dues & Association Mbrshp		\$0	\$0				\$0		\$0							
6001	Office Supplies		\$500	\$500				\$500		\$500							
6012	Books and Subscriptions		\$0	\$0				\$0		\$0							
6014	Other Operating Expenses***		\$900	\$900				\$900		\$900							
6015	Goods for Resale ****		\$415,400	\$415,400				\$415,400		\$415,400							
6025	Computer Supplies		\$0	\$0				\$0		\$0							
6047	Furniture and Equipment		\$0	\$0				\$0		\$0							
6999	Contingency		\$8,822	\$8,822				\$8,822		\$8,822							
<i>Subtotal</i>		\$0	\$452,722	\$452,722	\$0	\$0	\$0	\$452,722		\$452,722							
Capital																	
8201	Machinery/Equipment		\$0					\$0									
8207	ADP Equipment		\$0					\$0									
<i>Subtotal</i>		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0							
Total Budget		\$0	\$497,800	\$497,800	\$0	\$0	\$0	\$497,800		\$497,800							
Revenues																	
Local			\$497,800	\$497,800				\$497,800		\$497,800							
Total Revenues		\$0	(\$497,800)	(\$497,800)	\$0	\$0	\$0	(\$497,800)		(\$497,800)							
TOTAL LOCAL SUPPORT		\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0							

After the Committee reviewed the Airport Budget, Richard Gerhardt recommended that an increase to the County-owned Hangar units be implemented. The Committee held detailed discussions on Mr. Gerhardt's recommendation.

Richard Gerhardt motioned that the County-owned Hangar Units rental rates be increased by an additional 5% effective June 1, 2008. Bob Newman seconded the motion. The motioned passed unanimously.

Mr. Hooper will provide the Committee's recommendation to the Fauquier County Board of Supervisors for approval at their February 2008 Board meeting.

8. Roundtable:

No additional discussions were held.

With no further business Bob Newman moved and Dennis Hunsberger seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 7:00 p.m.

The next Airport Committee meeting will be February 27, 2008 at 5:00 p.m.