

FAUQUIER COUNTY AIRPORT COMMITTEE

MEETING SUMMARY

REGULAR MEETING

Monday, November 27, 2006 – 5:30 p.m.

Warren Green Building – 2nd Floor Conference Room

1. Call to Order:

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 27 November 2006 in the Warren Green Building – 2nd Floor Conference Room, Warrenton, Virginia. In attendance were:

Committee (Voting) Members:

James W. Van Luven	Center District Representative
Arthur Nash	Marshall District Representative
Charles M. Medvitz	Scott District Representative
Dennis Hunsberger	Citizen at Large
Rick Gerhardt	Cedar Run District Representative
Bob Newman	Airport Tenant/Owner

County Staff:

Tony Hooper	Deputy County Administrator
Michael Anderson	Airport Manager
Chrissy Kirby	Administrative Specialist

Staff:

Steve Roszel, Jr.	Essar Aviation
Steve Roszel, Sr.	Essar Aviation
John Hester	Essar Aviation
Michelle Gritzner	Essar Aviation

Absent:

Frank Rader	Lee District Representative
Willis P. Risdon	Citizen at Large

Visitors:

David Fields
Mike Truschel
Ron Gatewood
Jennifer Holloway
Rich Dykes

2. Adoption of Agenda:

Chuck Medvitz moved and Dennis Hunsberger seconded a motion to adopt the November 27, 2006 meeting agenda. The motion carried unanimously.

3. Citizens' Time:

David Fields informed the Committee that earlier in November 2006, he held a fundraiser for Pete Lynn, son of Nancy Lynn who perished in an aircraft incident at the Culpeper Airshow. Mr. Fields indicated that \$2,500 was raised for Mr. Lynn.

4. Adoption of the Minutes:

Jim Van Luven moved and Dennis Hunsberger seconded a motion to adopt the September 25, 2006 meeting minutes. The motion carried unanimously.

5. Update – Airport Manager:

Mike Anderson reported on the following:

Airport Operations

- Currently, there is one NOTAM in affect, “Men and equipment operating adjacent to runway 14/32”.
- The Hangar Wait List now has 13 individuals who have paid a deposit, down from 17. There was one turnover since the last report.
- We are currently collecting rent on 47 County hangars and 12 tie downs. Tie downs are down from 16 since last report.

Airport Construction and Maintenance Projects

- GEI has completed all excavation work on the ILS; C&L Contracting is currently installing the associated antennas and electronic equipment.
- The AWOS is still scheduled for a December start date. Airport staff is currently working on the installation of the access road per request by the State in order to reduce contractor costs.
- The airport identifier (W-66) is to be changed to **HWY (Hotel Whiskey Yankee)** upon commissioning of the AWOS.
- In conjunction with the ILS, AWOS, Runway 14 PAPI relocation and Runway Number change, there are also several obstruction issues which are currently being addressed. More obstructions may be identified as the design work continues on the Runway 32 RNAV–GPS approach procedure.

- Trees along Midland Road on the newly acquired Humphries property have been removed by the Airport with 80/20 State maintenance funding as part of an ongoing obstruction clearance program in conjunction with the ILS project. I have received letters of appreciation from Midland residents and the Midland Church for the improved appearance of the property.
- The airport ALP update kickoff meeting was held on November 21, 2006. Representatives from Campbell & Paris, the FAA and the State were present to discuss issues such as:

ILS Obstruction Issues and Runway Marking Change
Past and Future Land Acquisitions
Environmental Requirements for Construction
Demand for Corporate Hangar and T-Hangar Facilities
Apron Expansion
Possible New Access Road
New Terminal Building

Campbell & Paris estimate that this ALP Update project will be completed by April 1, 2007.

The cut-off date for the August Aviation Board meeting for awards of State Funding is June 1, 2007. (Airport Master Plan)

- The well pump and sewer installation for Hangars 3 and 4 has been completed and both are operational.
- Asphalt installation is complete at hangars 3 and 4.
- Billy Jenkins is currently assisting in the installation of an entrance security system to be funded by a Homeland Security grant in the amount of \$11,627. (see attached project description)

Three bids have been received for Phase I.

Long Fence - \$12,655
Custom Fence and Repair - \$12,139
Dominion Fence - \$8,930

Committee held discussion on additional lighting at the Airport. Mr. Hooper advised the Committee that lighting issues will be discussed during the Airport priority planning meeting in January 2007.

6. Update – FBO:

No report provided.

7. Update – Campbell and Paris Engineers:

Staff from Campbell and Paris Engineers was unable to attend Committee meeting. Mike Anderson reported on the following:

T-Hangars 3 & 4

T-Hangars 3 and 4 have been paved and marked. GEI, the site contractor, is finalizing minor items of the project (i.e. sod, seeding, and fencing). Upon completion of the final items, Campbell & Paris will be scheduling a final walk through with the Virginia Department of Aviation, Fauquier County, and the Airport Manager. Both T-Hangar projects will be closed out by the end of December 2006.

There have been a few reports of standing water in T-Hangar 3. Campbell & Paris have surveyed the site and will be providing the results of the survey this week.

8. Update – Tony Hooper:

Tony Hooper reviewed the following reports which were discussed at length during the Airport Operations/Finance Subcommittee meeting on November 27, 2006:

Airport Revenue					
	Revenue Code	Actual FY2006	Adopted Budget 07	Revised Budget 07	Comments
Essar Lease	3-504-152200-0001	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	FBO Contract Payments
Condo Fees	3-504-152200-0030	\$ 11,372.00	\$ 13,230.00	\$ 11,710.00	Reflects 5% increase effective 2/07 vs. 7/06 projected increase
T-hangar 1	3-504-152200-0002	\$ 12,664.00	\$ 12,664.00	\$ 12,664.00	Land Lease Payments
T-hangar 2	3-504-152200-0003	\$ 14,440.00	\$ 14,440.00	\$ 14,440.00	Land Lease Payments
T-hangar 3	3-504-192000-0020	\$ -	\$ 14,440.00	\$ 7,110.00	Site prep not complete on 7/1 - leasehold payments to begin 12/06
T-hangar 4	3-504-	\$ -	\$ 14,440.00	\$ 7,110.00	Site prep not complete on 7/1 - leasehold payments to begin 12/06
Fuel Fee	3-504-189900-0050	\$ -	\$ 2,000.00	\$ -	Monthly fuel flowage not reached minimal level for fee collection
County T-hangars	3-504-152200-0005	\$ 134,109.00	\$ 146,000.00	\$ 141,276.00	Reflects 5% increase effective 2/07 vs. 7/06 projected increase
Tie Downs	3-504-152200-0004	\$ 14,494.00	\$ 16,500.00	\$ 16,680.00	Reflects 5% increase effective 2/07 vs. 7/06 projected increase (average of 20 tie-downs)
Misc. Revenue	3-504-152200-0040	\$ 4,264.00	\$ 3,200.00	\$ 3,200.00	Revenue from Airport Commercial Operating Permits
Unscheduled Maintenance Fee	3-504-189900-0030	\$ -	\$ -	\$ 750.00	Revenue from Unscheduled Maintenance Permits (\$25/each)
Transfer from General Fund	3-504-415000-0100	\$ 37,341.00	\$ -	\$ 12,900.00	Leasehold & Real Property Tax Collections
Maintenance Fee	3-504-152200-0040	\$ 15,367.00	\$ 46,700.00	\$ 37,000.00	T-Hangar #3 and #4 aircraft will only be billed for 1/2 of year due to incomplete construction of both units.
State maintenace	3-504-244100-0020	\$ -	\$ 35,000.00	\$ 5,000.00	In order to draw State maintenance monies -funds must 1st be expended. No major maintenance equipment purchases will be made during FY2007
TOTALS:		\$ 256,051.00	\$ 330,614.00	\$ 281,840.00	
\$723.00 difference from CAFR that will be researched					

WARRENTON FAUQUIER AIRPORT - FY2007 EXPENDITURES (ACTUAL/PROJECTIONS)													
Item	Actual FY2006	FY2007 Adopted Budget	FY2007 Adjusted Budget	Actual Thru Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Totals
Salaries - Full Time	\$ 73,118.29	\$ 72,236.00	\$ 91,920.00	\$ 23,630.40	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 7,660.00	\$ 84,910.40
Salaries - Overtime	\$ 861.02	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries - Part Time	\$ -	\$ 12,948.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salaries - Temporary	\$ 7,445.00	\$ 3,100.00	\$ 5,900.00	\$ 6,847.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,847.63
Compensation - Board Members	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FICA	\$ 6,212.98	\$ 6,830.00	\$ 6,696.00	\$ 2,294.12	\$ 558.00	\$ 558.00	\$ 558.00	\$ 558.00	\$ 558.00	\$ 558.00	\$ 558.00	\$ 558.00	\$ 6,758.12
VRS	\$ 7,854.53	\$ 9,030.00	\$ 11,424.00	\$ 2,955.37	\$ 738.84	\$ 738.84	\$ 738.84	\$ 738.84	\$ 738.84	\$ 738.84	\$ 738.84	\$ 738.84	\$ 8,866.09
Anthem	\$ 9,428.00	\$ 13,733.00	\$ 9,156.00	\$ 9,155.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,155.00
Workers Compensation	\$ 1,501.43	\$ -	\$ 1,429.31	\$ 476.46	\$ 119.11	\$ 119.11	\$ 119.11	\$ 119.11	\$ 119.11	\$ 119.11	\$ 119.11	\$ 119.11	\$ 1,429.34
Group Life	\$ -	\$ 1,011.00	\$ 1,020.00	\$ 280.92	\$ 70.23	\$ 70.23	\$ 70.23	\$ 70.23	\$ 70.23	\$ 70.23	\$ 70.23	\$ 70.23	\$ 842.76
Subtotal Personnel Costs	\$ 106,421.25	\$ 119,888.00	\$ 127,545.31	\$ 45,639.90	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 9,146.15	\$ 118,809.34
Professional Services	\$ 17,097.34	\$ 1,000.00	\$ 10,000.00	\$ 4,052.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,052.53
Terminal Study	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operational Expenditures	\$ 132,144.34	\$ 167,880.00	\$ 52,050.69	\$ 31,947.20	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 2,512.93	\$ 52,050.70
Local Match - ILS/ AWOS/Capital	\$ 65,631.33	\$ -	\$ -	\$ 15,743.00	\$ -	\$ -	\$ -	\$ -	\$ 62,250.00	\$ -	\$ -	\$ -	\$ 28,934.43
Contingency	\$ -	\$ 41,846.00	\$ 84,244.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING BUDGET	\$ 351,294.26	\$ 330,614.00	\$ 281,840.00	\$ 97,382.63	\$ 11,659.11	\$ 11,659.11	\$ 11,659.11	\$ 11,659.11	\$ 73,909.11	\$ 11,659.11	\$ 11,659.11	\$ 40,593.60	\$ 281,840.00

FORM E - DEPARTMENT BUDGET DETAIL FY 2008 BUDGET																	
1		2		3		4		5		6		7		8		9	
Department's Name:		Cost Code:															
Personnel		FY2006	FY 2007	FY 2008	Program Name	Program Name	Program Name	New	Department	Budget Office							
		Actual	Revised Budget	Base Budget	Cost Code	Cost Code	Cost Code	Initiative	Total	Recommendations							
1101	Salaries - Full Time	\$ 73,118.29	\$91,920	\$94,046	\$94,046				\$94,046								
1201	Salaries - Overtime	\$ 861.02	\$0	\$0	\$0				\$0								
1301	Salaries - Part Time	\$ -	\$0	\$0	\$0				\$0								
1302	Salaries - Temp. Employees	\$ 7,445.00	\$5,900	\$6,000	\$6,000				\$6,000								
1701	Compensation Board Mbrs	\$ -	\$0	\$0	\$0				\$0								
2100	FICA	\$ 6,212.98	\$6,696	\$7,654	\$7,654				\$7,654								
2210	VRS	\$ 7,854.53	\$11,424	\$11,182	\$11,182				\$11,182								
2310	Health Insurance, Anthem	\$ 9,428.00	\$9,156	\$12,144	\$12,144				\$12,144								
2400	Group Life	\$ -	\$1,020	\$1,063	\$1,063				\$1,063								
Subtotal		\$ 104,919.82	\$126,116	\$132,089	\$132,089	\$0	\$0	\$0	\$132,089		\$0						
Operating																	
3160	Professional Svs-Other	\$ 17,097.34	\$1,000	\$5,000	\$5,000				\$5,000								
3310	Repairs/Maintenance-Equip./Structures	\$ 54,642.23	\$5,000	\$8,000	\$8,000				\$8,000								
3311	Repairs/Maintenance-Vehicles	\$ -	\$300	\$300	\$300				\$300								
3320	Maint. Service Contracts	\$ -	\$6,000	\$4,000	\$4,000				\$4,000								
3500	Printing & Binding	\$ 316.97	\$0	\$0	\$0				\$0								
3600	Advertising	\$ 1,934.00	\$0	\$0	\$0				\$0								
3840	Services from Other Governments	\$ 1,958.64	\$500	\$500	\$500				\$500								
4210	Fleet Fuel/Gasoline/Diesel	\$ 2,522.90	\$2,000	\$2,000	\$2,000				\$2,000								
4220	Fleet Parts	\$ 1,042.62	\$1,000	\$1,000	\$1,000				\$1,000								
4230	Fleet Labor	\$ 523.02	\$600	\$600	\$600				\$600								
5110	Electrical Services	\$ 13,153.37	\$17,000	\$17,000	\$17,000				\$17,000								
5210	Postal Service	\$ 1,360.21	\$1,500	\$1,500	\$1,500				\$1,500								
5230	Telephone	\$ 3,513.61	\$3,280	\$4,000	\$4,000				\$4,000								
5250	Cellular Phones	\$ 1,022.49	\$0	\$950	\$950				\$950								
5308	Insurance	\$ 9,407.50	\$8,500	\$9,500	\$9,500				\$9,500								
5410	Rent/Lease Equipment	\$ 7,799.85	\$400	\$400	\$400				\$400								
5510	Mileage	\$ 189.47	\$500	\$500	\$500				\$500								
5530	Food & Lodging	\$ 391.01	\$1,000	\$1,200	\$1,200				\$1,200								
5540	Convention & Education	\$ 1,556.74	\$1,000	\$1,200	\$1,200				\$1,200								
5810	Dues & Association Mbrshp	\$ 470.00	\$300	\$300	\$300				\$300								
6001	Office Supplies	\$ 1,768.75	\$1,000	\$1,000	\$1,000				\$1,000								
6002	Food Supplies	\$ 694.76	\$400	\$100	\$100				\$100								
6003	Agricultural Supplies	\$ 152.99	\$1,000	\$200	\$200				\$200								
6004	Medical & Lab Supplies	\$ 263.24	\$200	\$100	\$100				\$100								
6005	Janitorial Supplies	\$ 2,372.57	\$300	\$300	\$300				\$300								
6007	Repairs & Main. Supplies	\$ 3,633.66	\$7,500	\$7,500	\$7,500				\$7,500								
6008	Equipment & Vehicle Fuel	\$ 3,432.21	\$2,500	\$3,500	\$3,500				\$3,500								
6009	Equipment & Vehicle Supplies	\$ 3,027.24	\$2,000	\$2,000	\$2,000				\$2,000								
6011	Uniforms & Working Apparel	\$ 116.05	\$300	\$0	\$0				\$0								
6012	Books and Subscriptions	\$ -	\$200	\$0	\$0				\$0								
6014	Other Operating Supplies	\$ -	\$100	\$0	\$0				\$0								
6025	Computer Supplies	\$ 593.81	\$300	\$500	\$500				\$500								
6047	Furniture & Equipment	\$ 11,927.84	\$1,200	\$200	\$200				\$200								
6049	Permits	\$ -	\$1,000	\$200	\$200				\$200								
6050	Technology Hardware/Software	\$ 2,356.59	\$1,000	\$500	\$500				\$500								
9999	Contingency	\$ -	\$81,844	\$91,651	\$91,651				\$91,651								
Subtotal		\$ 149,241.68	\$150,724	\$165,701	\$165,701	\$0	\$0	\$0	\$165,701		\$0						
Capital																	
8201	Machinery/Equipment	\$ 14,140.82	\$5,000						\$0								
8207	ADP Equipment	\$ -	\$0						\$0								
Subtotal		\$ 14,140.82	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0		\$0						
Total Budget		\$ 268,302.32	\$281,840	\$297,790	\$297,790	\$0	\$0	\$0	\$297,790		\$0						
Revenues																	
Local			\$263,940	\$281,790	\$281,790				\$281,790								
Transfer from General Fund			\$12,900	\$16,000	\$16,000				\$16,000								
State			\$5,000	\$0	\$0				\$0								
Total Revenues			(\$281,840)	(\$297,790)	(\$297,790)	\$0	\$0	\$0	(\$297,790)		\$0						
TOTAL LOCAL SUPPORT			\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0						

Mr. Hooper advised the Committee that the Operations/Finance Subcommittee has requested an itemized breakdown of how contingency funds will be spent in FY2008. Additionally, Mr. Hooper indicated that the Operations/Finance Subcommittee will meet on January 8, 2007 at 3:00 p.m. at the Warrenton-Fauquier Airport to discuss priorities for FY2008.

Mr. Hooper reviewed the draft Tenant Survey Questionnaire which will be finalized on January 8, 2007 and disseminated to Airport Tenants mid-January. Results of the survey will be compiled and presented to the Committee in February 2007.

Mr. Hooper stated that the Land Acquisitions are completed; however, the grant has not yet been closed out because the Airport Layout Plan Update is included in such grant. Mr. Hooper advised the Committee that at the present time, all major projects at the Airport have been completed until such time as the new Airport Master Plan is completed.

Mr. Hooper indicated that during the November Board of Supervisors meeting, a resolution to increase Airport rental rates was approved. Notices to Airport Tenants have been distributed and the rental increase will be effective February 1, 2007.

9. Roundtable:

Jim Van Luven suggested that the Airport Committee holds its regular meeting immediately following the Airport Subcommittee meeting on January 8, 2007. All Committee members were in concurrence with this suggestion.

Mr. Van Luven questioned if the additional parcel of land which have been recently purchased could be utilized as "day fields" for the Parks and Recreation Department. Mike Anderson will contact the Director of Parks and Recreation in follow up to Mr. Van Luven's suggestion.

Mr. Van Luven advised the Committee that during the January 8, 2007 Committee meeting, elections for Chairman and Vice-Chairman will be held. Mr. Van Luven requested that anyone interested in serving as Chairman and/or Vice-Chairman for the 2007 Calendar Year, to let him or Airport staff know.

David Fields suggested to the Committee to add Rich Dykes and his emergency services to the Tenant Survey and additional information regarding other contractors on site at the Airport.

Mike Truschel asked if all obstruction issues have been resolved regarding any future development at the Airport.

Ron Gatewood requested a status update on the GPS approach at the Airport. Mr. Anderson stated that he had recently spoken with the contractor and work is in progress.

Rick Gerhardt questioned if an alternate Airport Identifier is available. Mr. Anderson indicated that he would contact the FAA to determine if WFA is available and would report back to the Committee in January 2007.

With no further business Dennis Hunsberger moved and Bob Newman seconded to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 6:20 p.m.

The next Airport Committee meeting will be Monday, January 8, 2007 at 5:00 p.m.