



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
WEDNESDAY SEPTEMBER 27, 2023

Commissioners in attendance:

Mr. Paul R. KOSUBINSKY, Chairman
Mr. Sean ROE, Vice-Chairman
Mr. John D. BERT
Mr. Erik Van WEEZENDONK

Representing Warren County:

Mrs. Vickie L. COOK
Mr. Jay BUTLER
Mr. Mike BERRY
Mr. Mike COFFELT
Mr. Jacob SNIDER

Representing the FBO:

Mr. Grant BISHOP

The meeting was called to order by Chairman KOSUBINSKY at 7:00pm.

On a Motion by KOSUBINSKY and BERT, it was decided to table the adoption of the June 11, 2023 minutes until the two new commissioners had the opportunity to review them.

Chairman KOSUBINSKY presented the Airport Commission Positions and Duties:

Chairman: Paul Kosubinsky
Vice Chairman of the Commission: Sean Roe
Secretary: John Smith
Communications: John Bert
Erik Van Weezendonk: Policy and Procedures

Mr. BERT and Mr. VAN WEEZENDONK were introduced as new members of the Commission

Chairman KOSUBINSKY thanked Mr. Jacob SNIDER for submitting the email list for current Tenants of the Airport.

Chairman KOSUBINSKY stated that HE, Mr. VAN WEEZENDONK, and Mr. BISHOP will be working together to update the current Airport Operating Rules and Regulations and that "The Front Royal-Warren County Airport Commission is responsible for the safe operation of the airport and for upholding these regulations and standards" and will "Act as an Advisory Board

for the Board of Supervisors of the County of Warren.” (*from the By-Laws of the Warren County Airport Commission*)

Report of the Public Works Department

- Terminal Interior Update - Work is almost complete. Mr. BERRY thanked his team for their hard work.
- Hangar Build Update - Environmental grants are in place for the two building sites near the current PHI facility and Silent Falcon facility. Scoping is now underway and will be submitted to the Federal government. Funding for the new hangers may be predicated on a county pay; tenant-to-rent basis.
- Status of Tree Topping or Beacon Movement - Plans for tree topping to clear a line-of-sight to the beacon are underway, pending environmental assessment.
- Gravel On Ramps and Taxiway – Chairman KOSUBISNKY spoke about this and stressed the need for regular gravel removal. Mr. COFFELT stated that he has looked in hourly rental of a street sweeper. Chairman KOSUBINSKY, Mr. COFFELT, and Mr. SNIDER to meet next week to prioritize areas needing immediate attention. Mr. VAN WEEZENDONK to look into designating a “run-up” area for aircraft that would be included in this prioritized area.

Mr. BERRY reported that schools are interested in field trips next spring. Also, a Fuel Master update meeting will be happening the first week of October. He also stated that PHI has indicated interest in updating their housing facility.

FBO Update

- Mr. BISHOP recognized Mr. SNIDER for his ongoing work to make the airport look great.
- He also spoke to the benefit of having low fuel prices, being an incentive to transient pilots now coming to buy our fuel.
- He reported that the airport beacon is now working.
- Mr. SNIDER reported that the Obstruction Warning Lights should have been repaired today.
- Mr. BISHOP reported that tree plotting conducted by Silent Falcon has been completed and submitted to the county for tree removal north of the beacon.

- He also recommended an annual review of the Airport Operating Rules and Regulations — possibly each fall —to ensure things don't get old and/or forgotten.
- He recommends using the Tolbert and Bright maps when plotting changes for charts and other procedures.
- Bringing revenue to the airport has been worked on. Ideas are keeping low and competitive fuel prices, having an event each month, especially in down months (Halloween Trunk-or-Treat), pancake breakfasts (fly-in), working with local restaurants for delivery to the airport. Using ForeFlight's FBO tab to sell local restaurants and attractions as a reason to stop.

SkyDive Front Royal Updates

- Mr. Albert Van Jaarsveld reported that they are about to finish their first full season and celebrated their first anniversary in late July. They now have six employees and are proud of their success, spending \$20,000.00 at the Airport for fuel during the 2023 jump season, so-far.
- He asked about removing the ramp parking spot closest to the fuel farm for safety reasons while fueling. Mr. BERRY stated that the spot can be painted over and the tie downs, removed.
- He suggested adding AWOS announcements concerning Glider and Skydiving operations to warn incoming aircraft of increased activity. Mr. BERT was asked to work with the F.B.O. on the announcement particulars. Mr. VAN WEEZENDONK suggested limiting access to AWOS announcement hardware to the FBO.

Skyline Soaring Club Updates:

- Mr. Matt Vosika reported that they are coming into their final two months of the year and the weather this year has been great.

Aircraft Maintenance Shop Updates

- Mr. Tom Schweitz and Mr. Rudy Duenas had nothing new to report.

Friends of Front Royal Airport Updates

- Ms. Mary Ellen Hutchins stated she was happy to see a fully seated Commission.
- Asked about some Tenants wishing to opt for a keycode instead of a fob for gate access. Discussion would be appreciated by a few tenants on this subject.

Randolph Macon Academy Updates

- No representative

PHI Updates

- No representative

OLD BUSINESS

Tenant leases / Status of hangar leases for most Airport Tenants – Mrs. COOK reported they have been busy with other county business but stated she would like to finalize these leases within the next month so that the County can contact Tenants.

Future Event planning

Wings and Wheels Event – after a brief discussion on the best time of the year, Mr. ROE recommended May 11, 2024 as the date of next year's event.

Mr. BUTLER inquired about an air show at the airport. Chairman KOSUBINSKY recommended waiting another season before possibly hosting an air show, building on the Wings and Wheels Event to gain experience.

NEW BUSINESS

Communication – Mr. BERT suggested a quarterly circular or newsletter that would serve to better inform Tenants of happenings and events from the County and FBO. This would give Tenants the opportunity to plan and participate in these events. The circular or newsletter would be sent electronically via a dedicated county email address. Mrs. COOK stated that the County is in the process of reworking the county website and that some of this information could be included there, as well.

Young Eagles Event – Mr. VAN WEEZENDONK suggested creating a youth aviation program based on the Experimental Aircraft Association's Young Eagles program. It was suggested giving it a Warren County mascot name to keep it locally oriented.

Updating the KFRR Rules and Regulations – Mr. KOSUBINSKY reported that Mr. BISHOP has hosted a 15-minute conference call weekly on issues and getting feedback that has been helpful with real-time information.

PUBLIC COMMENT

Mrs. Julie van Jaarsveld addressed the need again for a courtesy car at the airport, stating that she and others have been giving rides to arriving pilots wanting to go into town for a meal. Others in attendance spoke to an airport courtesy car as being a common practice at general aviation airports. Mr. BISHOP reported that Enterprise Rent-a-Car will now deliver cars to the airport, leaving the keys for the arriving pilots and crew at the FBO, when reserved. Mrs. COOK stated her concerns about the liability issues of offering a courtesy car and has asked the Commission to make a report addressing these concerns. Mr. KOSUBISNKY stated he will task the Commission to respond to these concerns and submit those responses in a report to the County.

Mr. VAN WEEZENDONK suggested permitting camping at the airport for those pilots who have business at the airport, stating that a suitable and approved location would need to be sorted out. Mrs. COOK asked that a comprehensive report and plan be submitted to the County since many issues may affect this suggestion.

On a Motion by KOSUBISNKY and ROE, it was decided to Adjourn.