



## **WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES**

**WEDNESDAY NOVEMBER 29, 2023**

Commissioners in attendance:

Mr. Paul R. KOSUBINSKY, Chairman

Mr. John D. BERT

Mr. John SMITH

Mr. Erik Van WEEZENDONK

Representing Warren County:

Mrs. Vickie L. COOK

Mr. Jay BUTLER

Mr. Mike BERRY

Representing the FBO:

Mr. Grant BISHOP

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

KOSUBINSKY stated he was consolidating all past Meeting Minutes for public availability.

BERRY stated that he could forward them to him to be sent on for addition to the County public website.

On a motion by KOSUBINSKY and BERT, all past Minutes were adopted.

On a Motion by KOSUBINSKY and BERT, the meeting agenda was adopted.

It was requested by the County that all issues from Tenants at the Airport be channeled through the Commission and sent to the proper personnel at the County by the Commission. COOK stated that the Commission will have a dedicated Warren County email address. In addition, the new County website will have an electronic form on the Airport page, giving tenants the opportunity to submit issues. These issues will automatically be sent to the new Commission email. Issues will then be sorted and sent to the County to be addressed.

NICK SABO, Winchester Regional Airport Manager, gave a presentation on the Virginia Airport Operators Council (VAOC) and the benefits of that organization to smaller, regional airports in Virginia. Aviation Education, Advocacy, and Community are some of the tenants of this organization.

## **Reports of Committees**

- WEEZENDONK made a Committee Report, stating that he has been in contact with all the businesses that utilize the airport services to gain input for changes to the Airport Rules and Regulations update. These will then be incorporated into the update. COOK asked that a mark-up copy of the previous rules be included when the presentation is made to the County. Information should be gathered by the beginning of February 2024 with a presentation to the Commission at the next meeting.
- JULIE Van JAARSVELD made a Committee Report and digital presentation for the acquisition and management of an Airport Courtesy Car. After the presentation and much discussion, it was decided to incorporate these changes into a final proposal to be formally adopted by the Commission at their next meeting, then forwarded to the County for approval.

## **Report of the Public Works Department**

- BERRY thanked his team for their continuing efforts at improving the appearance of the Airport. He then updated the Commission on the progress of the new hangers.
- There was discussion of establishing a maintenance SOP for the hangers.

## **FBO Update**

- BISHOP introduced new Silent Falcon team members who will be working for the FBO. He brought up the Hanger Waiting List and it was suggested that a one-month lease deposit be submitted by all individuals wishing to be placed on the waiting list, which will be applied to the first month's rent upon receiving one. In addition, it was suggested that, when being placed on the waiting list, the application process should be started to expedite the process of moving into the new hanger, ensuring a smooth transition when open hangers become available.

## **OLD BUSINESS**

- BERT updated the Commission on the progress of the Newsletter and Communication chain at the airport, indicating that changes suggested have been addressed.

## **NEW BUSINESS**

- KOSUBISNKY reported he spoke with BERRY concerning the return of some of the items previously displayed in the terminal following the recent restoration and that BERRY was agreeable. COOK asked if JAKE SNIDER could work in adding some of these items back in.

- SMITH suggested getting airport promotional items for sale in the terminal to help promote the Airport.

## **PUBLIC COMMENT**

### **Skydive Front Royal Update**

- SKYDIVE FRONT ROYAL reported on the recent filming of television show at the Airport and thanked all who helped make it happen, saying the production team was appreciative and that it was a success. It was suggested that the County and Commission work on a media SOP for any future productions at the Airport.

### **PHI Update**

- BERT reported that he had been asked by PHI about the status of the tree removal around the airport beacon and/or any information about possibly raising the beacon to offer a clear view when approaching to land at night. BERRY reported that there is a plan underway for the elevation of the current beacon.

### **Misc.**

- WEEZENDONK publicly thanked the Airport Superintendent for attention to a maintenance matter as well as thanking the Friends of FRR for the Christmas lighting of the F-86 fighter.

On a motion by KOSUBINSKY and SMITH, the meeting was adjourned. Next Airport Commission Meeting set for Wednesday February 28, 2024.