



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
MONDAY JUNE 10, 2024

Commissioners :

Mr. Paul R. KOSUBINSKY, Chairman
Mr. Erik VAN WEEZENDONK, Vice-Chairman
Mr. John D. BERT, Secretary
Mr. Sean ROE
Mrs. Julie VAN JAARSVELD

Representing Warren County:

Mr. Jay BUTLER
Mr. Mike BERRY
Mr. Jacob SNIDER
Mr. ZACH HENDERSON

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

On a motion by KOSUBINSKY and ROE, the minutes from the previous meeting were approved.

On a Motion by KOSUBINSKY and VAN WEEZENDONK, the agenda for the meeting was adopted.

COMMISSION REPORTS

KOSUBINSKY stated that once again, the Commission was fully seated and introduced VAN JAARSVELD as the newest member. He went on to say that in addition to having a full Commission, having a seated Airport Manager and Airport Superintendent was an advantage to moving forward with Airport business.

KOSUBINSKY formed The KFRR Outreach Sub-Committee to be chaired by Mr. Dale WATERS. WATERS will be visiting other local airports to get ideas on how best to continue improvement at FRR.

After discussion, July 11, 2024 was selected as the date of the Traffic Safety Seminar. In addition, Rudy DUEANAS of Front Royal Aeroservices will conduct a Preventative Maintenance class that will be part of the Seminar.

After discussion, BERRY stated that the Commission t-shirts can be displayed and sold in the terminal. BERT reported that he owned a Clover point-of-sale system that could be used to take credit card purchases.

ROE reported that Wings and Wheels 2024 have over 500 attendees and observed no major issues. The pancake breakfast served by member of the Friends of Front Royal Airport was a huge hit. They stated they may be interested in serving another breakfast later this year for a fall fly-in. There is also an interest in inviting a women's aviation group to participate in the fly-in

BERT requested photographs from Wings and Wheels as well other photographs and article ideas for the newsletter as well as the Airport social media sites since he is currently out of the country. He will draft an email request from the tenants. BERT went on to say that the efforts of communication by the Commission amongst tenants, social media sites, and the Airport website are done, not only to benefit the Airport, but to benefit and generate positive exposure of Warren County.

BUTLER thanked the Commission on behalf of the Board of Supervisors for their continued work in advancing the Airport and Warren County.

VAN WEEZENDONK reported that changes to the Rules and Regulation have been made and laid before the Commission for approval. On a motion by KOSUBINSKY and ROE, the Rules and Regulations amended by the Commission were approved. This Approved and Amended document will now be sent to Warren County for review by the County and the State Engineer.

VAN JAARSVELD reported that FRR now has a courtesy car to offer to transient pilots arriving and wishing to do short-term business in Warren County. The Commission will advertise on social media as well as on digital electronic flight bag applications. VAN JAARSVELD also reported that Heroes on the River will be on August 3-4, 2024 as not to interfere with the annual EAA Fly-in at Osh Kosh, Wisconsin. The veterans will be encamped off-site. The FRR aviation community is encouraged to attend.

COUNTY REPORTS

BERRY reported no major unknown expenditure concerns at this time. Year-to-Date expenditures and revenue were reviewed.

DOAV Maintenance Grants received:

- \$3,500.00 AWOS inspection/maintenance
- \$9,887.00 grant on \$10,985 total ladies restroom line repair
- \$7,719.61 grant for ceilometer repair (total \$8215.90)

DOAV \$22,400.00 to our Airport on May 16, 2024. For Runway Rehabilitation and Design project.

5010 Inspection was performed by DOAV (for FAA) last week. We have not yet seen the inspection results.

VPDES General Permit for Stormwater Discharge Associated with Industrial Activity, renewed and copy sent to SNIDER for onsite.

FAA CIP information given to Airport Commission members for review and brief update.

- Runway Rehabilitation
- Box Hangars
- Taxiway Rehabilitation
- Apron Rehab.
- Land Acquisitions Reimbursement

SNIDER reported no major issues. He did state that large items have been placed in the tenant dumpster, notably large boxes that are not broken down. This causes the dumpster to over-flow. BERT reminded those in attendance that a county courtesy disposal center is a few miles down the road and encouraged tenants who need to discard large items do so at this facility which also offers a wide range of recycling options. KOSUBINSKY asked that boxes be broken down as a courtesy to others.

OLD BUSINESS

Updates have been noted to digital electronic flight bag applications in regards to changes to the Airport management and environs earlier this year. This information is now up to date.

NEW BUSINESS

Fall Fly-in 2024

AIRPORT BUSINESS & TENANT REPORT

- Skydive Front Royal – Everything is good.
- Upwind Aviation – Kristian STROEMSVIK thanked the Commission for the welcome.
- Skyline Soaring Club – Weather has caused a slow start to the gliding season.
- Front Royal Aero Services – DUENAS talked about a preventative maintenance seminar with Randolph-Macon Academy. This event will now be combined with the Commission Safety Seminar on July 11, 2024.
- PHI Medical Services – No Representation.
- Randolph-Macon Academy – No Representation.

GOOD OF THE ORDER

There had been reports from tenants that the new Fuel system limits the ability to purchase high quantities of fuel as well as placing excessive hold amounts on credit cards. KOSUBINSKY and BERRY to contact the new company to discuss. BERRY stated that this was the first he had heard of it and again asked that tenants contact the Commission with issues as they are made aware or when they occur. The Commission will then pass along these issues to proper county personnel.

Mary Ellen BROWN stated that tenants will be hosting a Hanger Party and that members of Reggie Cassagnol's family have been invited. She went to say that this would be a good time to clear out items from the terminal currently being stored in tenant hangers. Some of the items could be of some value. BERT suggested involving the Warren Heritage Society. It was decided to invite this organization to the Hanger Party.

There was discussion concerning after-hours access to the terminal for bathroom use. This is not general access, but access granted to those currently possessing fobs for gate access.

There was a request for a public printer to be placed in the terminal for use in flight planning and for Designated Pilot Examiners (DPE's) to print out certificates for student pilots who have just passed their Private Pilot's examination.

On a motion by KOSUBINSKY and VAN WEEZENDONK, the meeting was adjourned.