



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
WEDNESDAY FEBRUARY 28, 2024

Commissioners in attendance:

Mr. Paul R. KOSUBINSKY
Mr. John D. BERT
Mr. Sean ROE
Mr. Frederik van WEEZENDONK

Representing Warren County:

Mr. Jay BUTLER
Mr. John STANMEYER

Representing the Front Royal-Warren County Airport

Mr. Mike BERRY
Mr. Jacob SNIDER

The meeting was called to order by Supervisor BUTLER at 7:00pm

BUTLER called upon the Commission for Nominations for the Office of Chairman. VAN WEEZENDONK and BERT nominated KOSUBINSKY. There were no additional nominations.

BUTLER called upon the Commission for Nominations for the Office of Vice Chairman. KOSUBINSKY and ROE nominated VAN WEEZENDONK. There were no additional nominations.

BUTLER called upon the Commission for Nominations for the Office of Secretary. ROE and KOSUBINSKY nominated BERT. There were no additional nominations.

BUTLER yielded the chair to KOSUBINSKY

In accordance with the procedures outlined in *Robert's Rules of Order*, the following have been selected as Officers of the Front Royal – Warren County Airport Commission for 2024:

Paul R. Kosubinsky, Chair
Frederik van Weezendonk, Vice-Chair
John D. Bert, Secretary

On a motion by ROE and VAN WEEZENDONK, the meeting Agenda was adopted.

On a motion by BERT and ROE, the November 29, 2023 Meeting Minutes were approved.

Commission Reports

- KOSUBINSKY introduced BERRY as the Airport Manager. There was discussion concerning terminal staffing. The County is currently staffing the terminal Monday through Friday and part-time applicants are being reviewed for weekend hours. BERRY recognized the efforts of the Commission in augmenting staffing duties.
- BUTLER spoke to the change in management of the Airport. He had been in contact with Nick Sabo, manager of the Winchester Regional Airport (**OKV**) who advised BUTLER that FBO's — being contractors — usually do not act as airport administrators. Upon that recommendation, the previous FBO contract was not renewed. The Front Royal – Warren County Airport (**FRR**) operates under an umbrella organization called the Winchester Regional Airport Authority. The Authority does not dictate policy to FRR, but serves in an advisory capacity. Warren County pays an annual fee to be part of the Authority which includes OKV, FRR, Luray Caverns (**LUA**), and Shenandoah Valley Regional Airport (**SHD**).
- KOSUBINSKY stated that since the County is now managing the airport, there is no longer an FBO operating at the airport. Services are still being offered by businesses at the airfield.

Reports of Committees:

- ROE spoke on the upcoming Wings and Wheels event, being held on Saturday May 11, 2024 from 9:00am to 3:00pm. He has reached out to various groups and received feedback from those groups concerning their attendance and participation. KOSUBINSKY advised setting up a sub-committee so ROE is not doing all the work himself. One suggestion to get the local pilot community involved is to host a pre-event pancake breakfast, with work and proceeds split between the County and Rivermont Fire and Rescue. It is also possible to offer a small fuel discount for pilots who bring their aircraft for the day and/or who purchase the breakfast.
- BERT reported that a new newsletter is in the works and thanks those who contribute.
- BERT presented a consolidated list of suggestions from tenants and businesses at the Airport that was solicited by the County. These suggestions were given to BUTLER and STANMEYER
- VAN WEEZENDONK reported that suggestions made to add or revise wording of the Airport Operating Rules and Regulations and Minimum Standards have been consolidated into one document. He had been in communication with several groups at the airport and incorporated those suggestions into the document. He also stated he has added wording to address drone operations, parachute operations, and hanger lease procedures. It was suggested that wording of this document be cross-referenced with other Rules and Regs of area airports.

County Report:

BERRY reported that the Commission offered a Radio Communications training class for members of his department. He went on to say that SNIDER will be working with OKV to receive additional training.

BERRY thanked the Commission for their assistance in the operating transition by staffing the terminal over the weekends until part-time personal are hired.

BERRY reported that a member of the aviation community at FRR recently made a presentation to a local Christian academy, expressing a desire for more community interaction. He went on to say that the Commonwealth is also actively promoting aviation.

BERRY read a letter from Warren County Supervisor Vicky COOK addressed to SNIDER, expressing her thanks and recognizing his efforts at bettering the Airport.

BERRY reported on the following concerning matters of the Public Works Department:

- Exterior vending machine will be installed by the start of the flying season.
- A port-a-john can be placed at the fuel farm for after-hours transient pilots getting fuel. A concrete pad may have to be poured.
- The County has applied to have a total replacement of the current beacon and tower due to age. Cost of this replacement could be significantly lower.
- The County is close to having the Jet A trailer approved for use by PHI Air Care
- The Airport Insurance Policy renewal is complete. Volunteers are covered by this insurance policy.
- SNIDER has received training and authorization to issue NOTAMS with the FAA
- The process to construct new hangers is still ongoing. BERRY reported that a more realistic construction start estimate would be in 2025.

KOSUBINSKY offered insight to the efforts occurring behind the scenes to get many of these projects started and completed and thanked BERRY for his continued efforts.

SNIDER asked that no metal or wood be placed in the dumpster.

OLD BUSINESS:

- The County hopes to vote on final approval for the airport Courtesy Car at their March meeting. Wording of the waiver has been approved by the County legal counsel and a car has been selected and is ready, pending approval.
- KOSUBINSKY reported that he has been working with AOPA on removing the “*RP” designation on the sectional chart. He was advised that the designation on the chart is correct, per the FAA, in that it directs pilots to the Airport Facilities Directory, showing proper pattern entry procedures. AOPA recommends alerting incoming pilots of that

procedure on the ASOS recording and well as using comment sections in aviation apps like ForeFlight. A Pattern Entry Procedure recording currently has these procedures broadcasting on the AWOS frequency.

- BERT reported that the Commission is offering shirts for sale by the Commission per the suggestion at the last meeting. One design promotes, “Fly Warren County” based on their new and updated County logo, and the other simply has “FlyFRR”. The shirts will be on sale in the terminal. Additional items can be added to the selection in the future.
- BERT stated he had reached out to BERRY as how to get Commission documents published on the Warren County website. BERRY advised sending the documents to his department where they will be forwarded to the proper individual(s).
- KOSUBINSKY reported that due to recent events concerning changes in airport management, he has yet to form a Budget Committee

NEW BUSINESS:

- KOSUBINSKY reported that the final touches on the flight school are almost completed and introduced two new Certified Flight Instructors (CFI's) based at the Airport.
- KOSUBINSKY reported that the Commission held a Safety Seminar presented by the Air Safety Institute of AOPA earlier in the month. He recommends revisiting the specific pattern entry procedures with another seminar before the flying season starts in earnest. There was a suggestion to establish a designated run-up area.
- Jack MOLENAAR asked if one more ramp space could be vacated near the fuel farm to alleviate traffic congestion while planes wait to fuel up. The Airport will look into this. KOSUBINSKY suggested using this time to assign paying ramp tenants specific spaces, and designate tenant and transient parking areas on the ramp.
- BERT stated that BUTLER had shown interest in an Aviation Ambassador Volunteer program at the Airport. BERT made a brief presentation on how the program could work if approved by the County, stating that volunteerism could help by engaging experienced volunteers with the general public. It would also help the Airport maintain longer hours during the flying season.
- KOSUBINSKY stated that the Commission has asked the County to operate the pilot store at the Airport, offering pilot supplies in addition to apparel and marketing items. After hours pilot supply vending was discussed.

Airport Business & Tenant Report

- PHI reported they will be updating their pilot sleeping facility at the Airport. They reported no conflicts with traffic at the Airport, but did ask if they could be offered a

take-off courtesy if an aircraft is at the hold-short line, in that PHI's take-off is for a medical emergency. "If the rotors are turning, please wait". Finally, there is a new instrument approach procedure for helicopters that they will be practicing during the weekdays. Please keep an ear out.

- Skydive Front Royal reports that their season will begin on March 16, 2024. Albert VAN JAARVELD spoke about an upcoming FAA Webinar on Wednesday March 13, 2024.
- Matt VOSIKA of Skyline Soaring Club reported that their season will begin on Saturday March 9, 2024. He also stated that they have upgraded the majority of their gliders with ADS-B Out. BERT asked if detailed air operations numbers could be forwarded to the Airport for their records and reporting. VAN JAARVELD stated Skydive Front Royal could provide this data to the Airport as well for their operations.
- Friends of Front Royal asked if there could be a time when some of the old hanger items currently being stored in tenant hangers can be gone through and either donated or returned to the terminal. KOSUBISNKY advised taking care to go through items before donating or discarding.

Public Comment:

- PHI has a fuel truck that might be of some use to the Airport for ramp fueling. BERRY stated he would take a look into it.
- There was discussion about continued need of the aerobatic box norther of the airport. VAN WEEZENDONK stated that gliders don't use it for operations defined as "aerobatic". MOLENAAR wondered if it interfered with the new helicopter approach procedure.
- MOLENAAR asked about the possibility of tenants being able to access the terminal after hours for bathroom use. Access would be gained by using the gate fob already issued to tenants and the terminal would not be open to the general public. BUTLER spoke to a similar process at OKV.

On a motion by ROE and VAN WEEZENDONK, the meeting was adjourned. Next Airport Commission Meeting set for Wednesday May 29, 2024.