



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
WEDNESDAY SEPTEMBER 25, 2024

Commissioners:

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

Representing Warren County:

Mr. Jay BUTLER
Mr. John STANMEYER
Mr. Mike BERRY
Mr. Jacob SNIDER

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

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

On a motion by KOSUBINSKY and ROE, the June 10, 2024 Meeting Minutes were approved.

COMMISSION REPORTS

KOSUBINSKY reported on the success of the July Pattern Safety seminar. KOSUBINSKY stated that he hopes to have at least two in the coming year and, when we reach a stride, possibly hosting one each quarter in the future. He will be looking into what it would take for attendees to receive FAA Wings credits. He thanked Rudy and Manasseh Duenas, Albert and Jule van Jaarsveld, Samantha Stahl, and Ron Wagner for their presentations at the July seminar. The next seminar is slated to be about Emergency Procedures, with support from the AOPA.

BERT stated that the airport t-shirts were still selling and that it was the Commission's goal to promote the Front Royal – Warren County Airport and Warren County aviation through airport swag. He stated he had received an e-mail from VAN JAARVELD concerning the opening of a not-for-profit account to receive and expend funds for airport activities, therefore being able to accurately report all funds for public disclosure. More information will be reviewed before the next meeting. Fund received by the Commission are used for safety seminars and public events at the Airport.

REPORTS OF COMMITTEES

VAN WEEZENDONK reported that the review of the airport Rules and Regulations & Minimum Standards is almost complete. VAN WEEZENDONK thanked Supervisor Vicky Cook for her line-by-line review of the document, pointing out many areas that were hold overs from previous revisions making this review the most comprehensive one in many, many years. The Committee is in the process of finalizing their review before sending it back to the County. KOSUBINSKY stated that there will be a need to form a Finance Committee and begin reviewing items for the 2025 Airport Budget. BERRY stated that October would be a great time to start this process as to stay in sync with State and Federal agencies and their fiscal calendars.

ROE reported that the upcoming Fall Fly-In Event is on track. It was decided that aircraft wishing to stay and participate in the distribution of candy should be parked on the back row of the ramp nearest the access road for safety reasons. The Breakfast will cost \$10.00 per person; kids eating free with their parents. There will be a transition into a lunch menu. Candy will be handed out starting at 11:00am and ending at 1:00pm. This will give time for transient pilots to arrive for the breakfast. ROE requested an additional portable toilet for the event.

BERT reported that he is working on a new newsletter. He also reported that he has finalized airport changes with ForeFlight to reflect all new FBO's and businesses at the Airport. He is almost finished with AOPA with their airport directory personnel in updating all recent changes.

VAN JAARSVELD reported that the Heroes on the River event was a success with over 30 veterans attending to receive skydiving jumps as well as free glider rides from the Skyline Soaring Club and free Stearman rides provided by tenant Jack Molenaar. She also reported that usage of the Courtesy Car is increasing with pilots now able to go into town for lunch. The dash-cam may need to be re-wired due to battery issues. BERRY stated that the County bus garage may be able to help with this. There have been no reported issues with courtesy car use.

COUNTY REPORTS

BERRY thanked Zach Henderson for being another set of eyes at the airport during while SNIDER was on vacation. He also thanked the Commission for their continued support.

SNIDER has been doing hangar inspections and has discovered five door opening motors in need of repair. He will be receiving some training from a repair service which will help him fix and maintain these issues in the future.

Recently approved grant funding:

BERRY thanked the Warren County Board of Supervisors for the following grant approvals:

- Runway Rehab Design grant approved \$270,000.00 FAA
- Runway Rehab Design grant approved \$22,400.00 DOAV
- \$90,900.00 BIL funding approved by FAA for Box Hangar bidding/procurement
- \$34,391.08 grant funding approved by DOAV for the AWOS Visibility Sensor (pending approval by the Warren County Board of Supervisors)

Grant reimbursements submitted:

- \$9887.00 to DOAV for public restroom repairs
- \$1140.00 for AWOS inspection

Notice to Proceed:

- Notice to Proceed issued for Geotechnical Services for Hangar Site preparation, to ECS Mid-Atlantic
- Notice to Proceed issued for survey work associated with Hangar Site preparation, Brogan Land Surveying LLC

BERRY spoke about the continual growth and mentioned the need to seriously discuss terminal expansion and additional improvements as we get ready to discuss our Capital Plans for the next year. He also reminded the Commission that our plan needs to stay focused because continual change leads to lost entitlement funding.

OLD BUSINESS:

KOSUBISNKY stated that changes to ForeFlight are now up to date with new and correct information now available to pilots when using the application.

KOSUBISNKY stated that the new Rules and Regulations & Minimum Standards will have an area that addresses a Hangar Application Process, specifically citing a line that will require all future applicants to put down a one-month rental deposit to apply.

KOSUBINSKY thanked VAN JAARVELD for getting the printer for public use.

BUTLER stated that the AWOS recording advising incoming traffic of the correct pattern entry procedures and alerts to increased glider and sky diving activity was helpful.

NEW BUSINESS:

KOSUBISNKY stated that the Commission will be working BERRY and SNIDER on Hangar Use and long-term Aircraft Storage, making sure that hangars are being used for County recognized aircraft and not general storage.

KOSUBINSKY introduced Mary Ellen Brown as the new AOPA Airport Support Network (ASN) Representative for the Airport. BUTLER recognized Brown's years of experience that she will bring to this new position.

KOSUBISNKY is working with BERRY on the placement of a new windsock at the approach end of Runway 10.

There had been a request for signage at the Fuel Farm instructing pilots to relocate their aircraft immediately after refueling. BERT was asked to come up with language for this sign and send to SNIDER for approval and construction.

On a motion by KOSUBINSKY and BERT, VAN WEEZENDONK was tasked to chair the Community Outreach Committee.

AIRPORT BUSINESS & TENANT REPORT

KOSUBISNKY stated that future meeting agendas will incorporate this section into New Business and directed BERT to communicate that to the tenants. Tenants will now communicate New Business topics or reports to the Commission by a certain date then those items will be added to the Meeting Agenda.

Kristian Stroemsvik of Upwind Aviation stated that they will soon be able to offer multi-engine training at the Airport.

Skyline Soaring Club reported that they currently plan to do operations until mid-December.

GOOD OF THE ORDER

BERRY stated that PHI has been able to move into their new quarters at the Airport.

On a motion by KOSUBINSKY and ROE, the meeting was adjourned. The next Airport Commission Meeting set for Wednesday January 22, 2025.