



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
WEDNESDAY APRIL 30, 2025

Commissioners in attendance:

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

Representing Warren County:

Mr. Jay BUTLER

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. ROE and VAN JAARVELD nominated KOSUBINSKY. There were no additional nominations and KOSUBINSKY was elected. BUTLER yielded the chair to KOSUBINSKY

KOSUBINSKY called upon the Commission for Nominations for the Office of Vice Chairman. BERT and KOSUBINSKY nominated VAN JAARVELD. There were no additional nominations and VAN JAARVELD was elected.

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

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 2025:

Paul R. Kosubinsky, Chair
Julie van Jaarsveld, 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 January 15, 2025 Meeting Minutes were approved.

Commission / Committee Reports

- Finance Committee: Van JAARSVELD reported that the Finance Committee will make a report at the next meeting since the Airport has been operating under the approved fiscal 2025 budget since last year. BERRY submitted a financial report of the year-to-date, showing that revenue for the Airport is currently \$180,000.00 above the budgeted revenue projection for the fiscal year that ends on June 30, 2025.
- Social Committee: ROE reported on the progress of Wings and Wheels 2025, coming up on May 10, 2025. He reported that plans are being finalized as we get closer, with local emergency services — including PHI — are planning to attend with static displays. There was discussion on locating additional parking areas for the public. ROE stated he will contact the Rivermont Fire Department to see if they could avail their parking spaces for overflow. BERT reported that breakfast would be available one hour early for pilots arriving before the event begins. Van WEEZENDONK spoke to the need to ensure safety by providing escorts for public wishing to see aircraft up-close that will be parked off of the taxiway. ROE said he would order signage to inform the public they will need to be escorted to enter that area.
- Rules & Regulations: KOSUBINSKY reported that the Rules & Regulations are currently being reviewed by the Warren County solicitor. BUTLER stated that the review process should take no more than one week.

County Report:

- BERRY reported the following
 - **Box Hangar Site Development** - Talbert & Bright (TBI) is working on the necessary line items, quantities, details and notes on the remaining sheets*. When TBI has checked and confirmed the remaining sheets a 90% set of plans and specs will be submitted to Warren County and the FAA for review and comments. Changes in Environmental scope will likely inflate the costs of the site work, including retaining walls necessary. It will be necessary to consider debt service to build out all hangars. BERRY anticipates a meeting with TBI and the commission in the near future to review anticipated costs. (* *Geometric Layout & Grading and Drainage Sheets for this project are attached in Addendum 1.*)
 - **Runway 10-28 Pavement Rehabilitation** - Talbert and Bright (TBI) has completed the grading of the Runway 10-28. All sheets have been completed, and they have to quantify and confirm the line items associated with the project and update the specifications. TBI has placed the Runway 10-28 Runway Rehabilitation project on hold since it will be bidding next year and is concentrating on the Box Hangar Site Development project. TBI will complete the design and submit a 90% set of plans and specs to Warren County and the FAA for review and comments.

- BERRY reported that SNIDER will be contacting tenants concerning hangar door inspections. SNIDER reported to BERRY that 3,188 gallons of fuel was sold during April and also stated that he had met with TNT Tree Service concerning estimates for topping trees or tree removal to clear a line-of-sight to the airport beacon when approaching from the north. Finally, BERRY presented a financial report* which indicated that the Airport had already exceeded revenue projections for the fiscal year that ends June 30, 2025. When reviewing the document, BERRY mentioned the overage in Professional Services being Capital Projects with grant reimbursement. (* *The Financial Summary is attached in Addendum 2.*)

OLD BUSINESS:

- It has been decided to seek estimates from a local company to top trees currently blocking the beacon visibility when approaching the airfield from the north. Raising the beacon will violate the FAA's OCZ (Obstacle Clearance Zone).
- Estimates are being finalized for repair of the R-MA hangar roof. The roof will be painted red.
- BERT reported that the Commission sponsored another AOPA Safety Seminar at the terminal on April 8th which covered the negative effects of complacency in the cockpit. He stated that the turnout was strong and explained that the reason the seminars have been held in the afternoon is that many pilots at FRR are retired and many students do their training during the daytime, therefore being able to maximize attendance during the time the majority of people can attend.
- KOSUBINSKY stated that the Commission has received several complaints about not being able to retrieve receipts after completing a fuel transaction. BERRY stated that SNIDER was aware. KOSUBINSKY stated he would contact SNIDER to see if there were any updates on getting this situation resolved.

NEW BUSINESS:

- Van JAARVELD and Van WEEZENDONK set up a meeting at the Blue Ridge Technical College to inquire about aviation career information being presented at their upcoming Career Day. Seniors from Warren County Schools were about to hear about aviation careers in addition to other businesses being represented such as technical unions, the Park Service, and local social services. BERRY and SNIDER attended, as well. This relationship with Blue Ridge Technical College will encourage field trips to the airport to see careers in action at the airfield such as pilot training, aircraft maintenance, and medical/emergency flights.

The Mountain Vista Governor's School has reached out to the Commission wanting to set up field trips for their students this coming fall from their dual enrollment STEM focus program for gifted students . The school is located in Warrenton.

Van JAARVELD closed by saying help is welcome from our pilot community for these field trips.

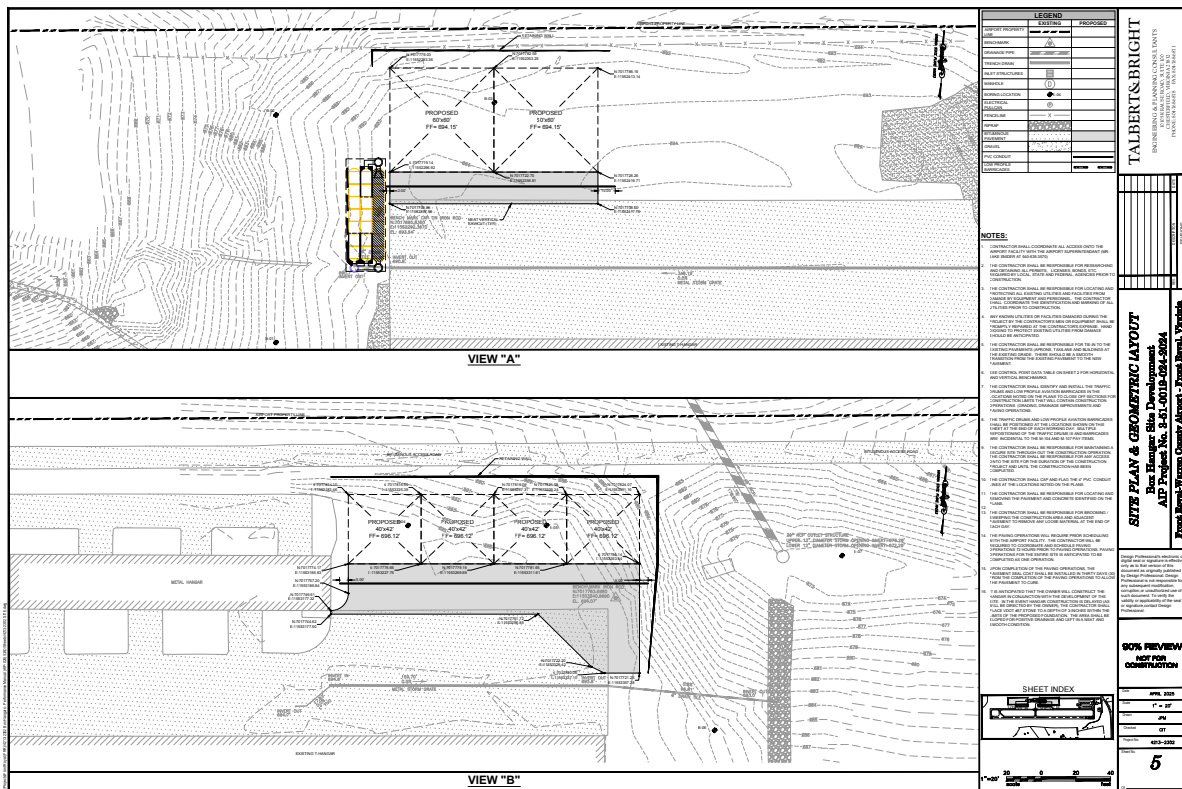
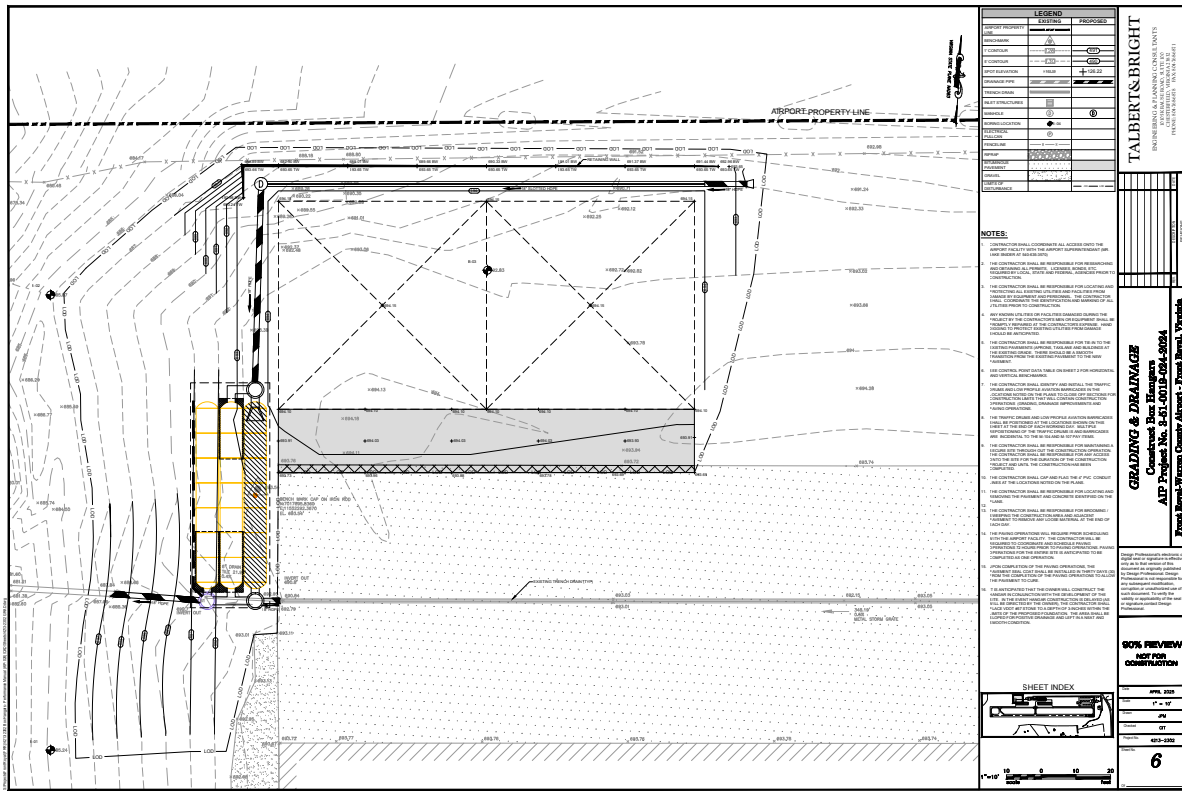
- She reported that there would two more AOPA Safety Seminars in the works. One in July and the other at our fall event in October.
- Van JAARVELD stated she has been contacted by an air traffic controller who works at the Potomac TRACON (Terminal Radar Approach CONTROL) facility in Warrenton. It is possible to have two representatives come to FRR to discuss helpful traffic control procedures and possible joint safety presentations with AOPA.

Airport Business & Tenant Report

- Upwind Aviation: Kristian Stroemsvik stated they have a new aircraft on the field for training. It is a Cessna 172 and is certified for IFR instruction.
- Randolph-Macon Academy: Ryan Koch thanked BERRY for the County's help in repairing the hangar. He also thanked Hanger 13 Aircraft Maintenance for helping to keep their aircraft maintained, referring to having a maintenance business on the field and not at another airport.

On a motion by BERT and ROE, the meeting was adjourned.

Geometric Layout & Grading and Drainage Sheets for Box Hangar Development



ADDENDUM 2

Summary Financial Report as of April 29, 2025

AIRPORT SIMPLE TRIAL BALANCE								
RE	FUND	MAJOR	ACCT	DESCR	CUR BUDGET	AMENDED	YTD AMOUNT RECEIVED	
	3	81	11030	2302	2023 - AIRPLANE 2ND HALF	(20,000.00)	(20,000.00)	-
	3	81	11030	2402	2024 - AIRPLANE 2ND HALF	-	-	(12,713.40)
	3	81	15020	10	OTHER PROPERTY RENTALS	(10,200.00)	(10,200.00)	-
	3	81	15020	3	HANGAR RENTAL	(204,000.00)	(204,000.00)	(185,291.31)
	3	81	15020	4	REVENUE - FUEL SALES	(160,000.00)	(160,000.00)	(144,170.27)
	3	81	24040	1	STATE AIRPORT GRANT REVENUE	-	-	(30,673.81)
	3	81	31020	1	FEDERAL AIRPORT GRANT REVENUE	-	-	(199,003.78)
	3	81	41050	1	TRANSFER FROM GENERAL FUND	-	-	-
	3	81	81060	2	TIE DOWN'S	-	-	(2,310.00)
				TOTAL	(394,200.00)	(394,200.00)	(574,162.57)	
RE	FUND	MAJOR	ACCT	DESCR	CUR BUDGET	AMENDED	YTD AMOUNT SPENT	AVAILABLE BALANCE
4	81	81060	1004	FULL TIME - NON-EXEMPT 40	50,731.00	50,731.00	39,820.79	10,910.21
4	81	81060	1010	OVERTIME	1,500.00	1,500.00	385.31	1,114.69
4	81	81060	1020	PART TIME PERMANENT	19,146.00	19,146.00	15,242.29	3,903.71
4	81	81060	2001	FICA	5,345.00	5,345.00	4,025.06	1,319.94
4	81	81060	2002	VRS	5,915.00	5,915.00	4,623.33	1,291.67
4	81	81060	2005	HOSPITAL MEDICAL	12,175.00	12,175.00	11,849.58	325.42
4	81	81060	2006	GROUP INSURANCE	680.00	680.00	479.90	200.10
4	81	81060	2008	HYBRID DISABILITY	432.00	432.00	-	432.00
4	81	81060	2011	WORKER'S COMPENSATION	630.00	630.00	-	630.00
4	81	81060	3002	PROFESSIONAL SERVICES	10,611.00	10,611.00	200,060.73	(189,449.73)
4	81	81060	3100	EQUIPMENT REPAIRS	4,000.00	4,000.00	1,303.40	2,696.60
4	81	81060	3101	MOTOR VEHICLE REPAIRS	3,830.00	3,830.00	510.92	3,319.08
4	81	81060	3102	EQUIPMENT MAINTENANCE	3,000.00	3,000.00	1,225.20	1,774.80
4	81	81060	3103	MAINTENANCE SERVICE CONTRACTS	5,790.00	5,790.00	6,162.41	(372.41)
4	81	81060	3105	BUILDING REPAIRS	-	-	1,504.14	(1,504.14)
4	81	81060	3202	ROAD IMPROVEMENTS	3,000.00	3,000.00	-	3,000.00
4	81	81060	3203	SOLID WASTE DISPOSAL	6,000.00	6,000.00	-	6,000.00
4	81	81060	3205	SNOW REMOVAL SERVICES	3,000.00	3,000.00	-	3,000.00
4	81	81060	3206	MOWING	3,000.00	3,000.00	-	3,000.00
4	81	81060	3302	ADVERTISING	500.00	500.00	-	500.00
4	81	81060	3305	SERVICES FROM OTHER GOVERNMENTS	-	-	585.00	(585.00)
4	81	81060	5101	ELECTRIC SERVICE	24,000.00	24,000.00	18,479.82	5,520.18