



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES
WEDNESDAY SEPTEMBER 10, 2025

Commissioners in attendance:

Mr. Paul R. KOSUBINSKY
Mrs. Julie van JAARSVELD
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

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

A moment of silence was observed in remembrance of the events of September 11, 2001.

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

On a motion by KOSUBINSKY and van JAARSVELD, the April 30, 2025 Meeting Minutes were approved.

Commission / Committee Reports

- Finance Committee: Van JAARSVELD stated there were no new updates on finance. BERRY reported that in fiscal 2024-2025, the Airport reported \$720,400.00 in revenue* which indicated that the Airport operated in the black. He went on to say that revenue for year-to-date revenue is steady. (* *The Financial Statement for 2024/2025 is attached in Addendum 1.*)
- Social Committee: ROE reported on the outcome of Wings and Wheels, held in May of this year. It was attended by over 400 people and offered both aircraft and vintage car displays. There were four food trucks in attendance, in addition to the pancake breakfast, and feedback was positive.

He went on to discuss the upcoming Fall event, called “The Great Pumpkin Drop!” This will be a family friendly Halloween-themed event open to the general public. Candy will be distributed on the ramp in an aviation-style “trunk-or-treat’ by pilots and their aircraft

wishing to participate, along with static displays, pumpkin painting, food trucks, and a pumpkin drop. Van JAARSVELD said that AOPA will once again hold a safety seminar during the event entitled, “Hazards of In-Flight Icing”. She asked that information concerning the FAA’s new Modernization of Special Airworthiness Certification (MOSAIC) rules be available and included in this presentation. BERT asked that tenants reach out to pilot friends to make sure they knew that the event is a fly-in and encouraged families to fly in — as well as drive in — for the morning and early-afternoon. He asked that Warren County put the event details up on their website and social media sites.

County Report:

- BERRY reported the following:
 - **Box Hangar Site Development:** BERRY was encouraged by the support of the Board of Supervisors of this project at the airport after a few days of attending meetings and presenting information concerning funding. STANMEYER followed up concerning BERRY’S presentations which spoke to the strength of the airport community at the Airport, working to put Warren County and Front Royal “on the map” to increase economic impact. KOSUBINSKY followed up by stating that the FAA and DoAV are on board with funding due to BERRY’S diligence. BUTLER stated that there is a path to supporting County funding that gap between Federal and State funds that seems to be close.
 - **Parallel Taxiway/Connector Taxiway Rehabilitation Design:** BERRY stated that the design was approved with 99% of funding coming from the FAA and DoAV.
- **Pavement Rehabilitation:** The design process is 90% complete. Design should be submitted by Talbert & Bright in the fall with bids opening up in spring of 2026. Van WEEZENDONK asked if new runway perimeter lighting would be included in the runway rehabilitation project. BERRY stated that was not included in the design but could be included in a future plan for a new terminal and repurposing of the current terminal. This timeline is around 2030.
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OLD BUSINESS:

- **Beacon Visibility:** It is the County’s plan to remove the trees in the area that is currently obstructing visibility from the north. Engineers are ascertaining how large the cleared area should be due to future obstruction growth as well as terrain. There exists the possibility that the work can be done this fall/winter. The work is slated to be performed by the County.
- **EV Charging Stations / Additional Ramp Power Access:** KOSUBINSKY stated that due to the number of upcoming projects currently in progress at the Airport and

recommended pushing requests for this specific project until after hangar construction and runway/taxiway rehabilitation are complete.

- **Runway 10 Windsock:** BERRY has been in contact with Talbert & Bright concerning planning and coordination on this project. The design process is the next step. KOSUBINSKY recommended having the design includes plans for an illuminated windsock for night approaches on Runway 10. BERT stated that the fuel farm windsock has not been illuminated for sometime. KOSUBINSKY asked BERT to include this in a report to Airport Superintendent SNIDER.

Van WEEZENDONK asked about the Visual Approach Slope Indicator (VASI) panels and whether or not they are illuminated for night approaches. This inquiry will be included in the report to SNIDER.

NEW BUSINESS:

- KOSUBINSKY asked BERRY about a possible Precision Approach Path Indicator (PAPI) system to replace the VASI system currently in place. There had been previous discussion about grant money availability for this project. BERRY replied that there had been talk of a design for a new PAPI system for 2027 for an installation in 2028.
- BUTLER updated the Commission on the status of the revised Rules and Regulations submission. BUTLER stated that the Commission's revisions have been sent out to all of the Board of Supervisors. It is currently on the consent agenda for the next public meeting. With no further revisions from the Supervisors, these can be approved at that next meeting.
- The Commission has received communications from tenants concerning weeds growing in the cracks on the runways, taxiways, ramps, and in front of hangar doors. In addition, gravel is becoming an issue again. BERT was asked to add these items in the communication to SNIDER.

Airport Business & Tenant Report

- Hanger 13 continues to increase inventory for on-site repairs and maintenance.

Good of the Order / Public Comments

- Van WEEZENDONK introduced Tracy Hudgins who had come to the Airport to skydive. After arrival, she inquired on the other activities that could be enjoyed as was able to ride in an aircraft as well as go for a ride in a glider. In her remarks, HUDGINS read a poem entitled, "The Guest" and thanked everyone for making it possible. HUDGINS was presented a plaque recognizing her trifecta accomplishment. KOSUBINSKY recognized the importance of offering service and services to tenants and public alike for the continued positive outlook of the Airport to the community as well as

laying the foundation for increasing revenue through services provided. (* *Ms. Hudgins' address is attached in Addendum 2.*)

- KOSUBINSKY thanked the County for completion of the R-MA hangar roof repair and repainting.
- Van JAARSVELD reported that The Governor's School is sending a class out to the Airport next week for a field trip. She is also working to bring a 5k runway run to the Airport sometime in 2026.
- BERT stated that some tenants and business have reported not receiving communication. BERT will continue working on the issue and requested the possibility of the Commission having an official warrencountyva.gov email.

On a motion by KOSUBINSKY and ROE, the meeting was adjourned until January 14, 2026.

ADDENDUM 1

Fiscal Year 2024/25 Budget Summary Report

REVENUE									
RE	FUND	MAJOR	ACCT	COST	PROG	DESCR	CUR BUDGET	APPROP	YTD 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)	(217,997.91)
3	81	15020	4			REVENUE - FUEL SALES	(160,000.00)	(160,000.00)	(183,345.02)
3	81	24040	1			STATE AIRPORT GRANT REVENUE	-	(34,853.51)	(36,723.35)
3	81	31020	1			FEDERAL AIRPORT GRANT REVENUE	-	(246,025.35)	(267,061.14)
3	81	81060	2			TIE DOWN'S	-	-	(2,560.00)
TOTAL									(720,400.82)

EXPENDITURES									
RE	FUND	MAJOR	ACCT	COST	PROG	DESCR	CUR BUDGET	APPROP	YTD SPENT
4	81	81060	1004			FULL TIME - NON-EXEMPT 40	50,731.00	50,731.00	55,044.18
4	81	81060	1010			OVERTIME	1,500.00	1,500.00	423.93
4	81	81060	1020			PART TIME PERMANENT	19,146.00	19,146.00	20,803.89
4	81	81060	2001			FICA	5,345.00	5,345.00	5,557.94
4	81	81060	2002			VRS	5,915.00	5,915.00	6,173.91
4	81	81060	2005			HOSPITAL MEDICAL	12,175.00	12,175.00	15,799.44
4	81	81060	2006			GROUP INSURANCE	680.00	680.00	637.88
4	81	81060	2008			HYBRID DISABILITY	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	285,558.86	328,504.13
4	81	81060	3100			EQUIPMENT REPAIRS	4,000.00	4,000.00	1,303.40
4	81	81060	3101			MOTOR VEHICLE REPAIRS	3,830.00	3,830.00	727.05
4	81	81060	3102			EQUIPMENT MAINTENANCE	3,000.00	3,000.00	1,225.20
4	81	81060	3103			MAINTENANCE SERVICE CONTRACTS	5,790.00	11,721.00	6,162.41
4	81	81060	3105			BUILDING REPAIRS	-	9,305.00	18,002.14
4	81	81060	3202			ROAD IMPROVEMENTS	3,000.00	3,000.00	-
4	81	81060	3203			SOLID WASTE DISPOSAL	6,000.00	6,000.00	-
4	81	81060	3205			SNOW REMOVAL SERVICES	3,000.00	3,000.00	-
4	81	81060	3206			MOWING	3,000.00	3,000.00	-
4	81	81060	3302			ADVERTISING	500.00	500.00	417.65
4	81	81060	3303			LAUNDRY SERVICES	-	-	668.92
4	81	81060	3305			SERVICES FROM OTHER GOVERNMENTS	-	-	975.00
4	81	81060	5101			ELECTRIC SERVICE	24,000.00	24,000.00	25,815.91
4	81	81060	5102			PROPANE/FUEL	164,780.00	164,780.00	138,044.70
4	81	81060	5103			WATER SEWER	-	-	690.00
4	81	81060	5105			GARBAGE	-	-	5,163.00
4	81	81060	5201			POSTAGE	100.00	100.00	-
4	81	81060	5203			TELEPHONE	4,600.00	4,600.00	3,920.08
4	81	81060	5204			MOBILE RADIO	-	-	240.00
4	81	81060	5302			LIABILITY INSURANCE	7,000.00	7,000.00	15,842.00
4	81	81060	5401			OFFICE SUPPLIES	1,500.00	1,500.00	19.64
4	81	81060	5402			FOOD SUPPLIES	-	-	30.68
4	81	81060	5403			BEVERAGES	500.00	500.00	1,087.41
4	81	81060	5405			LAUNDRY & JANITORIAL SUPPLIES	600.00	600.00	287.44
4	81	81060	5406			MAINTENANCE SUPPLIES	38,825.00	29,520.00	20,564.25
4	81	81060	5407			VEHICLE & POWERED EQUIP. MAINT. SUP	-	-	919.56
4	81	81060	5408			VEHICLE & POWERED EQUIPMENT FUELS	5,500.00	5,500.00	1,037.82
4	81	81060	5410			UNIFORMS	500.00	500.00	1,113.15
4	81	81060	5411			BOOKS & SUBSCRIPTIONS	110.00	110.00	-
4	81	81060	5416			LANDSCAPING SUPPLIES	-	-	150.78
4	81	81060	5420			SMALL TOOLS	-	-	359.99
4	81	81060	5421			MISC. SOFTWARE	-	-	2,425.47
4	81	81060	5449			SIGNAGE	-	-	85.00
4	81	81060	5450			FURNITURE & EQUIPMENT	200.00	200.00	-
4	81	81060	5503			MEALS	-	-	21.18
4	81	81060	5504			LODGING	-	-	603.43
4	81	81060	5505			CONVENTION & EDUCATION	1,500.00	1,500.00	188.50
4	81	81060	5510			DUES & MEMBERSHIPS	200.00	200.00	100.00
4	81	81060	6015			WINCHESTER REGIONAL AIRPORT	5,000.00	5,000.00	5,000.00
TOTAL									686,767.06

ADDENDUM 2

Because the Guest

Read at the meeting September 10, 2025 by Ms. Tracy Hudgins

Because the guest has a need,
 we have a job to do.
Because the guest has a choice,
 we must be the better choice.
Because the guest has sensibilities,
 we must be considerate.
Because the guest has an urgency,
 we must be quick.
Because the guest is unique,
 we must be flexible.
Because the guest has high expectations,
 we must excel.
Because the guest has influence,
 we have the hope of more guests.
Because the guest,
 we exist.