



WARREN COUNTY AIRPORT COMMISSION MEETING MINUTES

WEDNESDAY JANUARY 14, 2026

Commissioners in attendance:

Mr. Paul R. KOSUBINSKY

Mr. John D. BERT

Mr. Sean ROE

Mr. Frederik van WEEZENDONK

Representing Warren County:

Mr. John STANMEYER

Representing the Front Royal-Warren County Airport

Mr. Mike BERRY

Mr. Jacob SNIDER

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

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

On a motion by BERT and ROE, the September 10, 2025 Meeting Minutes were approved.

Commission / Committee Reports

KOSUBINSKY about the current Rules and Regulations that were approved by the Board of Supervisors on September 16, 2025. These Rules and Regulations supersede any previous printed and/or published version(s). He went on to say that he and BERT are currently reviewing each section and will update the Rules as needed as operations at the airport change. Those changes will then be sent to the County for approval. The Rules and Regulations are currently published on the County website.

BERT reminded all that in addition to the Rules and Regulations, all meeting minutes and agendas are also published on the County website.

BERT asked BERRY if the County planned to print copies for distribution. It was decided that electronic copies already distributed to tenants will suffice.

ROE reported on the success of the Fall event, The Great Pumpkin Drop! Held in October. Between 300 to 400 attended the event and he thanks all who assisted in pulling the event off. He went on to say that at the next Commission meeting, we will be finalizing resource requests.

KOSUBINSKY stated that there are currently three official events planned at the airport for 2026:

The Annual Airport Safety Meeting
Saturday March 14, 2026 from 10:00am to 1200pm

Wings and Wheels 2026!
Saturday May 9, 2026

The Great Pumpkin Drop at the Scareport!
Saturday October 24, 2026

County Report:

BERRY reported the following:

- STANMEYER will be the County Supervisor liaison to the Airport Commission. The appointment will become official at the end of January.
- **Expense Briefing:** BERRY spoke about the fiscal year-to-date income and expenses. (** Mr. Berry's fiscal report is attached in Addendum I.*)
- **Pavement Rehabilitation:** BERRY reported the following on these projects:

The Runway Rehab Construction is a \$3 million project with \$2.85 million coming from the FAA, \$120,000.00 from the Virginia Department of Aviation, and \$30,000.00 locally. Start of this project is estimated to be in 2027.

The Taxiway Rehab Design is a \$280,000 project with \$266,000.00 coming from the FAA, \$11,200 from the Virginia Department of Aviation, and \$2,800.00 locally. The Design for this project is estimated to begin in 2026.

- The County executed the state grant for “Stormwater Pollution Prevention Plan & Spill Prevention Control & Countermeasure Plan Updates” This is a \$25,000 project with \$22,500 from the Virginia Department of Aviation, \$2500 locally.
- Project fundings are in the County budget request for Fiscal Year 2027.
- **Box Hangar Construction:** Retaining wall construction should begin very soon with construction equipment expected to arrive on-site the week of January 18th to begin the Box Hangar site work. The cost of this phase is \$1,135,000 with \$1,021,500 coming from the Virginia Department of Aviation and \$113,500 locally. The County is ready to go out to bids on the actual hangar construction. The estimate for this phase is currently \$2,000,000.00 with \$563,000.00 available in Federal funding. There could be additional funding available through the Infrastructure Investment and Jobs Act (IIJA) if the project begins in 2026.

- Per the “Based Aircraft” survey, there are currently 62 aircraft and 17 drones based on-site at the Airport.

SNIDER stated that he began contacting individuals on the current Hangar Waiting List to request hangar deposits per Appendix D; Section 2, B of the current Rules and Regulations.

OLD BUSINESS:

- **Beacon Visibility:** The clearing project has been completed, and minimal debris removal remains.
- **Runway 10 Windsock:** Environmental and planning work has been completed. The State has committed to funding the package. The next step is to get estimates for the work.
- **Runway 28 Windsock Lighting:** SNIDER is currently re-lamping the interior light and in the process of getting funds to replace the windsock as the old one is worn.
- **Weeds and Pavement Cracks:** SNIDER will be burning off weeds in the cracks on the ramp once the weather permits.
- **Gravel Removal:** SNIDER reported that removal was completed two months ago with almost 2,000 pounds of gravel removed. BERT asked if it was possible to have regularly scheduled removal. KOSUBINSKY suggested a spring and a fall scheduled removal. BERRY will research the cost and report back. The planned runway and taxiway rehabilitation projects should lessen gravel buildup.
- **Visual Approach Slope Indicator (VASI) Panel Lights:** All lights have been replaced for night landings. SNIDER stated he was able to purchase the last of those lights as they are no longer in production due to the age of the system. Replacing the VASI system with a Precision Approach Path Indicator (PAPI) system is something not currently planned, but BERRY suggested beginning a discussion now. The State Engineer is working with SNIDER on calibration of the current system as well as the color of the panels.

NEW BUSINESS:

- KOSUBINSKY stated that an informational sign located at the entrance to Runway 28 was destroyed and needed to be replaced. He went on to say that a committee will be named to work on new signage and asked SNIDER to remove the old one.
- KOSUBINSKY stated that the Commission has been working on designating an area of the taxiway for aircraft run-ups. These areas will be in safe areas, away from other aircraft or personnel on the ramp. In addition to the replacement of the damaged informational sign noted above, additional signage will be needed to point out these runup areas to transient pilots.

- BERT asked if it was OK for him to directly contact the Virginia Department of Aviation to seek support for the two public events scheduled at the airport for 2026. BERRY stated it would not be a problem and suggested getting them dates as soon as possible with any request for funds.
- KOSUBINSKY stated that he is establishing a committee to review the current traffic pattern at the airport, exploring different options of how best to safely deconflict glider and parachute activity with fixed-wing aircraft. The Committee will meet and have a presentation complete by March 1, 2026. This presentation will heavily rely on the current Federal Aviation Regulations (FAR) and Airmen's Information Manual (AIM) to tailor rules concerning any change to the traffic pattern to the operations at the Airport.

Airport Business & Tenant Report

- Hanger 13 reported that they have created a TikTok channel at *Hangar13LLC* with several informational shorts on a variety of aircraft topics.
- Upwind Aviation stated they are celebrating their two-year anniversary at the airport and now have a small fleet of aircraft available for instruction.
- Front Royal Aviation / Skydive Front Royal was represented by Mr. Jacob Kosubinsky who stated that Front Royal Aviation currently has four flight instructors and a variety of training aircraft.
- KOSUBINSKY stated that one of the Commission's goals a few years back was to advance flight training and have a full-time maintenance at the Airport and thanked them for their continued work.

Good of the Order / Public Comments

- Matt Vosika stated that the Skyline Soaring Club plans to start up 2026 operations in late February/early March. The annual membership and safety meeting on Saturday March 7, 2026 starting at 9:00am. This meeting will be held at:

North Warren Fire & Rescue Station
266 Rockland Court
Front Royal, VA 22630
- KOSUBINSKY stated that the Commission wishes to thank Dr. Mary Ellen Brown of the Friends of FRR organization for their constant volunteer work at the airport, specifically taking care of the F-86 Sabre Jet and lighting her for Christmas.

- Mr. Jack Molenaar inquired about the status of the Delta Hangar row currently being rented by Silent Falcon. KOSUBINSKY stated that it was the Commission's belief that the contract for that hangar row expires in 2030.
- Mr. Molenaar asked again about possible after-hours access to the terminal for individuals not wishing to use temporary bathroom facilities after hours. KOSUBINSKY stated that it is not unusual for general aviation airports to offer pilots after-hours access for the purpose of restroom use, use of vending areas, flight planning, and moderate rest; especially for over-night flights. KOSUBINSKY and BERT will establish a committee to make a presentation to the County on how best to implement this suggestion.
- Dr. Mary Ellen Brown invited the FRR community to Chess Night at the Box Office Brewery in Strasburg. She said that several pilots from Front Royal have been attending and some pilots from Winchester, as well. She suggested a friendly "Battle of the Airports.". The Club plays every Wednesday night 6:30pm.

On a motion by BERT and ROE, the meeting was adjourned until April 13, 2026.

Addendum #1
FISCAL REPORT

2025/26 OPERATING FUND

DESCR	ADOPTED	APPROPRIATED	YTD BALANCE	AVAILABLE
FULL TIME - NON-EXEMPT 40	\$ 103,133.73	\$ 103,133.73	\$ 28,072.00	\$ 75,061.73
OVERTIME	\$ 1,500.00	\$ 1,500.00	\$ 121.00	\$ 1,379.00
PART TIME PERMANENT	\$ 30,000.00	\$ 30,000.00	\$ 5,867.00	\$ 24,133.00
FICA	\$ 10,686.78	\$ 10,686.78	\$ 2,448.00	\$ 8,238.78
VRS	\$ 5,613.03	\$ 5,613.03	\$ 3,227.00	\$ 2,386.03
HOSPITAL MEDICAL	\$-	\$-	\$ 7,900.00	\$ (7,900.00)
GROUP INSURANCE	\$ 632.01	\$ 632.01	\$ 330.00	\$ 302.01
HYBRID DISABILITY	\$ 455.26	\$ 455.26	\$ -	\$ 455.26
WORKER'S COMPENSATION	\$ 1,071.19	\$ 1,071.19	\$ -	\$ 1,071.19
PROFESSIONAL SERVICES	\$ 42,273.00	\$ 42,273.00	\$ 29,706.00	\$ 12,567.00
COMPUTER SERVICES	\$-	\$-	\$ 6,984.00	\$ (6,984.00)
EQUIPMENT REPAIRS	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00
MOTOR VEHICLE REPAIRS	\$ 3,500.00	\$ 3,500.00	\$ -	\$ 3,500.00
EQUIPMENT MAINTENANCE	\$ 3,000.00	\$ 3,000.00	\$ 42.00	\$ 2,958.00
MAINTENANCE SERVICE CONTRACTS	\$ 5,500.00	\$ 5,500.00	\$ 2,120.00	\$ 3,380.00
BUILDING MAINTENANCE	\$-	\$-	\$ 6,023.00	\$ (6,023.00)
BUILDING REPAIRS	\$-	\$-	\$ 6,939.00	\$ (6,939.00)
ROAD IMPROVEMENTS	\$ 3,000.00	\$ 3,000.00	\$ 120.00	\$ 2,880.00
SOLID WASTE DISPOSAL	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00
SNOW REMOVAL SERVICES	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
MOWING	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00
ADVERTISING	\$ 500.00	\$ 500.00	\$ -	\$ 500.00
LAUNDRY SERVICES	\$-	\$-	\$ 4,342.00	\$ (4,342.00)
MISC. SERVICES	\$-	\$-	\$ 1,838.00	\$ (1,838.00)
ELECTRIC SERVICE	\$ 24,000.00	\$ 24,000.00	\$ 11,385.00	\$ 12,615.00
PROPANE/FUEL	\$ 165,000.00	\$ 165,000.00	\$ 66,166.00	\$ 98,834.00
WATER SEWER	\$-	\$-	\$ 330.00	\$ (330.00)
GARBAGE	\$-	\$-	\$ 2,789.00	\$ (2,789.00)
POSTAGE	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
TELEPHONE	\$ 4,600.00	\$ 4,600.00	\$ 2,259.00	\$ 2,341.00
MOBILE RADIO	\$-	\$-	\$ 120.00	\$ (120.00)
LIABILITY INSURANCE	\$ 7,000.00	\$ 7,000.00	\$ -	\$ 7,000.00
OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 115.00	\$ 1,385.00
FOOD SUPPLIES	\$-	\$-	\$ 78.00	\$ (78.00)
BEVERAGES	\$ 500.00	\$ 500.00	\$ 1,085.00	\$ (585.00)
LAUNDRY & JANITORIAL SUPPLIES	\$ 600.00	\$ 600.00	\$ 141.00	\$ 459.00
MAINTENANCE SUPPLIES	\$ 38,825.00	\$ 38,825.00	\$ 2,922.00	\$ 35,903.00
VEHICLE & POWERED EQUIP. MAINT. SUP	\$-	\$-	\$ 666.00	\$ (666.00)
VEHCILE & POWERED EQUIPMENT FUELS	\$ 5,500.00	\$ 5,500.00	\$ 34,444.00	\$ (28,944.00)
UNIFORMS	\$ 500.00	\$ 500.00	\$ 943.00	\$ (443.00)
BOOKS & SUBSCRIPTIONS	\$ 110.00	\$ 110.00	\$ -	\$ 110.00
LANDSCAPING SUPPLIES	\$-	\$-	\$ 1,095.00	\$ (1,095.00)
SMALL TOOLS	\$-	\$-	\$ 228.00	\$ (228.00)
SIGNAGE	\$-	\$-	\$ 189.00	\$ (189.00)
FURNITURE & EQUIPMENT	\$ 200.00	\$ 200.00	\$ 1,089.00	\$ (889.00)
LODGING	\$-	\$-	\$ 272.00	\$ (272.00)
CONVENTION & EDUCATION	\$ 1,500.00	\$ 1,500.00	\$ 1,687.00	\$ (187.00)
DUES & MEMBERSHIPS	\$ 200.00	\$ 200.00	\$ 25.00	\$ 175.00
GRANT EXPENDITURES	\$-	\$-	\$ 152,589.00	\$ (152,589.00)
WINCHESTER REGIONAL AIRPORT	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
SITE IMPROVEMENTS		\$ 1,123,650.00	\$ 20,462.00	\$ 1,103,188.00
TOTALS:	\$ 482,000.00	\$ 1,605,650.00	\$ 412,158.00	\$ 1,193,492.00

2025/26 REVENUE

DESCR	ADOPTED	APPROPRIATED	YTD BALANCE	BALANCE
2025 - AIRCRAFT 2ND HALF	\$ (11,500.00)	\$ (11,500.00)	\$-	\$ (11,500.00)
2026 - AIRCRAFT 1ST HALF	\$ (11,500.00)	\$ (11,500.00)	\$-	\$ (11,500.00)
HANGAR RENTAL	\$ (204,000.00)	\$ (204,000.00)	\$ (107,672.00)	\$ (96,328.00)
REVENUE - FUEL SALES	\$ (190,000.00)	\$ (190,000.00)	\$ (137,827.00)	\$ (52,173.00)
OTHER PROPERTY RENTALS	\$ (10,000.00)	\$ (10,000.00)	\$-	\$ (10,000.00)
STATE AIRPORT GRANT REVENUE	\$ (5,000.00)	\$ (1,026,500.00)	\$ (61,734.00)	\$ (964,766.00)
FEDERAL AIRPORT GRANT REVENUE	\$ (50,000.00)	\$ (50,000.00)	\$ (159,030.00)	\$ 109,030.00
TRANSFER FROM GENERAL FUND	\$-	\$ (102,150.00)	\$ (102,150.00)	\$-
TIE DOWNS	\$-	\$-	\$ (800.00)	\$ 800.00
TOTALS:	\$ (482,000.00)	\$ (1,605,650.00)	\$ (569,213.00)	\$ (1,036,437.00)