

## **JANUARY 2024 Meeting Minutes Winchester Regional Airport Authority**

The Winchester Regional Airport Authority Board of Directors met in regular session in the conference room of the terminal building at 5:00 P.M. on January 11, 2024.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), Frank Haun (Shenandoah County), John Eberhardt (City of Winchester), Astrid Sheil (Committee Member), Lance Allen (Committee Member)

**Absent:** Thomas Leone (Frederick County), Rhett Champagne (Frederick County), Leslie Melanson (Clarke County), Corey Sullivan (City of Winchester Council Liaison), Jerome Butler (Warren County), Vicky Cooke (Warren County), Paul Anderson (Historian)

### **OPEN MEETING**

Chairman Bill Pifer officially called the meeting to order at 5:00 P.M.

### **APPROVAL OF AGENDA**

**Motion:** Approve meeting agenda as distributed – by Gene Fisher, second by Frank Haun. Motion passed unanimously.

### **APPROVAL OF MINUTES - December 14, 2023, Regular Business Meeting**

**Motion:** Approve minutes as distributed – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **CHAIRMAN – OPENING REMARKS**

Chairman Pifer opened with a memorial for Ray Hoover, a longtime pilot and friend of the airport. He requested consensus from the Board for a resolution of appreciation for Ray, which was duly given.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

(b) **Finance & Budget** – Nick delivered the pre-audit finance report for December 2023.

**Motion:** Accept finance report as presented – by Gene Fisher, second by Frank Haun. Motion passed unanimously.

(c) **Marketing & Business Development** – Lance Allen discussed the proposal to host industry days at the airport to discuss development opportunities.

(d) **Foundation & Community Outreach** – Carley reviewed the work the committee has done to partner with the Career and Technical Education (CTE) providers from the 5 jurisdictions to host an aerospace workforce day on March 14<sup>th</sup>.

## **OPERATIONS REVIEW – OPERATIONS SUPERVISOR**

Dave discussed recent efforts to acquire federal surplus equipment. The airport endured a weather event that necessitated snow removal operations. Space-available in Hangar 509 has been very busy with several survey groups. A new camera feed was installed to showcase the terminal construction. The airport will work with Frederick County IT to get the feed posted to the airport website.

## **NEW BUSINESS - EXECUTIVE DIRECTOR**

The airport can compete for a furniture fixtures and equipment (FF&E) grant in February. To do so, bids are due in mid-January. The airport is working with a vendor on a state cooperative purchasing contract to obtain a qualified quote for the grant. Nick delivered a presentation of a draft furniture plan for the entire terminal, including public and private (local) space.

**Motion:** Authorize the Executive Director for a terminal FF&E acquisition for up to a \$120,000 total project, including the maximum possible amount for public spaces eligible under DOAV grant. – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

The Frederick County Sheriff's Office (FCSO) requested to perform vehicle calibrations on airport surfaces. The basis is state code that mandates a calibration process for vehicle speedometers twice a year. Currently, this activity is performed on Highway 37 amongst normal vehicle traffic. The airport has developed an operational plan that was endorsed by the DOAV and FAA. There was general discussion related to safety precautions and liability. This item requires no Board action and was provided for informational purposes only.

Nick presented the draft FY2025 capital and operating budgets for the second time. Nick also thanked the finance departments of Frederick County and the City of Winchester for their assistance through the budget process.

**Motion:** Authorize the Executive Director to submit the operating and capital budgets as presented to the localities, and approval of associated capital projects, including requests of \$32,725 (operating) \$150,885 (capital) from Frederick County, \$9,775 (operating) \$45,069 (capital) from the City of Winchester, \$5,000 from Shenandoah County, \$5,000 from Warren County, and \$5,000 from Clarke County. – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

Nick introduced Aiden Ockerman. Aiden delivered a presentation about a project he has undertaken to improve the courtesy car program at OKV.

Nick concluded with an overview of proposed legislation under the current session of the General Assembly championed by the Virginia Airport Operators Council that addresses derelict and abandoned aircraft at public airports.

## **COMMENTS – BOARD MEMBERS**

None

## **ANNOUNCEMENTS**

None

## **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 6:10 P.M. – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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