

FEBRUARY 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 February 8, 2024.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), Leslie Melanson (Clarke County), John Eberhardt (City of Winchester), Corey Sullivan (City of Winchester Council Liaison)

Absent: Thomas Leone (Frederick County), Frank Haun (Shenandoah County), Rhett Champagne (Frederick County), 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 John Eberhardt, second by Gene Fisher. Motion passed unanimously.

APPROVAL OF MINUTES – January 11, 2024, Regular Business Meeting

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

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Chairman Pifer gave a recap of the VABA legislative reception and VAOC legislative day that took place February 7-8 in Richmond.

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** – Nick delivered the pre-audit finance report for January 2024.

Motion: Accept finance report as presented – by John Eberhardt, second by Gene Fisher. Motion passed unanimously.

(b) **Marketing & Business Development** – The committee met prior to this business meeting. John delivered an overview of current initiatives, including the development of a working group to plan for the implementation of advanced air mobility (AAM) infrastructure and programs. A prospective Go Virginia grant application was discussed to fund some of these activities.

Motion: Authorize the Executive Director to apply for a Go Virginia planning grant in the amount of \$49,000 – by Carley Walker, second by Gene Fisher. Motion passed unanimously.

(d) Foundation & Community Outreach – Carley discussed recent community engagement efforts. Next month there will be a first-ever “Aerospace Day” for high school students of all 5 authority jurisdictions. The goal is to introduce them to a broad range of aviation careers.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave Foley discussed recent operations. He reviewed the terminal decommissioning plan that is currently in development. The working target is to have the building in a position to be vacated by June 1, 2024. The airport is working with the building contractor on a plan to relocate the construction trailer to use as a temporary terminal. Dave is also working with the utility providers to ensure continuity of services through all phases of the transition.

NEW BUSINESS - EXECUTIVE DIRECTOR

Public hearings for the FY2025 budget are scheduled with all jurisdictions except for Frederick County. Board members are encouraged to attend in support.

Nick provided a status of the terminal project and all known change order items. Chairman Pifer requested additional information about the state of the project’s contingency budget.

We are set to close on the parcel of land at 391 Bufflick Road (Tax ID #64-A-69) on February 22, 2024. These expenses were budgeted in the current capital budget and are eligible for reimbursement under future DOAV/FAA grants.

Nick introduced the application for an airport event, the 4th annual VALOR 5K run on the runway. As in previous years, this would entail a 2-hour closure of the runway and parallel taxiway. Proceeds benefit the Frederick County Sheriff’s Office youth camp. There was consensus among the board for event approval.

We had to delay the presentation of the FY23 audit as the draft report was not ready in time. This item will be rescheduled for the March business meeting.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:33 P.M. – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
