

MARCH 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 March 14, 2024.

Present: Gene Fisher (Frederick County), Carley Walker (Frederick County), Leslie Melanson (Clarke County), John Eberhardt (City of Winchester), Frank Haun (Shenandoah County)

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

OPEN MEETING

Vice Chairman Gene Fisher called the meeting to order at 5:00 P.M.

APPROVAL OF AGENDA

Motion: Approve meeting agenda as distributed – by Frank Haun, second by John Eberhardt. Motion passed unanimously.

APPROVAL OF MINUTES – February 8, 2024, Regular Business Meeting

Motion: Approve minutes as distributed – by Frank Haun, second by Carley Walker. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Vice Chairman Fisher noted that next month we are hosting an airport stakeholder reception on April 11th in lieu of the normal scheduled business meeting. All are encouraged to attend.

PRESENTATION OF FY2023 AUDIT

David Foley (RFCA) delivered the FY2023 audit presentation via Microsoft Teams. General discussion followed.

Motion: Accept the FY2023 audit as presented contingent upon final approval by RFCA quality control – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

COMMITTEE REPORTS

(a) **Executive** – No report

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

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

(b) Marketing & Business Development – No report.

(d) Foundation & Community Outreach – The airport is hosting a first-ever “Aerospace Day” designed to introduce high school juniors and seniors to career pathways in the aviation industry. We have participation from all 5 jurisdictions’ Career and Technical Education (CTE) instructors and over 200 students are expected. There are 20 vendors planned for the event.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave Foley discussed recent operations with a focus on capital project coordination. A preconstruction meeting for the Apron Phase 2 project is scheduled for April 9. The airport is getting ready for mowing season with routine maintenance items and equipment servicing. Work continues on the terminal decommissioning plan.

NEW BUSINESS - EXECUTIVE DIRECTOR

Airport Intern Esther Macias gave a presentation about the forthcoming lease expiration for Hangar 675. A brief discussion ensued about the Authority’s options. This will remain an open agenda item until the Board takes formal action on the future disposition of the hangar.

The airport closed on the acquisition of 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 discussed two grant opportunities for the commonwealth Aviation Fund (CAF). The first is a project to rehabilitate the exterior signage around the terminal parking lot and main entrance sign. The second is installation of fiber service for the new terminal.

Motion: Authorize the Executive Director to make application and accept two grants from the Virginia Department of Aviation to support a signage project not to exceed \$99,000 and installation of fiber service not to exceed \$50,000 at 90% and 95% state share, respectively – by John Eberhardt, second by Frank Haun. Motion passed unanimously.

The 4th annual VALOR 5K run on the runway is scheduled for April 13, 2024 at 8:00AM.

COMMENTS – BOARD MEMBERS

Frank Haun – Frank discussed the budget presentation to the Shenandoah County Board of Supervisors and thanked them for their continued support of the airport.

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:14 P.M. – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
