

MAY 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 May 9, 2024.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), Leslie Melanson (Clarke County), Jerome Butler (Warren County), Frank Haun (Shenandoah County), Rhett Champagne (Frederick County)

Absent: Thomas Leone (Frederick County), John Eberhardt (City of Winchester), Vicky Cooke (Warren County), Corey Sullivan (City of Winchester Council Liaison), Paul Anderson (Historian)

OPEN MEETING

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES – March 14, 2024, Regular Business Meeting

Motion: Approve minutes as distributed – by Frank Haun, second by Jerome Butler. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

Chairman Pifer thanked airport staff and Authority board members for their efforts to maintain operations and positive budget progress amidst an historic level of construction activity.

COMMITTEE REPORTS

(a) **Executive** – No report

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

Motion: Accept finance report as presented – by Jerome Butler, second by Frank Haun. Motion passed unanimously.

(b) **Marketing & Business Development** – No report.

(d) **Foundation & Community Outreach** – Carley presented the idea of a strategic planning session specifically geared for the Authority Board of Directors and their role in the governance and growth of the airport. There was consensus from all board members to endorse Carley's efforts to obtain quotes for this effort.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave Foley delivered the operations update. He gave an overview of the terminal decommissioning plan with an emphasis on coordinating services for temporary operations. The airport is managing 3 active construction projects. The next major capital project, Taxiway Phase 2, is set for bid opening on June 13, 2024. The airport donated two of its surplus crew cars, one to the Front Royal Airport and the other to the Dowell J. Howard center for career and technical education (CTE).

NEW BUSINESS - EXECUTIVE DIRECTOR

The FF&E plan for the terminal is moving forward, with state grant in hand. The next milestone is a walk-through with the vendor and designer on May 30.

The airport anticipates receiving a state grant for an exterior signage project at the May VAB meeting in Staunton, VA. Since this project was approved at a previous meeting, no further action is necessary by the Authority. The requested grant for installation of fiber in the new terminal was determined to be ineligible and therefore disapproved. We are in contact with our VAB rep and hope to see further consideration at a later meeting.

The Chairman and I met with a broker to discuss the upcoming Hangar 675 solicitation. The working strategy is for there to be two options: purchase with ground lease or full facility rental. These options will continue to be refined in the coming weeks.

The proposed FY2025 rates and fee schedule for noncommercial leases and Winchester Aviation operations was presented. A summary of commercial lease rent changes was also presented.

Motion: Endorse the recommended rates and fee schedules for FY2025 as presented – by Frank Haun, second by Carley Walker. Motion passed unanimously.

The airport anticipates receiving the formal grant offer from Go Virginia in the amount of \$71,000 for the project, “AAM Cluster and Workforce Pipeline Development Study” discussed at previous meetings.

Motion: Authorize the Executive Director to accept and execute the grant offer by Go Virginia – by Frank Haun, second by Carley Walker. Motion passed unanimously.

Nick recognized the efforts of Aiden Ockerman who successfully completed a tour of duty as an Airport Intern over the past school year.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:04 P.M. – by Leslie Melanson, second by Jerome Butler. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
