

JUNE 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 June 13, 2024.

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

Absent: Thomas Leone (Frederick County), Jerome Butler (Warren County), Vicky Cooke (Warren County), 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 – May 9, 2024, Regular Business Meeting

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

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

None

COMMITTEE REPORTS

(a) **Executive** – No report

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

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

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

(c) **Foundation & Community Outreach** – Carley gave an overview of community engagement efforts over the past month. These included hosting the first-ever Arising Leadership Program and Civil Air Patrol Aerospace Night that brought 70 cadets and senior members to the airport. This committee is also beginning to plan for a ribbon-cutting event for the new terminal.

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

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave Foley provided the operations update with an emphasis on the terminal decommissioning plan. We are preparing temporary facilities with trailers set to be delivered the week of June 17. There is a lot of construction activity occurring in the front of the current terminal, therefore we have a heightened awareness for pedestrian safety in/out of the building and are directing contractors' activities accordingly. Finally, Dave announced that longtime staff member Bud Payne will retire at the end of July.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick began with condolences for Jamie Wilson, VP for FBO Partners. Jamie did work for us and was a big supporter of OKV.

With the upcoming retirement of a staff member, we are working on a plan to recruit for the Flightline Supervisor instead of the Flightline Technician position.

We participated in a study by the Virginia Department of Aviation (DOAV) related to navigational aids (NAVAIDS). This included a charette with a small group of based pilots to discuss their utilization of state-owned NAVAIDS. This effort will inform DOAV efforts on how to improve their program. A byproduct of the conversation was additional commentary about the potential need for an air traffic control tower. Nick relayed this to our engineering consultants as an RFI to better understand our operational need for such a facility.

The 50th anniversary of the Virginia Aviation Conference will be held August 7-9, 2024. Nick solicited interest in attending the conference on behalf of the Authority.

The Frederick County Sheriff's Office recognized the airport as a key partner for their annual youth camp. The VALOR 5K has become the majority revenue generator to fund the event.

Chairman Bill Pifer and Nick Sabo presented scholarships to employees Erick Silva and Mike Sandy to pursue education and training in the aviation industry. The scholarships were awarded jointly by the Corporate Aircraft Association (CAA) and Aircraft Owners and Pilots Association (AOPA).

The Northside Environmental Assessment (EA) has been completed and is under review by the requisite review agencies.

Bids for the "Relocate Parallel Taxiway - Section 1" project were opened earlier today. Two bids were received and came in over the engineer's estimate. We are working with our grant agencies to discuss options and expect to have more information next month.

The airport will be releasing a solicitation for fuel vendor in the coming weeks.

The disposition of Hangar 675 was discussed. The working strategy is for a solicitation to give interested parties two options: purchase with ground lease or full facility rental. These options will continue to be refined before a solicitation is issued. John Eberhardt recommended that we ask for a description of funding contingencies for any purchase option. The board concurred with this approach. The hangar ground lease expires on September 30, 2024.

Nick reiterated that he is working with Carley to establish a tentative budget out of the operating fund to host a ribbon-cutting ceremony for the new terminal.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:08 P.M. – by Leslie Melanson, second by Jerome Butler. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
