

## **AUGUST 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 August 11, 2024.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Jerome Butler (Warren County), Rhett Champagne (Frederick County), Leslie Melanson (Clarke County), Corey Sullivan (City of Winchester Council Liaison)

**Absent:** Thomas Leone (Frederick County), Frank Haun (Shenandoah County), Carley Walker (Frederick County), John Eberhardt (City of Winchester), 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 with the exception of moving Item 9.a. to after Item 4. – by Rhett Champagne, second by Gene Fisher. Motion passed unanimously.

### **APPROVAL OF MINUTES – July 11, 2024, Regular Business Meeting**

This item was tabled until the September meeting.

### **PUBLIC COMMENT**

None

### **CHAIRMAN COMMENTS**

Chairman Pifer led a signing ceremony for flyADVANCED and their leasehold at 509 Airport Road.

**Motion:** Approve the lease between flyADVANCED and the Winchester Regional Airport Authority as presented – by Jerome Butler, second by Leslie Melanson. Motion passed unanimously

### **COMMITTEE REPORTS**

(a) **Executive** – No report

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

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

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

(c) **Foundation & Community Outreach** – No report.

### **OPERATIONS REVIEW – OPERATIONS SUPERVISOR**

Dave gave an operations update. The airport is participating in a demonstration project with Traxyl to showcase their embedded pavement conduit system. The airport is now fully operational in temporary facilities, as the power was terminated at the main terminal building last week. The demolition is scheduled for mid to late August. Interviews are being conducted for the Flightline Supervisor position.

### **NEW BUSINESS - EXECUTIVE DIRECTOR**

The fuel vendor RFP will be released soon with a deadline of September 6, 2024 at 4:00PM. Another solicitation for the vending services is also scheduled to be released soon with a due date of September 9, 2024.

Nick thanked staff for their incredible work getting the terminal decommissioned and set up in the construction trailer. Specifically, Dave Foley’s individual efforts were pivotal to the success of this operation.

Concepts for the exterior signage project were shared with Board members. Thanks to everyone who submitted their feedback.

The grant applications for the Taxiway Relocation – Phase 1 and Taxiway Relocation – Phase 2/3 Design has been submitted. There are ongoing conversations with the FAA about their capacity to find the discretionary funds to make the grant offer. The DOAV grant and local shares are already secured for Alternate 2 and 3. Alternate 1 would require additional funding commitments from the DOAV, Frederick County, and the City of Winchester. This request was authorized at the July meeting.

A resolution entitled, “RESOLUTION AUTHORIZING AND APPROVING THE ISSUANCE, AWARD, AND SALE OF A REVENUE BOND, AND SETTING FORTH THE FORM, DETAILS, AND PROVISIONS FOR THE PAYMENT THEREOF” was introduced for the board’s consideration.

**Motion:** Approve the resolution as presented – by Bill Pifer, second by Leslie Melanson. Motion passed unanimously

### **COMMENTS – BOARD MEMBERS**

Leslie Melanson – Her new position with the FAA may preclude her from being a board member on the Authority. She is seeking the opinion of counsel through the FAA and will report back.

### **ANNOUNCEMENTS**

None

### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn the meeting at 6:34 P.M. – by Gene Fisher, second by. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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