

## **SEPTEMBER 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 September 12, 2024.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), John Eberhardt (City of Winchester), Jerome Butler (Warren County), Carley Walker (Frederick County)

**Absent:** Thomas Leone (Frederick County), Frank Haun (Shenandoah County), Leslie Melanson (Clarke County), Rhett Champagne (Frederick County), 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 Carley Walker, second by Gene Fisher. Motion passed unanimously.

### **APPROVAL OF MINUTES – July 11, 2024 & August 1, 2024, Regular Business Meetings**

**Motion:** Approve the minutes from the July 11, 2024, and August 1, 2024, regular business meetings, as presented – by Jerome Butler, second by John Eberhardt. Motion passed unanimously

### **PUBLIC COMMENT**

None

### **CHAIRMAN COMMENTS**

Chairman Pifer thanked airport staff for their diligent efforts through this transition period with several ongoing construction projects.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

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

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

(b) **Marketing & Business Development** – The committee met on September 12, 2024, at 4:30PM to discuss a business application from Shenandoah Helicopters. No formal actions were taken.

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

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

Dave gave the monthly operations update. The airport is hiring for a Maintenance Technician position. The airport welcomed Alyssa Gardner into the Flightline Supervisor position.

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

The fuel vendor RFP received 5 proposals. All 5 firms are invited to participate in virtual interviews with the selection committee. A notice of award is anticipated on/about October 1, 2024. There were no proposals received for the vending solicitation, however we have identified two local vendors that can meet our initial needs.

We hosted the Clarke County Citizen's Academy, led by Clarke County Chris Boies. The tour brought 25 community members to the airport for the first time to explain its role and benefits to Clarke County residents.

The 3<sup>rd</sup> annual Girls in Aviation Day is scheduled for Saturday, September 21 from 9:00 – 12:00 noon. Over 250 attendees are expected.

A business application for Shenandoah Helicopters was introduced. Kurt Rosell provided an overview of the concept of operations. John Eberhardt shared the feedback generated at the Marketing and Business Development Committee, including outlining the requirements of the Winchester Regional Airport Minimum Standards and Rules and Regulations. The application cannot be approved in its current form since the proposed school does not operate two (2) aircraft and the plan to use a private hangar does not have public access. Kurt was responsive to the feedback and promised additional documentation to demonstrate how the school would satisfy these requirements and operate safely in the terminal environment. In accordance with the Minimum Standards, the Authority has 120 days to provide a formal response to the application. This will remain an open item for the next business meeting.

### **COMMENTS – BOARD MEMBERS**

Frank Haun – Frank said that it would be beneficial to have a debt schedule as a resource to consider consolidation options and operating budget projections. Nick responded that this could be generated and provided to the Authority.

### **ANNOUNCEMENTS**

The terminal dedication ceremony is tentatively scheduled for Thursday, December 12, 2024. The Foundation & Community Outreach Committee has been tasked with leading the planning efforts for the event.

### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn the meeting at 6:15 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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