

OCTOBER 2024 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority Board of Directors met in regular session in 509 Airport Road Suite 200 at 5:00 P.M. on October 10, 2024.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), John Eberhardt (City of Winchester), Carley Walker (Frederick County), Frank Haun (Shenandoah County)

Absent: Thomas Leone (Frederick County), Jerome Butler (Warren 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 John Eberhardt, second by Carley Walker. Motion passed unanimously.

APPROVAL OF MINUTES – September 12, 2024, Meeting Notes

Motion: Table approval until they are amended to reflect no quorum present – by John Eberhardt, second by Gene Fisher. Motion passed unanimously

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

Bill encouraged all Authority members to arrange tours of the new terminal building to see the incredible progress that is being made.

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.

(c) **Marketing & Business Development** – John Eberhardt introduced the nomination for Brandon Clark to join the committee. The nomination will be considered for a vote at the November meeting.

(d) **Foundation & Community Outreach** – Carley recapped the 2024 Girls in Aviation Day. The airport will participate in the Frederick County Worlds of Work. The terminal grand opening celebration is scheduled for December 12, 2024. Carley is finalizing dates for the 2025 WRAA strategy session.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave discussed plans for a possible transition to a new fuel vendor, dependent on Authority approval. A new Maintenance Technician starts on October 16. We will send two staff members to the VAOC Maintenance Workshop in Culpeper, VA in November. Dave provided an update on the terminal and apron projects.

NEW BUSINESS - EXECUTIVE DIRECTOR

The fuel vendor selection committee has reviewed the 5 proposals received and recommends award of contract to Avfuel, effective November 1, 2024.

Motion: Accept the report and recommendation of the fuel vendor selection committee – by John Eberhardt, second by Gene Fisher. Motion passed unanimously.

Requested operating documents from Shenandoah Helicopters have been shared with members of the Marketing & Business Development Committee and found to be satisfactory to advance the application for consideration by the Authority. This will remain an open item for the next business meeting.

Draft leases have been shared with the three terminal tenants and are ready for execution on/about December 1, 2024. This also includes the in-kind services agreement with the Top of Virginia Regional Chamber of Commerce. John Eberhardt stated that additional board action was not required based on the process that was used to vet these leases.

There has been ongoing dialogue with the FAA related to the approval of the Northside Environmental Assessment (EA). There is a call scheduled with the FAA Environmental Specialist to discuss the project outcomes, which include the possibility of an advanced manufacturing use. This will remain an open item until the issue is resolved.

Nick gave an update on the Go Virginia grant project for the “Advanced Air Mobility Cluster and Workforce Pipeline Development Study”. The project is out for solicitation to hire a consultant to perform the work prescribed in the RFP. Responses are due October 30, 2024.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn the meeting at 6:26 P.M. – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
