

## **DECEMBER 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 December 12, 2024.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), Frank Haun (Shenandoah County), Rhett Champagne (Frederick County), Thomas Leone (Frederick County)

**Absent:** John Eberhardt (City of Winchester), Jerome Butler (Warren County), Vicky Cooke (Warren County), Corey Sullivan (City of Winchester Council Liaison)

### **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 Rhett Champagne, second by Frank Haun. Motion passed unanimously.

### **APPROVAL OF MINUTES – October 10, 2024, Regular Meeting**

**Motion:** Approve minutes as distributed – by Gene Fisher, second by Carley Walker. Motion passed unanimously

### **PUBLIC COMMENT**

None

### **CHAIRMAN COMMENTS**

Chairman Pifer wished everyone a happy holiday season.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

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

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

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

(d) **Foundation & Community Outreach** – Carley reminded board members about the strategic planning session scheduled for February 7, 2025 from 9:00AM-1:00PM.

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

Dave provided an update on all open capital projects. The airport will be recruiting for a new Maintenance Technician and part-time Flightline Technician position in the coming months. Snow removal equipment is prepped and ready for the upcoming winter season.

## **NEW BUSINESS - EXECUTIVE DIRECTOR**

Shenandoah Helicopters rescinded their business application while they review other options. No further action is required by the board at this time.

Formal planning is underway for the “Apple Blossom Air Show” sponsored by the Shenandoah Apple Blossom Festival. The tentative date is April 26<sup>th</sup> with a rain date of April 27<sup>th</sup>.

**Motion:** Approve the dates for the Apple Blossom Air Show and authorize the Executive Director to take all steps necessary to execute the event, including coordination with the Federal Aviation Administration (FAA) and Virginia Department of Aviation (DOAV). – by Frank Haun, second by Tom Leone. Motion passed unanimously.

The Board received a nomination for an appointment to the Marketing and Business Development Committee.

**Motion:** Approve Brandon Clark’s 1-year appointment to the Marketing and Business Development Committee. – by Gene Fisher, second by Frank Haun. Motion passed unanimously.

Nick presented the FY2026 operating and capital budget proposals.

**Motion:** Approve submission of the FY2026 budget proposals to all jurisdictions and request funding contributions as presented. – by Carley Walker, second by Gene Fisher. Motion passed unanimously.

## **COMMENTS – BOARD MEMBERS**

None

## **ANNOUNCEMENTS**

None

## **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn the meeting at 6:18 P.M. – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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