

MAY 2025 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority Board of Directors met in regular session at the Terminal Building Business Center located at 491 Airport Road at 5:00 P.M. on May 8, 2025.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Thomas Leone (Frederick County), Marcus Zechini (Clarke County), Frank Haun (Shenandoah County), Rhett Champagne (Frederick County), Jerome Butler (Warren County)

Absent: John Eberhardt (City of Winchester), Carley Walker (Frederick County), Chip Newcome (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 Frank Haun, second by Marcus Zechini. Motion passed unanimously.

APPROVAL OF MINUTES – April 10, 2025, Regular Meeting

Motion: Approve minutes as distributed – by Rett Champagne, second by Frank Haun. Motion passed unanimously

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

Mr. Pifer expressed his gratitude to the team for a successful air show. He also reiterated the board's strategic planning session effort and requested feedback at the June meeting.

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** – Nick delivered a pre-audit report on the April 2025 financial reports.

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

(c) **Marketing & Business Development** – Gene provided an overview of the Marketing & Business Development Committee meeting that took place prior to the full board meeting. The concept of hosting a reception aimed at promoting development opportunities was discussed and recommended for approval. There was general discussion about the northside parcel and the various types of development that may be suitable for that land.

Motion: Endorse the concept of hosting the OKV Development Reception, subject to further refinement by the Marketing and Business Development Committee – by Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

- (d) **Foundation & Community Outreach** – Nick briefed community engagement efforts including Storytime at the Airport and visits by Winchester Public Schools (WPS) elementary students in mid-May.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

The Taxiway Relocation – Section 1 project is underway. NOTAMs have been issued. We are paying close attention to the back taxi situation created by closure of TWY A from the main apron to the end of RWY 14. The project relocates approximately 1200' of the taxiway to the new 400' offset from the runway. We are also planning the final seal coat and markings on the main apron. These are among the final tasks for the Main Apron – Phase 2 project. We completed fire marshal inspections of all hangar facilities. We will work through the noted discrepancies and prepare for a reinspection in June. There was a water leak in Hangar 509 due to a faulty toilet supply line. The aircraft wash rack has been repaired. Finally, Dave shared how our partnership with the Frederick County Sheriff's Office yielded replacement radios for the internal airport radio network.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick introduced the FY2026 Fee Schedule. This includes a proposed 3% increase for t-hangar and tie down leases. Rent increases for commercial leases are in accordance with the CPI change from March 2024 to March 2025 of 2.4%. Various minor changes are proposed for the FBO fees for Winchester Aviation.

Motion: Approve the FY2026 fee schedule as presented – by Rhett Champagne, second by Frank Haun. Marcus Zechini and Tom Leone abstained as they are current t-hangar tenants. Motion passed 5-0-2.

Nick outlined a proposal for a developer to bring excess fill dirt on airport property. The proposal is under review by the FAA, DOAV, and our engineering consultants. An update will be provided at the June meeting.

COMMENTS – BOARD MEMBERS

Tom Leone – Tom asked about the status of the Civil Air Patrol after next year's capital project that will demolish their hangar. Nick explained that they are entitled to certain relocation costs under the FAA grant and we are working with them closely on a plan for a new facility. The Authority has reiterated its support for their operations including meeting and hangar space regardless of outcome.

Jerome Butler – The FRR airport is hosting a Wings and Wheels event this Saturday.

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn the meeting at 6:18 P.M. – by Jerome Butler, second by Marcus Zechini. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
