

SEPTEMBER 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 September 11, 2025.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), Marcus Zechini (Clarke County), Frank Haun (Shenandoah County), Rhett Champagne (Frederick County), John Eberhardt (City of Winchester), Jerome Butler (Warren County), Chip Newcome (City of Winchester Council Liaison)

Absent: Thomas Leone (Frederick County)

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 Gene Fisher. Motion passed unanimously.

APPROVAL OF MINUTES – June 11, 2025, Regular Meeting (no meeting July/Aug)

Motion: Approve minutes as distributed – by Rett Champagne, second by Carley Walker. Motion passed unanimously

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

Mr. Pifer thanked airport staff for their hard work through several capital projects.

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** – Nick delivered a pre-audit report on the financial reports for July and August.

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

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

(d) **Foundation & Community Outreach** – Carley gave brief remarks on recent community engagement and workforce development efforts.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered a review of recent operations including the Taxiway Relocation – Phase 1 capital project. The project is scheduled to conclude in late September. Night paving operations have been approved. Upon

completion of paving, there will be a 30-day cure period before final markings are applied. Maintenance staff are finalizing mowing operations and preparing the equipment for snow removal operations.

NEW BUSINESS - EXECUTIVE DIRECTOR

It being the first meeting of the new fiscal year, the agenda item for nominations for Chairman, Vice-Chairman, Secretary, and Treasurer was introduced by John Eberhardt. The call for FY 2026 officer nominations yielded the following recommendations:

Nomination of Carley Walker for Secretary.

Motion: Close the nominations and appoint Carley Walker as Secretary for FY 2026 – John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

Nomination of Rhett Champagne for Treasurer.

Motion: Close the nominations and appoint Rhett Champagne as Treasurer for FY 2026 – John Eberhardt, second by Frank Haun. Motion passed unanimously.

Nomination of Gene Fisher for Vice-Chairman.

Motion: Close the nominations and appoint Gene Fisher as Vice-Chairman for FY 2026 – by John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

Nomination of Bill Pifer for Chairman by Gene Fisher.

Motion: Close the nominations and appoint Bill Pifer as Chairman for FY 2026 – by John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

It was agreed by Authority board members to address the topic of committee assignments at a future meeting.

Nick discussed the latest status of the proposal to place excess fill dirt on airport property. A draft MOU is under review by Authority counsel.

A policy to address “Independent Operators” was introduced. After discussion, there was consensus to table the policy until next month for further review and assignment of a fee schedule.

Carley reviewed the strategic planning session and recent efforts in support. Sierra Learnership Collaborative will lead a follow-up session as part of our contract at a future date.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

Wings and Wheels is scheduled for Saturday, October 18 from 10AM-4PM.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn the meeting at 6:19 P.M. – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
