

## **NOVEMBER 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 November 13, 2025.

**Present:** Bill Pifer (City of Winchester), Carley Walker (Frederick County), Rhett Champagne (Frederick County), Marcus Zechini (Clarke County), Frank Haun (Shenandoah County), Chip Newcome (City of Winchester Council Liaison)

**Absent:** Gene Fisher (Frederick County), John Eberhardt (City of Winchester), Jerome Butler (Warren County), 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 Frank Haun, second by Marcus Zechini. Motion passed unanimously.

### **APPROVAL OF MINUTES – October 9, 2025, Regular Meeting**

**Motion:** Approve minutes as distributed – by Marcus Zechini, second by Frank Haun. Motion passed unanimously

### **PUBLIC COMMENT**

None

### **CHAIRMAN COMMENTS**

Chairman Pifer said that it is a good time for the airport and he is thankful for everyone's efforts to make this possible.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

(b) **Finance & Budget** – Rhett delivered a report on the pre-audit financials for October 2025.

**Motion:** Accept finance report as presented – by Frank Haun, second by Carley Walker. Motion passed unanimously.

(c) **Marketing & Business Development** – Bill asked for everyone to consider the role of the 5 jurisdictions with regard to incentives for economic development at the airport and report back.

(d) **Foundation & Community Outreach** – The Foundation issued its first-ever scholarship of \$1000 at the recent Aviation Expo in Hagerstown, MD. Carley also encouraged the committee chairs to review the list of membership for their respective committees.

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

Dave delivered a report on recent airport operations. The fuel farm was inspected and submitted to the Virginia Department of Environmental Quality (DEQ). Dave is investigating the cost and feasibility of an ARINC frequency to facilitate non-essential communication with airborne aircraft.

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

The Wincrest Drive Warehouse Project MOU is still under review by airport counsel. No action is required at this time.

Carley provided an update on the strategic planning update. A survey has been developed for Authority board members to complete and will be sent next week.

The electric aircraft manufacturer, BETA, has proposed installation of a mini cube system in Hangar 509. The proposed agreement is under legal review with the Authority attorney.

Nick reviewed the FY 2027 budget process and outlined key priorities. A more complete budget proposal will be shared at the December meeting. No action is required at this time.

#### **COMMENTS – BOARD MEMBERS**

None

#### **ANNOUNCEMENTS**

None

#### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn the meeting at 6:28 P.M. – by Carley Walker, second by Frank Haun. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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