

## **JANUARY 2026 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 January 8, 2025.

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

**Absent:** Jerome Butler (Warren 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:** Amend agenda to move item 9.b. to 9.a. – by Frank Haun, second by Carley Walker. Motion passed unanimously.

### **APPROVAL OF MINUTES – December 11, 2025, Regular Meeting**

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

### **PUBLIC COMMENT**

None

### **CHAIRMAN COMMENTS**

Chairman hopes everyone had a great holiday season and looking forward to a great 2026.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

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

**Motion:** Accept report as presented – by Marcus Zechini, second by Frank Haun. Motion passed unanimously.

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

(d) **Foundation & Community Outreach** – Carley delivered a report on the activities of her committee, including support for the development of new CTE programs at Winchester Public Schools and Frederick County Public Schools.

**Motion:** Accept report as presented – by Rhett Champagne, second by John Eberhardt. Motion passed unanimously.

## **OPERATIONS REVIEW – OPERATIONS SUPERVISOR**

Dave delivered the operations report. An approach lighting mast failed and required repair. The equipment is supported by state grants that cover 100% of equipment replacement costs. Airport staff provided the labor to make the repair.

## **NEW BUSINESS - EXECUTIVE DIRECTOR**

Information only: The FY27 budget proposal has been submitted to all jurisdictions. Nick requested feedback on the revised funding model that has been discussed at several meetings. The requesting funding from the jurisdictions in the FY27 budget are in accordance with the revised funding model. The MOU that codifies the proposal can be treated as a separate effort, with a goal of execution at the beginning of the new fiscal year.

A building warranty inspection was conducted with AECOM and USDA. There are eight (8) outstanding items that we are tracking with the contractor for resolution.

There has been no movement on the status of the environmental assessment, despite multiple lines of inquiry to the FAA. We will continue to monitor and share updates with the Board.

The Civil Air Patrol hangar facility will be impacted by the next phase of taxiway relocation construction. A letter will be sent to them that outlines the relocation assistance benefits available to them under the Airport Improvement Program (AIP).

A resolution was proposed for adoption by the Authority to request assistance through the VDOT Airport Access Program to construct a new vehicle entrance onto airport property off Coverstone Drive. This program provides up to \$500K for design through construction services to establish public commercial entrances onto airports in the Commonwealth.

**Motion:** Enter into resolution of support for the VDOT Airport Access Program as proposed - by John Eberhardt, second by Carley Walker. Motion passed unanimously.

## **CLOSED MEETING**

Upon Motion duly made by Gene Fisher, seconded by Carley Walker, the Authority unanimously RESOLVED to go into a closed meeting pursuant to Section § 2.2-3711(A)(5) of the Code of Virginia (1950, as amended) for the discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

## **RETURN TO OPEN MEETING**

At the conclusion of the closed meeting, the following Resolution was unanimously adopted upon roll call vote as set forth below:

WHEREAS, the Winchester Regional Airport Authority has concluded its “closed meeting” at a meeting held on January 8, 2026, and desires to return to an “open meeting”; and

WHEREAS, the adoption of this Resolution is intended to serve as the “Certificate” described in Section § 2.2-3712(D) of the Code of Virginia (1950, as amended).

NOW THEREFORE, BE IT RESOLVED that the Winchester Regional Airport Authority does hereby reconvene in an “open meeting” at its meeting held on January 8, 2026, and

BE IT FURTHER RESOLVED that each and every Member of said Authority who votes in the affirmative for this Resolution does thereby certify to the best of each Member’s knowledge that only public business matters lawfully exempted from open meeting requirements of the Virginia Freedom of Information Act were heard, discussed or considered during the closed meeting, and that only such public business matters as were identified in the Motion which convened the closed meeting were heard, discussed or considered during the course of said closed meeting by the Authority:

<b>Roll Call</b>	<b>Vote</b>
Bill Pifer	Aye
Gene Fisher	Aye
Carley Walker	Aye
Tom Leone	Aye
Rhett Champagne	Aye
Marcus Zechini	Aye
Frank Haun	Aye
John Eberhardt	Aye
Jerome Butler	Absent

**COMMENTS – BOARD MEMBERS**

None

**ANNOUNCEMENTS**

None

**ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn the meeting at 7:10 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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