

MARCH 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 March 12, 2025.

Present: Bill Pifer (City of Winchester), Carley Walker (Frederick County), Marcus Zechini (Clarke County), Frank Haun (Shenandoah County), John Eberhardt (City of Winchester)

Absent: Gene Fisher (Frederick County), Thomas Leone (Frederick County), Rhett Champagne (Frederick County), 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: Approve agenda as presented. – by Carley Walker, second by Frank Haun. Motion passed unanimously.

APPROVAL OF MINUTES –January 8, 2026, Regular Meeting

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

PUBLIC COMMENT

None

CHAIRMAN COMMENTS

None

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** – Nick delivered a report on the pre-audit financials for February 2026.

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

(c) **Marketing & Business Development** – John remarked that Virginia was successful in several eIPP project selections and OKV will be included as a partner.

(d) **Foundation & Community Outreach** – Carley provided a report on recent activity and presented a recommendation for a new committee member, Tony LaRosa.

Motion: Approve the one (1) year term for Tony LaRosa to the Foundation & Community Outreach committee – by John Eberhardt, second by Marcus Zechini. Motion passed unanimously.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered the operations report. The February snow event led to 36 hours straight of snow removal operations to restore runway capability. Chairman Pifer thanked staff for their efforts to get the airport opened before many peers in the region. Maintenance staff are preparing for spring mowing operations. Dave detailed the actions taken during an unexpected outage of the AVGAS truck. We used the self-service unit as the primary fuel vending equipment and coordinated with our fuel vendor, Avfuel, for a backup truck. The outage lasted 3 weeks. We appreciate the help and understanding from our flight schools as we worked through the problem.

NEW BUSINESS - EXECUTIVE DIRECTOR

An update was given on the disposition of the Civil Air Patrol hangar. After coordination with our attorney and the Federal Aviation Administration, a final position was determined. The CAP hangar lease will be extinguished as of April 6, 2026. This has been communicated with CAP leadership. The airport will work with the CAP Winchester Composite Squadron for relocation assistance benefits available under the AIP grant.

The FY2025 audit was presented by David Foley with Robinson Farmer Cox Associates.

Motion: Approve the FY2025 audit as presented by RFCA - by John Eberhardt, second by Carley Walker. Motion passed unanimously.

Nick presented an item for an extended holiday benefit for employees. The benefit would ensure that employees are compensated for the full amount of hours worked on a holiday, either time off or double time. There was general discussion about the financial implications, which were determined to be nominal.

Motion: Approve the additional holiday benefit as presented. – by Marcus Zechini, second by John Eberhardt. Motion passed unanimously.

Adam Switzer with Delta Airport Consultants delivered a presentation about airport master plans in accordance with FAA Advisory Circular 150/5070-6. A master plan update is a project under consideration for after the next runway rehab project.

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

WRAA Adopted:
