



WINCHESTER REGIONAL AIRPORT

491 AIRPORT ROAD
WINCHESTER, VIRGINIA 22602
(540) 662-5786

Monthly Business Meeting

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room on Thursday, January 13, 2022 at 5:00 P.M.

Bill Pifer, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes – November 18, 2021, WRAA Regular Business Meeting (No Quorum in December)
4. Public Comments
5. Chairman Comments
6. Committee Reports
 - a. Finance Report – Leslie Melanson, Secretary/Treasurer
 - b. Building/Lease – Vacant
 - c. Minimum Standards/Personnel/Security – David Reichert
 - d. Marketing/Development – Bill Pifer
7. Operations Review – Operations Supervisor
8. New Business – Executive Director
 - a. Presentation by VHB – Route 522 Relocation
 - b. Lease Transfers
 - c. Frederick County Candidate Discussion
 - c. New Terminal Design Update
9. Board Member Comments
10. Adjourn

NOVEMBER 2021 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority met in regular session in the conference room of the terminal building at 5:00 P.M. on November 18, 2021.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Carley Walker (Frederick County), John Eberhardt (City of Winchester), Frank Haun (Shenandoah County), Leslie Melanson (Clarke County), Councilor Phil Milstead (City of Winchester Liaison), Paul Anderson (Historian)

Absent: Thomas Leone (Frederick County), Dave Reichert (Frederick County), Archie Fox (Warren County)

OPEN MEETING

Chairman Pifer called the meeting to order at 5:00 P.M.

APPROVE MEETING AGENDA

Motion: Approve agenda as distributed – by Frank Haun, second by John Eberhardt. Motion passed unanimously.

APPROVE MINUTES – October 14, 2021 Regular Business Meeting

Motion: Approve as distributed – by Frank Haun, second by John Eberhardt. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Chairman Pifer welcomed John Eberhardt as the newest appointee to the WRAA board of directors by the City of Winchester.

COMMITTEE REPORTS

(a) Finance Report – Leslie Melanson, Secretary/Treasurer – Leslie provided a report on the pre-audit October 2021 financial statements.

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

(b) Building/Lease Committee – Vacant – No report.

(c) Minimum Standards/Personnel Committee – Dave Reichert, Chair – No report. Nick commented that we have recently hired a new Flightline Technician. Furthermore, the proposed FY23 budget includes funding for the Flightline Services Supervisor position, originally conceived with the 2019 Staffing Plan.

(d) Marketing Committee – Bill Pifer, Chair – Bill deferred to the Executive Director's comments for the latest update on marketing efforts.

OPERATIONS REVIEW

Dave recapped the status of the USDA contract. Wildlife sightings have been down dramatically since the program's implementation. Mowing season is drawing to a close and airport staff are actively preparing for winter operations. All key equipment is being inspected and tested for operational readiness. An order for deicer chemicals is anticipated in the next 30 days. Preventative maintenance was performed on the airport beacon, including a new ballast and bulb. A new floor sweeper was acquired through GSA Access. Two airport trucks are out for public auction. These trucks have been deemed to have exhausted their useful life due to the elevated operating costs and diminished utility. The auction is live through the end of November.

NEW BUSINESS - EXECUTIVE DIRECTOR

Recently, the airport received approval by the Fredrick County Finance Committee to support the local match of a proposed future grant for the Site Work Phase 2 project. The project will be ready for bid in December in order to submit the total project costs to the Virginia Aviation Board (VAB) meeting for consideration in February.

Motion: Authorize Executive Director to apply for, and execute, a grant to the Virginia Department of Aviation (DOAV) at the Virginia Aviation Board (VAB) meeting in February 2022 for the Terminal Site Work Phase 2 construction project. Motion passed unanimously.

Nick discussed the state of the terminal building design project. The proposed change order #1 is under review by the DOAV. A meeting with all key stakeholders is scheduled for November 19th.

The proposed FY23 operating budget was reviewed. The total budget is approximately \$2.4M, which represents a 20% increase over the current budget due to higher projected fuel costs and sales, salaries, insurance, and utilities costs. Despite the higher budget, the total operating subsidy requested from Frederick County and the City of Winchester has decreased by approximately 20%.

Nick discussed negotiations with a local rental car provider to enhance the level of service at the airport. A draft agreement is under review with no target date for implementation.

The Chamber of Commerce will host a legislative policymaker breakfast on December 9th. Nick solicited interest from the board to see if anyone was interest in attending, and if so, staff could get them registered.

Bill requested to table the WRAA Bylaws agenda item until we could get more input about the committee structure and roles and responsibilities.

Carley Walker provided an update on the nonprofit foundation ad hoc committee. We've received copies of peer airports who have established a similar foundation. We are hoping to be in position to submit the formative documents by the end of December.

COMMENTS – BOARD MEMBERS

1. John Eberhardt – John asked about the state of the terminal design and whether it was too late to offer design input. He suggested leveraging his contacts with NASA and other key partners who are participating in the development of the future regional air mobility to ensure we equip the terminal to meet future demand.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:11 P.M. – by Frank Haun, second by Gene Fisher. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:

AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3005-000-000-	.00	75.00	17566	MAINTENANCE SERVICE CONTRACTS	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3005-000-000-	.00	75.00	17566	MAINTENANCE SERVICE CONTRACTS	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3005-000-000-	.00	375.00	17566	MAINTENANCE SERVICE CONTRACTS	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3005-000-000-	.00	683.85	17566	MAINTENANCE SERVICE CONTRACTS	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3010-000-000-	.00	120.00	17566	OTHER CONTRACTUAL SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3010-000-000-	.00	588.03	17566	OTHER CONTRACTUAL SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-3010-000-000-	.00	280.15	17566	OTHER CONTRACTUAL SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5101-000-000-	.00	4,012.67	17566	ELECTRICAL SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	20.45	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	20.45	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	26.60	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	20.45	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	25.39	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	20.45	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5102-000-000-	.00	28.76	17566	HEATING SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5103-000-000-	.00	224.20	17566	WATER & SEWAGE SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5103-000-000-	.00	61.79	17566	WATER & SEWAGE SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5103-000-000-	.00	159.26	17566	WATER & SEWAGE SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5103-000-000-	.00	365.38	17566	WATER & SEWAGE SERVICES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5204-000-002-	.00	116.91	17566	TELEPHONE	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5204-000-002-	.00	554.00	17566	TELEPHONE	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5204-000-002-	.00	40.14	17566	TELEPHONE	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5401-000-000-	.00	29.97	17566	OFFICE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5401-000-000-	.00	94.35	17566	OFFICE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5407-000-000-	.00	14.13	17566	REPAIR AND MAINTENANCE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5407-000-000-	.00	146.20	17566	REPAIR AND MAINTENANCE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5407-000-000-	.00	146.20	17566	REPAIR AND MAINTENANCE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5407-000-000-	.00	33.68	17566	REPAIR AND MAINTENANCE SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5408-000-000-	.00	29.75	17566	VEHICLE AND POWERED EQUIP SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5408-000-000-	.00	82.00	17566	VEHICLE AND POWERED EQUIP SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5408-000-000-	.00	63.46	17566	VEHICLE AND POWERED EQUIP SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5408-000-000-	.00	19.68	17566	VEHICLE AND POWERED EQUIP SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5408-000-000-	.00	133.88	17566	VEHICLE AND POWERED EQUIP SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5410-000-000-	.00	143.09	17566	UNIFORMS	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5413-000-000-	.00	55.00	17566	OTHER OPERATING SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5413-000-000-	.00	26.52	17566	OTHER OPERATING SUPPLIES	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-5413-000-001-	.00	22.20	17566	LINE SERVICE EQUIPMENT	22089	
00000	007822	BANK OF AMERICA N A	11/30/2021	12/22/2021		4017-081090-9001-000-000-	.00	89.00	17566	LEASE/RENT OF EQUIPMENT	22089	
CHECK TOTAL								8,730.64				
CLASS TOTAL								8,730.64				

AIRPORT AUTHORITY CAPITAL PROJECTS

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
22670	003802	DELTA AIRPORT CONSULTANTS	CA11-17046	12/30/2021		4085-081030-8801-000-056-	.00	13,611.63	17583	RENOVATE GEN. AVIA. TERM.-CONST.	22090
22776	003802	DELTA AIRPORT CONSULTANTS	CA2-18120	12/30/2021		4085-081030-8801-000-172-	.00	1,715.50	17583	TAXIWAY A RELOCATION-PHASE 1 DEMO	22090
22774	003802	DELTA AIRPORT CONSULTANTS	1-21013	12/30/2021		4085-081030-8801-000-174-	.00	6,870.50	17583	TAXIWAY A RELOCATION PH 2 DESIGN	22090
22711	003802	DELTA AIRPORT CONSULTANTS	4-20027	12/30/2021		4085-081030-8801-000-203-	.00	62,443.04	17583	NEW GA TERMINAL BLDG-SITE DESIGN	22090
22760	003802	DELTA AIRPORT CONSULTANTS	2-21036	12/30/2021		4085-081030-8801-000-206-	.00	18,400.00	17583	RUNWAY 14 OBSTRUCTION REMOVAL PH 2	22090
						CHECK TOTAL		103,040.67			
22700	011739	ABCCM TECHNICAL SERVICES	2000572834	12/30/2021		4085-081030-8801-000-202-	.00	369.13	17667	NEW GA TERINAL BLDG-DESIGN	22090
						CHECK TOTAL		369.13			
						CLASS TOTAL		103,409.80			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD														Increase / (Decrease) Over Prior Year	
Fiscal Year	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Over/ (Short)
July	42,724	29,277	31,814	36,654	18,673	19,778	15,431	17,079	22,444	16,418	17,148	16,387	27,251	37,307	10,056
August	36,611	26,159	24,324	34,261	19,755	17,900	15,552	18,267	15,699	14,004	19,439	16,288	21,866	32,639	10,773
September	36,983	29,081	27,575	6,733	19,177	20,136	20,680	15,485	15,028	15,144	14,945	16,702	22,699	32,428	9,729
October	40,344	36,999	32,623	5,658	17,645	20,085	21,535	19,072	20,578	18,087	15,493	14,337	25,904	29,420	3,516
November	28,282	26,294	26,193	4,599	25,527	13,361	12,474	12,393	14,097	14,811	13,661	16,949	19,467	28,045	8,578
December	24,216	23,396	19,468	9,701	17,367	11,706	9,372	14,146	8,887	12,882	10,971	17,011	20,432	22,478	2,046
January	20,456	21,370	23,108	16,610	21,208	10,443	7,351	7,376	8,787	12,195	7,379	10,876	13,342	0	(13,342)
February	18,250	15,900	23,091	19,477	11,316	8,987	7,587	7,877	13,733	11,535	7,446	13,093	13,696	0	(13,696)
March	28,433	23,362	29,594	17,122	13,238	12,287	6,922	9,384	10,481	13,095	10,289	10,318	19,029	0	(19,029)
April	29,187	31,277	23,299	16,214	14,214	13,910	13,692	11,735	11,976	14,175	14,410	7,982	24,392	0	(24,392)
May	26,908	31,700	29,507	28,509	21,282	13,669	13,077	12,943	14,980	17,472	15,470	11,491	27,458	0	(27,458)
June	35,972	34,248	30,783	21,605	19,214	18,127	11,742	21,351	19,781	20,428	13,723	21,693	38,897	0	(38,897)
Total	368,366	329,063	321,378	217,142	218,618	180,388	155,414	167,106	176,468	180,246	160,374	173,127	274,433	182,317	(92,116)

BREAKDOWN BY FUEL TYPE - GALLONS ONLY																						
Fiscal Year	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		Increase/(Decrease)		AVGAS	
	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	Jet-A	AVGAS	TRUCK	SARA
July	14,211	5,567	10,055	5,376	11,415	5,664	16,445	5,999	11,582	4,836	12,272	4,876	10,970	5,417	17,156	10,095	27,905	9,402	10,749	(693)	5,250	4,152
August	13,172	4,728	9,768	5,784	11,580	6,687	9,409	6,290	8,899	5,105	14,622	4,817	10,336	5,952	12,549	9,317	24,978	7,661	12,429	(1,656)	4,498	3,163
September	12,525	7,611	14,310	6,370	8,504	6,981	8,887	6,141	10,140	5,004	11,723	3,222	10,719	5,983	12,181	10,518	22,491	9,937	10,310	(581)	6,634	3,303
October	13,605	6,480	16,647	4,888	13,265	5,807	13,788	6,790	13,242	4,845	12,090	3,403	8,306	6,031	15,257	10,647	22,224	7,196	6,967	(3,451)	4,420	2,776
November	9,002	4,359	8,970	3,504	8,532	3,861	9,389	4,708	10,929	3,882	10,780	2,881	11,903	5,046	10,449	9,018	19,926	8,119	9,477	(899)	5,312	2,807
December	8,751	2,955	6,174	3,198	10,515	3,631	5,854	3,033	9,143	3,739	7,835	3,136	12,129	4,882	13,143	7,289	15,760	6,718	2,617	(571)	3,697	3,021
January	8,348	2,095	5,436	1,915	5,191	2,185	6,334	2,453	9,686	2,509	5,413	1,966	6,699	4,177	7,454	5,888					0	
February	6,063	2,924	5,543	2,044	5,604	2,273	9,983	3,750	9,232	2,303	5,476	1,970	8,864	4,229	9,007	4,689					0	
March	9,523	2,764	4,555	2,367	6,604	2,780	7,050	3,431	9,071	4,024	7,379	2,910	4,927	5,391	11,118	7,911					0	
April	8,757	5,153	8,498	5,194	7,476	4,259	8,157	3,819	10,462	3,713	9,805	4,605	4,396	3,586	15,446	8,946					0	
May	8,749	4,920	6,813	6,264	9,216	3,727	11,397	3,583	12,977	4,495	11,461	4,009	4,590	6,901	17,423	10,035					0	
June	11,976	6,151	7,088	4,654	15,519	5,832	14,852	4,929	12,771	7,657	8,325	5,398	12,592	9,101	28,544	10,353					0	
Total	124,682	55,706	103,857	51,557	113,421	53,685	121,545	54,923	128,134	52,112	117,181	43,193	106,431	66,696	169,727	104,706	133,284	49,033	52,549	(7,851)	29,811	19,222