



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, February 10, 2022 at 5:00 P.M.

Bill Pifer, Chairman, Presiding

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes – January 13, 2022, WRAA Regular Business Meeting
4. Public Comments
5. Chairman Comments
6. Operations Review – Operations Supervisor
7. New Business – Executive Director
 - a. VALOR 5K Event Proposal
 - b. Budget Amendment
 - c. Capital Projects Review
 - d. Authority Committees
8. Committee Reports
 - a. Finance Report – Leslie Melanson, Secretary/Treasurer
 - b. Building/Lease – Vacant
 - c. Minimum Standards/Personnel/Security – Vacant
 - d. Marketing/Development – Bill Pifer
9. Board Member Comments
10. Adjourn

JANUARY 2022 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 January 13, 2022.

Present: Bill Pifer (City of Winchester), Carley Walker (Frederick County), Frank Haun (Shenandoah County), Leslie Melanson (Clarke County), Jerome Butler (Warren County), Councilor Phil Milstead (City of Winchester Liaison), Vicky Cook (Warren County), Paul Anderson (Historian)

Absent: Gene Fisher (Frederick County), John Eberhardt (City of Winchester), Thomas Leone (Frederick County), Dave Reichert (Frederick 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 Carley Walker. Motion passed unanimously.

APPROVE MINUTES – November 18, 2021 Regular Business Meeting

Motion: Approve as distributed – by Carley Walker, second by Leslie Melanson. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Chairman Pifer welcomed Jerome Butler and Vicky Cook from Warren County.

COMMITTEE REPORTS

(a) Finance Report – Leslie Melanson, Secretary/Treasurer – Leslie provided a report on the state of the rollout of the new accounting software. Nick provided a brief demonstration and discussed December fuel sales.

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

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

(c) Minimum Standards/Personnel Committee – Dave Reichert, Chair – No report.

(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 latest operations-related news. The first snow event of 2022 saw approximately 4" of dry snow and necessitated about 10 hours of staff time to return the airport to serviceable operations. The water heater in Building 615 failed and has been replaced. We submitted final comments to the Virginia Department of Environmental Quality (DEQ) report from their inspection in September (the report wasn't issued until December). There was a fault in the underground electric line that serves the airfield lighting system. We swiftly coordinated the repair with Rappahannock Electric Cooperative (REC) and the system was restored after approximately 12 hours. A NOTAM was issued to cover the outage period.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick introduced the consultant team from VHB to provide an overview of planning efforts for a proposed future relocation of Route 522 that could affect the airport. The consultants gave a presentation and concluded that a Runway Protection Zone (RPZ) analysis would be coordinated with the FAA and Virginia Department of Aviation (DOAV).

Two lease transfers were brought before the board for consideration.

Motion: Authorize the Executive Director to execute the lease transfer from Valley Aviation of Winchester to OKV Aviation Services contingent upon the following conditions: Chris Collins remaining lease guarantor until the current lease expires or is terminated, commitment by incoming lessee to enter into a new lease effective 1 July 2022, and favorable review of all lease transfer documents by Authority counsel. Motion passed unanimously.

Motion: Authorize the Executive Director to execute the lease transfer from Valley Proteins, Inc. to VP Realty LLC contingent upon J.J. Smith consenting to be lease guarantor for a period of not less than two (2) years, and upon favorable review of all lease transfer documents by Authority counsel. Motion passed unanimously.

A candidate for the open Frederick County board seat vacated by Dave Reichert was presented. Upon review of his resume and experience, Rhett Champagne received the unanimous endorsement of the Authority board of directors present at the meeting. The endorsement will be communicated along with his formal nomination to the Frederick County Board of Supervisors.

Nick gave an overview of the several ongoing capital projects. There will be bid openings for two projects in the coming weeks: Terminal Site Prep Phase 2 and Runway 14 Obstruction Removal Phase 1. Both bid openings will be broadcast on Facebook Live to comply with Virginia Public Procurement rules.

The terminal design is complete through the Design Development (DD). The Authority is reviewing the latest plans, specifications, and cost estimate in conjunction with the DOAV and will meet with AECOM to discuss final cost-saving measures before issuing the notice to proceed into the final phase, Construction Documents (CD). The Authority is working on several funding sources including a pre-application for the USDA Rural Development Program, consideration under the Airport Terminal Program in the Bipartisan Infrastructure Legislation (BIL), and a General Assembly budget amendment.

COMMENTS – BOARD MEMBERS

1. Carley Walker – Carley discussed the latest developments in establishing a nonprofit foundation. Draft bylaws and articles of incorporation have been created and are under review.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:40 P.M. – by Frank Haun, second by Carley Walker. 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	003339	TRUCK PARTS UNLIMITED INC	11/21-9920	1/28/2022		4017-081090-5408-000-000-	.00	312.79	17737	VEHICLE AND POWERED EQUIP SUPPLIES	22099
00000	003339	TRUCK PARTS UNLIMITED INC	11/21-9920	1/28/2022		4017-081090-5413-000-000-	.00	6.26	17737	OTHER OPERATING SUPPLIES	22099
						CHECK TOTAL		319.05			
00000	003596	TITAN AVIATION FUELS	3536576	1/28/2022		4017-081090-5414-000-000-	.00	22,455.45	17738	MERCHANDISE FOR RESALE	22099
00000	003596	TITAN AVIATION FUELS	R3534286	1/28/2022		4017-081090-9001-000-000-	.00	2,091.10	17738	LEASE/RENT OF EQUIPMENT	22099
						CHECK TOTAL		24,546.55			
00000	004484	BRYAN MICHAEL L	AIRPORT	1/28/2022		4017-081090-3002-000-000-	.00	1,383.00	17740	PROFESSIONAL SERVICES	22099
						CHECK TOTAL		1,383.00			
						CLASS TOTAL		26,248.60			

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	12/31/2021	1/25/2022		4017-081090-3005-000-000-	.00	240.00	17723	MAINTENANCE SERVICE CONTRACTS	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-3005-000-000-	.00	683.85	17723	MAINTENANCE SERVICE CONTRACTS	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-3005-000-001-	.00	1,200.00	17723	STATE FUNDED MAINTENANCE CONTRACTS	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-3010-000-000-	.00	732.80	17723	OTHER CONTRACTUAL SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-3010-000-000-	.00	280.15	17723	OTHER CONTRACTUAL SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5101-000-000-	.00	5,190.12	17723	ELECTRICAL SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	69.05	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	82.67	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	38.54	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	294.59	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	209.68	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	153.84	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5102-000-000-	.00	189.51	17723	HEATING SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5103-000-000-	.00	374.87	17723	WATER & SEWAGE SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5103-000-000-	.00	61.79	17723	WATER & SEWAGE SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5103-000-000-	.00	178.24	17723	WATER & SEWAGE SERVICES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5204-000-002-	.00	116.91	17723	TELEPHONE	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5204-000-002-	.00	554.00	17723	TELEPHONE	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5204-000-002-	.00	39.74	17723	TELEPHONE	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5401-000-000-	.00	37.95	17723	OFFICE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5401-000-000-	.00	178.00	17723	OFFICE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5401-000-000-	.00	140.21	17723	OFFICE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5401-000-000-	.00	73.48	17723	OFFICE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5405-000-000-	.00	26.99	17723	JANITORIAL SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5405-000-000-	.00	169.29	17723	JANITORIAL SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	668.48	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	116.39	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	50.73	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	25.95	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	202.85	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	24.54	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	22.98	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5407-000-000-	.00	239.90	17723	REPAIR AND MAINTENANCE SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5408-000-000-	.00	3.27	17723	VEHICLE AND POWERED EQUIP SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5408-000-000-	.00	1,388.92	17723	VEHICLE AND POWERED EQUIP SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5408-000-000-	.00	54.94	17723	VEHICLE AND POWERED EQUIP SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5408-000-000-	.00	24.99	17723	VEHICLE AND POWERED EQUIP SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5408-000-000-	.00	107.00	17723	VEHICLE AND POWERED EQUIP SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5413-000-000-	.00	394.67	17723	OTHER OPERATING SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5413-000-000-	.00	33.99	17723	OTHER OPERATING SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5413-000-000-	.00	26.99	17723	OTHER OPERATING SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5413-000-001-	.00	189.95	17723	LINE SERVICE EQUIPMENT	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5413-000-001-	.00	27.36	17723	LINE SERVICE EQUIPMENT	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5414-000-000-	.00	8.50	17723	SECURITY MATERIALS & SUPPLIES	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-5414-000-000-	.00	162.72	17723	MERCHANDISE FOR RESALE	22100
00000	007822	BANK OF AMERICA N A	12/31/2021	1/25/2022		4017-081090-9001-000-000-	.00	89.00	17723	LEASE/RENT OF EQUIPMENT	22100
CHECK TOTAL								15,180.39			
CLASS TOTAL								15,180.39			

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	002707	QUARLES ENERGY SERVICES &	12/21-1585	1/14/2022		4017-081090-5408-000-001-	.00	652.24	17686	VEHICLE GAS-AIRPORT USE	22095
						CHECK TOTAL		652.24			
00000	003596	TITAN AVIATION FUELS	P3521554	1/14/2022		4017-081090-5408-000-000-	.00	59.09	17687	VEHICLE AND POWERED EQUIP SUPPLIES	22095
00000	003596	TITAN AVIATION FUELS	3525256	1/14/2022		4017-081090-5414-000-000-	.00	33,944.92	17687	MERCHANDISE FOR RESALE	22095
00000	003596	TITAN AVIATION FUELS	3527212	1/14/2022		4017-081090-5414-000-000-	.00	19,457.68	17687	MERCHANDISE FOR RESALE	22095
00000	003596	TITAN AVIATION FUELS	3532904	1/14/2022		4017-081090-5414-000-000-	.00	21,614.30	17687	MERCHANDISE FOR RESALE	22095
00000	003596	TITAN AVIATION FUELS	R3520928	1/14/2022		4017-081090-9001-000-000-	.00	2,091.10	17687	LEASE/RENT OF EQUIPMENT	22095
						CHECK TOTAL		77,167.09			
00000	001355	XEROX FINANCIAL SERVICES	2976017	1/14/2022		4017-081090-9001-000-000-	.00	199.37	714896	LEASE/RENT OF EQUIPMENT	22095
						CHECK TOTAL		199.37			
						CLASS TOTAL		78,018.70			

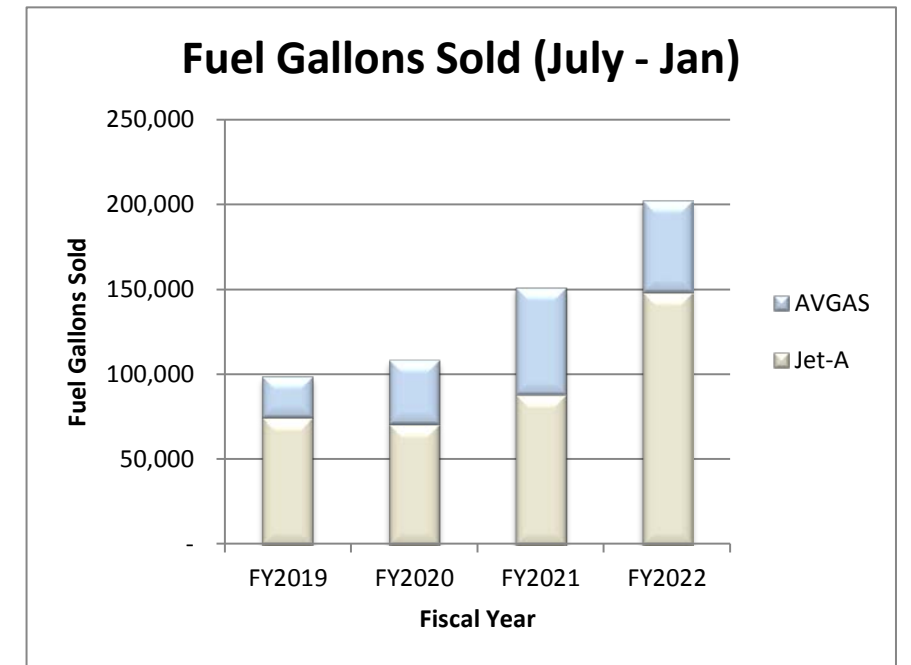
AIRPORT AUTHORITY

P.O. NO.	VENDOR NO.	VENDOR NAME	INVOICE NO.	CHECK DATE	A/P ACCRL	ACCOUNT NO.	DISCOUNT AMOUNT	NET AMOUNT	CHECK NO.	DESCRIPTION	BATCH
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00000	009000	VIRGINIA DEPT OF TAXATION	2ND QTR-FY22A	1/07/2022		4017-081090-5804-000-000-	.00	33.32	17675	TAXES-FED, EXCISE & STATE	22094
						CHECK TOTAL		33.32			
						CLASS TOTAL		33.32			

**Winchester Regional
Airport
Fuel Gallons Sold**

TOTAL GALLONS OF FUEL PRODUCTS SOLD

Fiscal Year	TOTAL GALLONS OF FUEL PRODUCTS SOLD													Increase / (Decrease) Over Prior 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	19,869	6,527
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	202,186	(72,247)



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	14,738	5,131	7,284	(757)	5,131	
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	148,022	54,164	59,833	(8,608)	34,942	19,222