

JANUARY 2023 Meeting Minutes Winchester Regional Airport Authority

The Winchester Regional Airport Authority Board of Directors met in regular session in the conference room of the terminal building at 5:00 P.M. on January 12, 2023.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Frank Haun (Shenandoah County), Thomas Leone (Frederick County), Carley Walker (Frederick County), John Eberhardt (City of Winchester), Councilor Phil Milstead (City of Winchester Liaison)

Absent: Rhett Champagne (Frederick County), Leslie Melanson (Clarke County), Vicky Cooke (Warren County), Jerome Butler (Warren County), Paul Anderson (Historian)

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 John Eberhardt, second by Gene Fisher. Motion passed unanimously.

APPROVAL OF MINUTES – December 8, 2022, Regular Business Meeting

Motion: Approve minutes as distributed – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Chairman Pifer complimented staff for their responsiveness to an aircraft incident and maintaining continuity of operations.

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** - Nick delivered the pre-audit finance report for December 2022. Nick also discussed the status of the FY 2022 audit. Our audit firm, Robinson, Farmer, Cox Associates, is scheduled to conduct the audit in early February. Our financing agreement with Virginia Resources Authority (VRA) states that audits should be completed within 180 days of the end of a fiscal year. VRA has been notified of the expected completion date.

Motion: Accept finance report as presented – by John Eberhardt, second by Frank Haun. Motion passed unanimously.

(c) **Marketing & Business Development** – Work continues on the “Runway to the Airport of the Future” public vision document.

(d) Foundation & Community Outreach – Carley thanked the board for approving her latest committee appointment. Committee Member Julie Shaffer has taken a new position as an aide for Congressman Cline.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave described a winter event that necessitated plowing operations. The entire event was contained to a single day, and there was no time that the runway was closed. Dave gave an overview of a new initiative to use a shared spreadsheet to track maintenance work orders. The parking lot light fixtures at Hangar 509 were replaced with LED light packs, which has dramatically improved nighttime illumination. There are a few items from last year's fuel QC report that are in planning and will be completed this spring. Weekly cleaning service will begin this month for the terminal, Hangar 509, and Building 615.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick began by reading two external reviews received on Google and the airport website. The reviews complimented staff members for their excellent customer service.

Last month there was a ribbon-cutting ceremony for the first phase of the KOKV Hangars development. The event was well attended and received positive local and national press.

The Virginia Aviation Business Association (VABA) legislative reception is January 25th. The airport is a bronze sponsor for the event. The reception coincides with the Virginia Airport Operators Council (VAOC) annual legislative day where airport representatives will have individual meetings with state legislators.

The VALOR 5K runway run is proposed to be held on May 13, 2023. The proposal was initially reviewed at the December meeting.

Motion: Approve the plan for the VALOR 5K runway run on May 13, 2023 in accordance with the Winchester Regional Airport Minimum Standards and Rules and Regulations – by Frank Haun, second by John Eberhard. Motion passed unanimously.

An off-airport accident that occurred on January 11, 2023 was discussed. The aircraft was not based at OKV but received fuel and departed Winchester around 5:30PM. Staff received a report of an overdue aircraft shortly after 9:00PM and compiled records for local authorities, FAA, and NTSB. Fuel quality control tests were performed – all passed - and AVGAS inventory was released back to us by 8:30AM today. Although no further involvement is anticipated, we will continue to support the investigation by all means necessary.

Nick provided dates for upcoming budget meetings for Frederick County, City of Winchester, Warren County, and Shenandoah County. We are still finalizing a date for Clarke County. All Authority members are invited to attend.

A draft terminal leasing policy was shared with the board and is under review by Authority counsel. The intent of the policy is to manage demand for office space for the new terminal building and identify foundational tenants. The tentative date for adoption is March 2023.

We are working with the Frederick County Planning Department to review the airport zoning. The goal of the zoning review is to identify any gaps between allowable uses by the FAA and Virginia Department of Aviation (DOAV) and the local ordinance. Proper zoning is critical to ensuring we can operate the airport in a financially self-sustaining manner and prevent unnecessary delays for future development.

On January 13th we begin a partnership with Handley Regional Library System for “Story Time at the Airport”. This is a free event designed to bring youths to the airport for a fun and engaging visit. The EAA Chapter 1031 will support the event with a static display aircraft.

COMMENTS – BOARD MEMBERS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:10 P.M. – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
