

APRIL 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 April 13, 2023.

Present: Bill Pifer (City of Winchester), Rhett Champagne (Frederick County), Frank Haun (Shenandoah County), Carley Walker (Frederick County), John Eberhardt (City of Winchester), Corey Sullivan (City of Winchester Council Liaison)

Absent: Gene Fisher (Frederick County), Thomas Leone (Frederick County), Leslie Melanson (Clarke County), Jerome Butler (Warren County), Vicky Cooke (Warren County), Paul Anderson (Historian)

OPEN MEETING

Chairman Bill Pifer called the meeting to order at 5:14 P.M.

APPROVAL OF AGENDA

Motion: Approve meeting agenda as distributed – by Frank Haun, second by Carley Walker. Motion passed unanimously.

APPROVAL OF MINUTES – March 9, 2023, Regular Business Meeting

Motion: Approve minutes as distributed – by Frank Haun, second by Carley Walker. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Chairman Pifer made a presentation to Operations Supervisor David Foley for his achievement of obtaining recognition as a Certified Member (C.M.) through the American Association of Airport Executives (AAAE).

COMMITTEE REPORTS

(a) **Executive** – No report

(b) **Finance & Budget** - Nick delivered the pre-audit finance report for March 2023.

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

(c) **Marketing & Business Development** – John Eberhardt delivered an overview of the 2023 Apple Blossom Fly-In on May 6, 2023.

(d) **Foundation & Community Outreach** – Carley Walker discussed upcoming airport events including the Firefighter’s Parade, VALOR 5K, and Airport Movie Night.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered the operations report for April 2023. A staff member injured his ankle stepping off a ladder and is expected to be out of work for approximately 20 days. We have been working on an upgrade to the fuel farm to replace copper tubing with stainless steel. The expected completion date is 31 May. A fuel hose malfunction resulted in an expedited repair and delivery of a replacement. We have received a quote to perform preventive maintenance on the floors in Hangar 509. This project will be funded using bond proceeds and is anticipated to be completed by the end of the fiscal year.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick gave an overview of the terminal project. A preconstruction meeting with Frederick County is scheduled next week. Coordination of submittals, shop drawings, and other RFIs between the contractor and the architect continues. There are no schedule impacts at this time.

The northside environmental assessment is nearly ready for submission to the Bipartisan Infrastructure Legislation (BIL) grant program using one (1) year of funds allocated to OKV.

Motion: Authorize the Executive Director to make application and execute all necessary documents to apply for a federal grant for a total project up to \$330,000 with 90% funded by the FAA, 8% DOAV, and 2% local paid by the Authority – by Carley Walker, second by John Eberhardt. Motion passed unanimously.

The zoning district initiative is ongoing. The draft is currently under review by Delta Airport Consultants.

Bids for the new terminal leasable space are due on May 9, 2023. Nick thanked Mike Bryan for his assistance in the development of the terminal leasing policy.

Nick gave an update on the statue of the Civil Air Patrol (CAP) hangar relocation effort. Planning efforts are underway to solicit funds for a replacement hangar facility. The Authority has pledged assistance with environmental investigation and approval for the new site. Nick requested ideas on anything we can do to further assist the CAP.

COMMENTS – BOARD MEMBERS

Corey Sullivan – Corey asked if we had considered a submission for the forthcoming Go Virginia grant deadline. Nick responded that we are scheduled to have a call with the Region 8 Executive Director to discuss ideas. We are hopeful to submit something this summer.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:25 P.M. – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
