

## **MAY 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:** Leslie Melanson (Clarke County), Rhett Champagne (Frederick County), Frank Haun (Shenandoah County), Carley Walker (Frederick County), Thomas Leone (Frederick County)

**Absent:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Jerome Butler (Warren County), Vicky Cooke (Warren County), John Eberhardt (City of Winchester), Corey Sullivan (City of Winchester Council Liaison), Paul Anderson (Historian)

### **OPEN MEETING**

Secretary/Treasurer Leslie Melanson called the meeting to order at 5:00 P.M.

### **APPROVAL OF AGENDA**

**Motion:** Approve meeting agenda as distributed – by Rhett Champagne, second by Frank Haun. Motion passed unanimously.

### **APPROVAL OF MINUTES – April 13, 2023, Regular Business Meeting**

**Motion:** Approve minutes as distributed – by Rhett Champagne, second by Frank Haun. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **CHAIRMAN – OPENING REMARKS**

Leslie relayed Bill's regards as he had a family matter that precluded his attendance at tonight's meeting.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

(b) **Finance & Budget** – Leslie delivered the pre-audit finance report for April 2023.

**Motion:** Accept finance report as presented – by Rhett Champagne, second by Frank Haun. Motion passed unanimously.

(c) **Marketing & Business Development** – No report

(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 May 2023.

**NEW BUSINESS - EXECUTIVE DIRECTOR**

Michael DelBiondo was introduced. He is a certified public accountant for Robinson, Farmer, Cox Associates (RFCA) and delivered a presentation on the FY2022 audit for the Winchester Regional Airport Authority.

**Motion:** Accept the FY2022 audit report as presented by Robinson, Farmer, Cox Associates – by Carley Walker, second by Rhett Champagne. Motion passed unanimously.

**Motion:** Enter closed session IAW § 2.2-3711 (A) (29.) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. - by Frank Haun, second by Carley Walker. Motion passed unanimously.

**RESOLUTION:** Certify closed session with roll call vote.

<b>MEMBER</b>	<b>VOTE</b>
Carley Walker	Aye
Frank Haun	Aye
Rhett Champagne	Aye
Tom Leone	Aye
Leslie Melanson	Abstained (Not present during closed session due to conflict of interest)

The terminal lease bids were discussed.

**Motion:** Conditionally award a lease for space in the Airport Terminal of the Future to Aviation Adventures, Aero Elite, and the Top of Virginia Regional Chamber of Commerce, subject to a 60-day negotiation and due diligence period – by Rhett, Champagne, second by Tom Leone. Motion passed with all in favor and one abstention 4-0-1. Leslie not present due to conflict of interest.

Nick presented a proposed FY 2024 schedule of fees that includes a 3% increase for non-commercial leases, 3.7% increase for commercial leases, and a 4% increase for Hangar 509 aircraft leases.

**Motion:** Approve the FY 2024 rates and fees schedule as presented - by Frank Haun, second by Carley Walker. Motion passed unanimously.

A proposal to assign a ground lease from Lumland Properties, LLC to Thomas Schweitz was reviewed. The ground lease expires July 30, 2026, at which point the hangar facility (i.e., improvements) will revert to the Airport Authority’s ownership. Tom Schweitz acknowledged this fact and voiced his desire to negotiate a new lease agreement with the Authority at that time. Nick and the board members present signaled a willingness to negotiate a new lease in the future, assuming lease compliance and compatibility with the needs of the airport at that time.

**Motion:** Authorize the assignment of the Master Lease for a certain tract of ground and improvements originally dated August 1, 1986 and expiring July 30, 2026 from Lumland Properties, LLC to Thomas Schweitz - by Rhett Champagne, second by Tom Leone. Motion passed unanimously.

Nick introduced a nomination for Dianna Klein to the Business Development and Marketing Committee. Dianna was present at the meeting and introduced herself and spoke to her vast relevant aviation experience and credentials.

**Motion:** Nominate Dianna Klein to the Business Development and Marketing Committee - by Carley Walker, second by Tom Leone. Motion passed unanimously.

## **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.

## **ANNOUNCEMENTS**

The Laurel Ridge Community College program, “Laurels Take Flight”, took first place in the workforce development category at the annual AUVSI XCELLENCE Awards. Congratulations to Drs. Craig Santicola and Melissa Stange.

## **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 6:53 P.M. – by Frank Haun, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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