

JULY 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 July 13, 2023.

Present: Gene Fisher (Frederick County), Rhett Champagne (Frederick County), Leslie Melanson (Clarke County), Jerome Butler (Warren County), Frank Haun (Shenandoah County), Carley Walker (Frederick County), Thomas Leone (Frederick County), John Eberhardt (City of Winchester), Corey Sullivan (City of Winchester Council Liaison)

Absent: Bill Pifer (City of Winchester), Vicky Cooke (Warren County), Paul Anderson (Historian)

OPEN MEETING

Vice Chairman Gene Fisher called the meeting to order at 5:00 P.M. He noted that due to updated grant deadlines, the need for a closed session no longer existed and recommended amending the agenda accordingly.

APPROVAL OF AGENDA

Motion: Approve meeting agenda as distributed, with the removal of item 8.(a.) Closed Session – by Rhett Champagne, second by Frank Haun. Motion passed unanimously.

APPROVAL OF MINUTES – June 8, 2023, Regular Business Meeting

Motion: Approve minutes as distributed – by John Eberhardt, second by Jay Butler. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Vice Chairman Fisher recognized Dave Foley for being recognized as Employee of the Month by Frederick County at the recent Board of Supervisors meeting. The recognition is well deserved, and the airport is fortunate to have Dave on the team.

COMMITTEE REPORTS

(a) **Executive** – No report

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

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

(c) **Marketing & Business Development** – John Eberhardt recapped the Apple Blossom Fly-In and success of this event, now in its second year. John also voiced his support for a regional working group led by the airport centered around advanced air mobility (AAM) initiatives.

(d) Foundation & Community Outreach – Carley Walker discussed upcoming community engagement events including various appointments with STARBASE and the 2nd annual Girls in Aviation Day on September 23rd.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered the operations report for July 2023. Dave reviewed the status of the terminal project. The foundation is scheduled to be poured on July 18th and should be completed in a single day. Airport staff participated in the annual fuel quality control audit with Titan Aviation Fuels. Dave discussed upcoming projects for Hangar 509 to be funded with remaining bond proceeds.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick reviewed the status of negotiations and grant application for the Terminal Apron - Phase 2 Construction project. One bid was received that was above the approved budgeted amount. Negotiations between the airport and contractor removed work tasks and reduced the scope of the project. The FAA is reviewing the project and will provide an update on their ability to fund their portion (90%) in the next 30 days. If successful, the Authority will need to secure the additional DOAV (8%) and local (2%) shares.

A call for FY 2024 officer nominations was announced.

Nomination of Bill Pifer for Chairman by Carley Walker.

Motion: Close the nominations and appoint Bill Pifer as Chairman for FY 2024 – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

Nomination of Gene Fisher for Vice-Chairman by John Eberhardt.

Motion: Close the nominations and appoint Gene Fisher as Vice-Chairman for FY 2024 – by John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

Nomination of Leslie Melanson for Secretary/Treasurer by John Eberhardt

Motion: Close the nominations and appoint Leslie Melanson as Secretary/Treasurer for FY 2024 – by John Eberhardt, second by Frank Haun. Motion passed unanimously.

Nick gave an update on the airport zoning effort. A final draft is with the Planning Department for comment.

A draft Reserve Policy was disseminated for review and consideration at a future meeting.

The Go Virginia site development grant proposal will go before the regional council for consideration on July 24th.

The airport hosted Senator Kaine for a visit. The agenda included capital projects, workforce development, and opportunities for collaboration.

The airport is co-hosting an event, “Hob Nob in the Valley”, on August 24th at 5:30PM in Hangar 509. The event will bring a host of political candidates to meet with citizens from our community along with food, drinks, games, and music. This is a good opportunity to showcase the airport, especially our connections with the regional business community.

The Virginia Aviation Conference is scheduled for August 9-11 in Williamsburg, VA, which creates a conflict with the next scheduled board meeting.

Motion: Move the next scheduled WRAA business meeting to August 17, 2023 at 5:00PM.
– by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

None

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:08 P.M. – by Frank Haun,
second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
