

AUGUST 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 August 17, 2023.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick 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: Leslie Melanson (Clarke County), Rhett Champagne (Frederick County), Vicky Cooke (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 Carley Walker, second by Frank Haun. Motion passed unanimously.

APPROVAL OF MINUTES – July 13, 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

None

COMMITTEE REPORTS

(a) **Executive** – No report

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

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

(c) **Marketing & Business Development** – The airport will be represented at the NASAO conference in Bentonville, AR in September on a panel discussion with John Eberhardt regarding AAM implementation.

(d) **Foundation & Community Outreach** – Carley Walker discussed upcoming community engagement events including Girls in Aviation Day coming up on September 23, 2023. We are working with Winchester Public Schools on a STEM day in October.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered the operations report. Hangar 509 floors are scheduled to be refinished in early September after the Hob Nob in the Valley. Dave outlined the operational plan for moving aircraft and equipment to complete each bay. The airport received a maintenance grant to acquire new equipment, a John Deere UTV and zero turn mower. The grant covers 50% of eligible expenses and was approved locally during the FY2024 budget process.

NEW BUSINESS - EXECUTIVE DIRECTOR

Lance Allen delivered an informational about business development opportunities surrounding federal clients and users. Lance is being considered as a candidate for the Business Development committee at the September meeting.

Tom Lombardo from Scout Solar provided an informational presentation about solar projects at airports. After the presentation, Nick commented that he recommends we pursue solar in the context of a broader energy policy discussion and with guidance from our partners at the DOAV, FAA, NASA, and the National Renewable Energy Lab (NREL). John Eberhardt added that once we are in position to pursue a solar project, it would be in our best interest to solicit multiple vendors. No action was taken by the board.

Nick reviewed the status of the grant application for the Terminal Apron - Phase 2 Construction project. The FAA has signaled their ability to fund their portion and has requested a revised grant application. If successful, the Authority will need to secure the additional DOAV (8%) and local (2%) shares.

Motion: Authorize Executive Director to complete negotiations, submit an application to the FAA, and accept a grant offer from the FAA and DOAV for the Terminal Apron - Phase 2 Construction project – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

The Go Virginia \$100K site development grant proposal was approved by the regional council. An update is expected in the next 30 days about next steps for the grant offer process.

Motion: Accept the grant from the Go Virginia program and issue NTP to Delta Airport Consultants for the Northside Planning Study – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

There is a meeting scheduled next week with the Planning Department to discuss next steps for the airport zoning effort.

Nick discussed the EDA Tech Hubs grant proposal. The application centers around growing the aerospace workforce in the Shenandoah Valley.

The draft Reserve Policy was moved to the Finance and Budget committee as an action item.

Nick reviewed identified change order items for the terminal project. There is approximately \$100K in items that were discovered through the submittal process. None of the change orders were directed by the airport.

Motion: Authorize the Executive Director to negotiate on behalf of the Authority with the contractor, architect, and civil engineer on a financial solution to the identified change order items – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

COMMENTS – BOARD MEMBERS

None

ANNOUNCEMENTS

The airport is co-hosting an event, “Hob Nob in the Valley”, on August 24th at 5:30PM in Hangar 509.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:50 P.M. – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
