

NOVEMBER 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 November 9, 2023.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Leslie Melanson (Clarke County), Rhett Champagne (Frederick County), Frank Haun (Shenandoah County), John Eberhardt (City of Winchester), Corey Sullivan (City of Winchester Council Liaison)

Absent: Carley Walker (Frederick County), Thomas Leone (Frederick County), Jerome Butler (Warren 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 Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

APPROVAL OF MINUTES – August 17, 2023, Regular Business Meeting

Motion: Approve minutes as distributed – by Gene Fisher, second by Rhett Champagne. Motion passed unanimously.

PUBLIC COMMENT

1. Larry Omph asked the Authority to consider hosting an air show to coincide with Apple Blossom Festival events, possibly in 2025. Conversation among the board ensued.

Motion: Authorize the Executive Director to submit a letter of support for the concept to the Apple Blossom Committee – by John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

CHAIRMAN – OPENING REMARKS

None

COMMITTEE REPORTS

- (a) **Executive** – No report
- (b) **Finance & Budget** – Nick delivered the pre-audit finance report for August through October 2023.

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

- (c) **Marketing & Business Development** – John requested that a committee meeting be held in December to discuss the concept of a regional advanced air mobility (AAM) working group.

(d) Foundation & Community Outreach – Nick recapped recent community engagement efforts, including a major event with Winchester Public Schools in October. Work to incorporate the nonprofit aviation foundation continues.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave Foley delivered the operations report. Snow preparations are underway. We received two vehicles from the federal surplus program. Dave and the maintenance team will work to get the vehicles ready for operations, including properly tagged and insured. Dave also briefed the board on the status of the terminal decommissioning plan, including leading options for temporary facilities.

NEW BUSINESS - EXECUTIVE DIRECTOR

The draft Reserve Policy was brought for discussion and action.

Motion: Approve the Winchester Regional Airport Authority Reserve Policy as presented – by John Eberhardt, second by Rhett Champagne. Motion passed unanimously.

The airport zoning effort remains an open item, however, there has not been significant movement in the past month. The Authority remains committed to ensuring any zoning changes are compliant with DOAV and FAA policies and are flexible enough to accommodate future AAM technologies and business practices.

Lance Allen was nominated to the Marketing and Business Development Committee

Motion: Nominate Lance Allen to the Marketing and Business Development Committee – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

The idea of another Airport Stakeholder Reception was discussed. The board agreed that we should host another with a potential date in March or April preferred. There will be more discussion on this topic at future meetings.

A project in the FY2024 capital budget is for furniture for the new terminal facility. The next opportunity to compete for a state grant is in February, with deadlines in December and January. Nick requested the creation of an ad hoc committee to oversee the process. Carley (in absentia), Frank Haun, and Bill Pifer all agreed to be part of the committee.

A letter of appreciation was considered for Michael Cooper (MWAA) and his direct efforts to assist in fundraising for the new terminal project.

Motion: Authorize the Chairman to sign and issue the letter of appreciation as presented in profound gratitude to Michael Cooper – by Bill Pifer 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 6:30 P.M. – by Gene Fisher, second by John Eberhardt. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
