

## **MARCH 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 March 9, 2023.

**Present:** Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Frank Haun (Shenandoah County), Thomas Leone (Frederick County), Carley Walker (Frederick County), John Eberhardt (City of Winchester), Leslie Melanson (Clarke County)

**Absent:** Rhett Champagne (Frederick County), Vicky Cooke (Warren County), Jerome Butler (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 John Eberhardt, second by Carley Walker. Motion passed unanimously.

### **APPROVAL OF MINUTES – January 12, 2023, Regular Business Meeting**

**Motion:** Approve minutes as distributed – by Carley Walker, second by John Eberhardt. Motion passed unanimously.

### **PUBLIC COMMENT**

None

### **CHAIRMAN – OPENING REMARKS**

Chairman Pifer remarked that he received many positive comments about airport progress from members of Authority jurisdictions at the terminal groundbreaking ceremony on March 1<sup>st</sup>. He thanked everyone for a great event and said the airport has an exciting two years ahead.

### **COMMITTEE REPORTS**

(a) **Executive** – No report

(b) **Finance & Budget** - Nick delivered the pre-audit finance report for February 2023. Nick also discussed the status of the FY 2022 audit. Our audit firm, Robinson, Farmer, Cox Associates, conducted the audit in February and the draft report is expected soon.

**Motion:** Accept finance report as presented – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

(c) **Marketing & Business Development** – John Eberhardt introduced two business items that were considered by the Marketing & Business Development committee.

a. The business license for Iontach Detailing Services LLC was reviewed and accepted. There was consensus to allow the Executive Director to develop and implement a permit process for “non-tenant”

operators to be authorized to perform limited commercial operations at the airport. Examples of non-tenant operations include detailing services, maintenance, and interior work. The process would be codified as an amendment to the Minimum Standards.

b. The airport received a request for commercial filming sometime at the end of April or early May. Nick shared a draft copy of a commercial filming policy from another airport. We concurred with the need to establish a formal policy and wish to authorize the Executive Director to develop and implement said policy.

**Motion:** Authorize the Executive Director to develop a non-tenant permit process and commercial filming policy for the airport, and further authorize Executive Director to approve or deny filming permits at his/her discretion – by John Eberhardt, second by Carley Walker. Motion passed unanimously.

**(d) Foundation & Community Outreach** – Carley discussed upcoming events, including Movie Night at the Airport on May 20, 2023. The event will take place in Hangar 509. The Top of Virginia Chamber of Commerce is the primary sponsor for the event. Carley also requested concurrence from the Board to authorize the Executive Director to be able to contract with the flight schools for flight hours to be used for business development, marketing, and operational purposes. All board members agreed this was a valuable use of airport revenues.

## **OPERATIONS REVIEW – OPERATIONS SUPERVISOR**

Dave discussed a maintenance issue with the door at Hangar 511. Shallow Creek Electric was contacted to perform an emergency repair, and the tenant (On Wing) was back to full service within a few hours. Dave recapped the efforts by maintenance staff to execute the groundbreaking ceremony in an efficient and cost-effective manner. The canopy of the current terminal was removed by Perry Engineering under the Site Work Phase 2 contract to ensure enough space for the building contractor. A fuel audit by PHI was performed in February. Dave is taking the lead on decommissioning the current terminal building and facilitating the move to temporary facilities before the new building is completed in summer 2024.

## **NEW BUSINESS - EXECUTIVE DIRECTOR**

Nick began by reviewing the latest update with the effort to update the airport zoning. Staff is working with the Frederick County Planning Department to develop a standalone airport zoning district. The estimated completion date is December 2023.

All jurisdictions have been presented with the airport's FY2024 budget. According to their respective budget calendars, final approval is anticipated between April and May.

The terminal leasing policy is nearly complete. Authority counsel is in the final stages of review, however he consented to authorizing a motion subject to his final recommended edits and acceptance by the Executive Director.

**Motion:** Approve the terminal leasing policy subject to final review and approval by Authority counsel and the Executive Director – by Frank Haun, second by Leslie Melanson. Motion passed unanimously.

A preconstruction meeting on February 24<sup>th</sup> for the terminal project. Meeting minutes will be distributed to the Authority board of directors.

The airport sponsored a table at the Virginia Aviation Business Association (VABA) legislative reception on January 25<sup>th</sup>.

The Authority received a Certificate of Appreciation at the annual awards gala of the Winchester Composite Squadron of the Civil Air Patrol for its support of their operations and programs.

**COMMENTS – BOARD MEMBERS**

**John Eberhardt** – The Apple Blossom Fly-In returns on May 6<sup>th</sup>. There will be several key stakeholders from the industry and should be a good event.

**Frank Haun** – Frank asked about the possibility of a group photo for the Board of Directors. This was well received, and Nick indicated that he would facilitate this at an upcoming meeting.

**ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 6:18 P.M. – by Gene Fisher, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

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WRAA Adopted:

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