

JUNE 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 June 8, 2023.

Present: Bill Pifer (City of Winchester), Gene Fisher (Frederick County), Frank Haun (Shenandoah County), Carley Walker (Frederick County), Thomas Leone (Frederick County), Corey Sullivan (City of Winchester Council Liaison)

Absent: Rhett Champagne (Frederick County), Leslie Melanson (Clarke County), Jerome Butler (Warren County), Vicky Cooke (Warren County), John Eberhardt (City of Winchester), 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 – May 11, 2023, Regular Business Meeting

Motion: Approve minutes as distributed – by Carley Walker, second by Frank Haun. Motion passed unanimously.

PUBLIC COMMENT

None

CHAIRMAN – OPENING REMARKS

Bill commented on the positive progress of the terminal building construction.

COMMITTEE REPORTS

(a) **Executive** – Bill remarked on the annual evaluation process and requested feedback from all board members on the performance of the Executive Director. Additionally, Bill recapped a meeting about a change order condition on the terminal construction project.

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

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

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

(d) **Foundation & Community Outreach** – Carley Walker reviewed recent community engagement events that occurred in the month of May including Movie Night at the Airport, Story Time at the Airport, STARBASE, and the VALOR 5K.

OPERATIONS REVIEW – OPERATIONS SUPERVISOR

Dave delivered the operations report for June 2023 and provided a comprehensive review of the terminal project. Dave attended the Virginia Airport Operators Council (VAOC) Spring Workshop in Staunton and reported on the topics that were discussed at the state level. He also reviewed the status of an in-house repair to the airport's wash rack.

NEW BUSINESS - EXECUTIVE DIRECTOR

Nick thanked Dave and the PHI Air Care Medical team for hosting a presence at the 2023 Apple Blossom Firefighter's Parade. The truck was well-received, and we hope to continue to support this event in the future.

The airport tenant meeting held on May 15, 2023, was recapped. Topics included capital projects, unleaded aviation gasoline variants, and airport events.

Nick reviewed the Go Virginia site development grant proposal to fund a planning study for the airport's "north side". The study would include geotechnical studies across the entire parcel and identify needs, opportunities, and challenges associated with development for three different scenarios. A motion for acceptance of a potential grant would be made at a future meeting.

The lease for Valley Aviation, LLC is due for renewal. We were also notified that the LLC will be restructured, and one partner will be stepping away permanently, leaving one of the founding members as the sole manager. Additional information has been requested of the applicant before the lease modification can be made. Nick recommended tabling the issue for 30 days or until more information can be shared with the board. The board concurred with this approach.

The airport was approached by a gentleman offering to assist with business development efforts, specifically with federal contractors and agencies. The benefit could be establishing positive relationships that could lead to meaningful economic development on the north side. The board invited the person to submit a formal proposal for further consideration.

Nick addressed the potential change order issue referenced by Bill earlier in the meeting.

COMMENTS – BOARD MEMBERS

Gene Fisher – Gene asked where we stood on the airport zoning update. Nick responded that we received comments back from Delta and will be getting a final draft to the Frederick County Planning Department by mid-month.

Bill Pifer – Bill recognized Nick for being elected president of the VAOC.

ANNOUNCEMENTS

There will be a Wright Brothers Master Pilot Award ceremony honoring three individuals, Louis Martin, Larry Omph, and Joe Fluet at on June 15, 2023, at 2:00PM.

ADJOURNMENT

Motion: There being no further business, a motion was made to adjourn at 6:22 P.M. – by Frank Haun, second by Carley Walker. Motion passed unanimously.

Respectfully submitted,

Nick Sabo, Executive Director

WRAA Adopted:
