



## **WINCHESTER REGIONAL AIRPORT**

491 AIRPORT ROAD  
WINCHESTER, VIRGINIA 22602  
(540) 662-5786

### **Monthly Business Meeting AGENDA**

The Winchester Regional Airport Authority will meet in the Terminal Building Conference Room, October 11, 2018 at 5:00 PM.

#### **Gene Fisher, Chairman, Presiding**

1. Open Meeting
2. Approve Meeting Agenda
3. Approve Minutes

#### **September 13, 2018 - WRAA Business Meeting**

4. Comments – Audience
5. Chairman – Opening Remarks
6. Committee Reports
  - a. Financial Report – Secretary/Treasurer – J.J. Smith  
September 2018 Financial Report
  - b. Building/Lease – Paul Anderson
  - c. Minimum Standards/Personnel/Security – David Reichert
  - d. Marketing/Development – Bill Pifer
7. Comments – Executive Director
8. Comments – Board Members
9. Adjourn

## **SEPTEMBER 2018 Meeting Minutes Winchester Regional Airport Authority**

The Winchester Regional Airport Authority met in regular session in the conference room of the terminal building at 5:00 P.M. on September 13, 2018.

**Present:** Gene Fisher, Paul Anderson, Dave Reichert, Frank Haun, Bill Pifer, John Crawford

**Absent:** Archie Fox, J.J. Smith

### **CALL TO ORDER**

Chairman Fisher called the meeting to order at 5:00 P.M. Chairman Fisher requested to remove the Finance Report from the meeting agenda, as it was identified that capital revenues were input erroneously and need to be corrected. A report will be available at the next meeting.

### **APPROVE MEETING AGENDA**

**Motion:** Approve agenda with Finance Report removed – by Dave Reichert, second by Paul Anderson. Motion passed unanimously.

### **APPROVE MEETING MINUTES – August 9, 2018 Regular Business Meeting**

**Motion:** Approve meeting minutes as distributed - by Bill Pifer, second by Paul Anderson. Motion passed unanimously.

### **AUDIENCE COMMENTS**

Robert Kline made a brief presentation about his business, On Wing, and their plans to expand. In support of these plans, On Wing has started discussions with the Executive Director to potentially lease the airport corporate hangar.

### **CHAIRMAN – OPENING REMARKS**

Chairman Fisher expressed his optimism and support for the On Wing business proposal. He also mentioned the Airport Stakeholder Expo on October, as a positive effort to communicate with local elected officials.

**(a) Finance Report – J.J. Smith, Secretary/Treasurer – No report**

**(b) Building/Lease Committee – Paul Anderson, Chair – No meeting**

**(c) Minimum Standards/Personnel Committee – David Reichert, Chair – No meeting**

**(d) Marketing Committee – Bill Pifer, Chair – Bill thanked Nick and Dave for helping facilitate a cooperative environment to help CBRE market the Pro Jet hangar.**

### **EXECUTIVE DIRECTOR COMMENTS**

Nick welcomed the new Customer Service Representative, Cindi Combs, who started August 23<sup>rd</sup>.

The airport is exploring changing the UNICOM frequency to one that is not used by nearby airports in an effort to reduce unnecessary radio congestion.

The maintenance work scheduled for mid-September was canceled due to wet weather and is rescheduled for the first week in October.

The preconstruction meeting for the capital project to demolish four houses on Bufflick Road is scheduled for September 22<sup>nd</sup>. We expect to give Notice to Proceed (NTP) shortly after.

On October 22<sup>nd</sup> from 5:30-7:30, the airport is hosting a stakeholder expo aimed at educating and informing elected officials about the airport and future vision. All board members are encouraged to attend.

There are upcoming events aimed at engaging the local pilot community. On October 23<sup>rd</sup> there is a seminar on how to start a flying club and on November 10<sup>th</sup> there will be a “Rusty Pilots” seminar.

Nick expressed support for On Wing and said the airport was doing everything it could to facilitate their leasing of the airport’s corporate hangar. Gene added that Paul could review a draft lease on behalf of the building and lease committee, and the board would accept their recommendation.

Nick concluded his comments by discussing the airport’s role in natural disasters, including use as a potential staging area and a fuel stop for emergency aircraft operations.

#### **COMMENTS – BOARD MEMBERS**

**Paul Anderson** – Paul expressed his support for On Wing and that he feels it is important that a capable avionics shop is located at the airport.

#### **COMMENTS – AUDIENCE**

#### **ADJOURNMENT**

**Motion:** There being no further business, a motion was made to adjourn at 5:29 P.M. – by Paul Anderson, second by Dave Reichert. Motion passed unanimously.

Respectfully submitted,

J.J. Smith, Secretary/Treasurer

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WRAA Adopted:

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