

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – JANUARY 8, 2013

Members Present: Rick Wachtel, Steve Cox, Col. Jim Reuss, Hunter Wilson, Rich Talbott, and Maria Lorensen

Also Present: Bill Walkup, Joyce McDonald, Mike Keller, Elaine Mauck, George Smith, John McVey, Bill Butler, Jenny Newcome, Kathy Mason Creighton Propps and Tom McKenzie

Rick Wachtel, Chairman, brought the Airport Authority meeting to order at 8:00 a.m. in the airport terminal conference room.

The members were sent December Airport Authority meeting minutes prior to this meeting for their review.

Steve Cox made a motion to approve as written and submitted the Airport Authority meeting minutes of December 4, 2012 with Hunter Wilson giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the general account bank balance of \$ 10,470.36. Rick Wachtel stated that as of December 31, 2012, the City and County are current with payments to the Airport Authority.

1<sup>st</sup> Item on the Agenda: Petitions from Citizens  
There were no Petitions from citizens.

2<sup>nd</sup> Item on the Agenda: Follow up questions on 1<sup>st</sup> Quarter Budget Report

Rich Talbott stated that he talked with Mr. Hess the County Assessor pertaining to the taxes that the Airport Authority paid to the County for the Howard Hangars. He anticipates getting that tax money back to the Airport Authority.

He also had questions about the legal expenses and was told that there are certain leases, agreements and documents that the airport attorney needs to review and/or comment on. There is always a need for an attorney and they charge for their services.

Rich Talbott also asked the members if they are really serious about building new hangars. He also brought up the subject of whether the Airport Authority needs to use Davis Bacon Act Wages. Joyce did not get the Davis Bacon Act letter to the members. Rick asked Joyce again to get the letter out to the members that Rich had pertaining to the Davis Bacon Wages. Once the members read the letter that Rich received pertaining to the Davis Bacon Wages, the members will discuss if reviewing that document will change their opinions on the new hangar project. The Airport Authority also needs letters of commitments from potential tenants on new hangars. Rich also realizes that the Airport Authority is not financially situated to build these new hangars, but get these hangars “project ready” for the time when the Airport Authority is financially ready to do construction.

Rick Wachtel gave the status on the Ralph Lauren Distribution Center building. Rick stated that he thought the prospects were going to be at this meeting for more discussion but had to cancel although he sent an email to Rick that stated that documents would be forthcoming for consideration.

Rick gave the status of the Tiger Building. As far as anyone knew, the Tiger Building is up for sales for 2.4 million dollars and the current owners are in arrears of their land lease payment to the Airport Authority. Col. Jim Reuss made a motion to authorize the Airport Manager to send Aviation Solutions a default letter with Hunter Wilson giving a second. All were in favor. The motion was carried.

Rich Talbott wanted to know about the status of the Arcadia Lease. Rich feels uncomfortable getting a check from United Bank for the Arcadia Hangar with no lease. Rick Wachtel explained that Arcadia Aviation was in default of their lease and the lease was terminated. All terms and conditions of that lease have been terminated. The Airport Authority hired Attorney Rob O'Brien to give the Airport Authority advice on what to do with Arcadia. His conclusion was that we would have to hire a New York attorney to retrieve back rents from Arcadia and would probably cost more for the attorney than what the back rents were. The Airport Authority took Mr. O'Brien's advice and let the lease be terminated. United Bank has assumed the land lease for the Arcadia hangar which houses some aircraft and a business. Rick suggested sending out the terminated Arcadia lease agreement to the members. Rich feels that whoever was on the field should have a lease with the Airport Authority. Joyce mentioned that the Airport Authority did send the bank a lease and it was never addressed or signed. The bank pays a fee each month for the land that the hangar sits on. Rich Talbott made a motion to request a new lease from the current occupiers (being United Bank) with Hunter Wilson giving a second. Maria Lorensen, for discussion, asked Steve Cox since he had been the banker, if he thought the bank would sign a lease such as this. Steve Cox answered that typically no, the bank would probably not sign this type of lease. The motion did not carry. Rich Talbott and Hunter Wilson voted yes to the motion and Col. Reuss, Maria Lorensen and Steve Cox voted no to the motion. The motion did not carry. Rick Wachtel stated that the Airport Authority will send a letter to the bank to see if a lease could be drafted and executed. Rich Talbott had other questions pertaining to other leases such as FAA. The FAA has long term land leases with the Airport at no fee for the services they provide on the field for repairing all of the Navoids.

### 3<sup>rd</sup> Item on the Agenda: City and County Budget Requests

Joyce McDonald stated that it is the time of year to send the City of Martinsburg and Berkeley County Council budget requests. She would like some guidance on what funds to request. The members agreed to request the membership allocation funds and request the funds that subsidize the Joint Use Agreement again this year. This would be \$ 22,500.00 from each the City and County. Bill Walkup stated at this time that Jefferson County Commission appointed Mr. George Cornwell to the Airport Authority for a three year term. Jefferson County has not sent a check for this appointment but Bill Walkup stated that a Jefferson County representative said the check is in the mail. Rick stated that due to this development, Jefferson County could pay a share for this \$ 22,500.00. Bill Walkup also stated that last year we also requested in addition another \$ 12,000.00 for airport improvements. There was a lengthy discussion on whether to involve Jefferson County in requesting funds for their share of the \$ 45,000.00. Rick Wachtel stated that it should be no surprise to Jefferson County representatives pertaining to this additional funding. Col. Jim Reuss made the motion to request the \$ 45,000.00 split 1/7 from Jefferson County Commission, 3/7 from City of Martinsburg and 3/7 from Berkeley County. Hunter Wilson seconded the motion. Col. Reuss, Hunter Wilson, Steve Cox and Maria Lorensen voted for the motion and Rich Talbott opposed the motion. The motion was carried.

Rich Talbott asked if the Airport Authority has a business plan. Rick Wachtel stated that the Airport Authority has never had a business plan. Rich feels that this Authority should be discussing what to strive for in the year 2013 which is a business plan of sorts. It was agreed to check with Region 9 to see if any Appalachian Regional Commission funds were available for the purpose of drafting a business plan for the Airport.

Rich Talbott stated that he is surprised that the Airport Authority members don't know what is happening with our competitors and neighbors. Rick encouraged Rich Talbott to take on the task of forming some type of business and/or marketing plan.

Rich Talbott stated that the Airport needs a professional welcoming sign on the property. He suggested earmarking some funds from Jefferson County for this project.

Rich Talbott asked what the procedure is for new businesses when they make requests of the Airport. Rick Wachtel stated that most things go through him as the Chairman and that most businesses do not want a "red carpet" treatment before any negotiations are done. Rick stated that there is no policy or procedure for new businesses. Rick stated that from past experience every situation is different. He stated that he is generally the point of contact and will make sure that the Airport Authority members know exactly what the potential business(es) want them to know.

Bill Walkup stated that the Air Show will be May 10, 11 and 12 of 2013. There will be some civilian acts to fly but the Thunderbirds will also perform this year. Bill Walkup stated that this will be an Air National Guard show and they will be adhering to the FAA regulations especially pertaining to the show box.

Rich Talbott had a question about a crosswind runway. There was some engineering work done on a crosswind runway but no funds were available to construct a runway.

Rich Talbott wondered why there was no self service fueling on the airport. Rick stated that that would be up to the Fixed Based Operator on the field.

**OTHER BUSINESS:**

Bill Walkup stated that plans are still ongoing for the Airport's 90<sup>th</sup> birthday celebration around June 17, 2013.

Rick Wachtel stated that the next meeting will be on Tuesday, February 5, 2013.

Rick Wachtel stated that there would be no executive session today.

Col. Jim Reuss made a motion to adjourn the meeting with Steve Cox giving a second. All were in favor. The motion was carried.

The meeting was adjourned at 9:15 a.m.