

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY- FEBRUARY 5, 2013

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

Also present: Bill Walkup, Joyce McDonald, Tom McKenzie, Larry Kump, Nick Diehl, John McVey, Jim Whitacre, Elaine Mauck, Major Poland, George Smith and Hank Willard.

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

Rick Wachtel welcomed Mr. George Cornwell to his first meeting as the Jefferson County Commission representative.

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

Rick Wachtel stated that on page two in paragraph one (1) it should read as follows: The Airport Authority took Mr. Rob O'Brien's advice about the Arcadia Aviation situation. Another correction was Mr. Talbott stated that under also present it was Bob Butler instead of Bill Butler as stated in minutes.

Steve Cox made a motion to approve the Airport Authority meeting minutes of February 5, 2013 with the above aforementioned corrections with Hunter Wilson giving a second. All were in favor.

Joyce McDonald gave the current general bank balance of \$ 21,672.78.

1st Item on the Agenda: Petitions from Citizens

There were no Petitions from Citizens

2nd Item on the Agenda: Air Show Update

Nick Diehl was in attendance to represent the Air Show committee. He stated that the Air Show Committee received notice from the Air National Guard that they could not host the Air Show in May 2013 due to budget cuts. The Air Show Committee wanted to ask the Airport Authority if they would host the Air Show in May on the civilian side of the airport. He stated that this would be another opportunity to show case the airport and the general aviation side of the airport. The Air Show Committee voted to still proceed with the air show provided the Airport Authority approved. Bill Walkup stated that it would be no cost to the Airport Authority. The United Way would still be the primary funding source and in charge of the funds but that the Airport Authority could get 25% proceeds of profit from the show. Bill Walkup stated that the show box is still an unknown until after a meeting with the Thunderbirds representatives. The Air Show Committee would have to lean on the United Way for getting hundreds of volunteers. The Air Show would still be for May 10th and 11th, 2013. Steve Cox made a motion to approve the request from the Air Show Committee and host the Air Show on the civilian side of the airport with Rich Talbott giving a second. All were in favor. The motion was carried.

3rd Item on the Agenda: Jetlink/Arcadia Hangar

Bill Walkup stated that a letter was sent to United Bank pertaining to a land lease for the Jetlink/Arcadia Hangar. Rick Wachtel stated that he talked with Mr. Kayes from the bank and he said confirmed getting the letter and stated that the bank attorney was looking at the validity of entering into a lease. No action was taken.

4th Item on the Agenda: Aviation Solutions Lease Status

Bill Walkup stated that a second certified letter was sent to Jason Kuhn of Aviation Solutions. No return receipt of the letter was received by the Airport Authority to date. The building is for sale. Rick Wachtel suggested sending another certified letter and try to hand deliver the letter to Jason Kuhn. Bill Walkup stated that once we get receipt of the letter, the 30 days start for default proceedings.

5th Item on the Agenda: Airport Sign Cost Estimate

Bill Walkup did some research on the costs for signs. He talked with Brad Sensel and got an estimate for a 4 x 8 two sided sign not installed of \$ 450 to \$ 500 dollars. A wooden and/or sand blasted stone sign could cost from \$ 3,000 to \$ 3,500 dollars. Rich Talbott stated that Jim Whitacre could help with this project. Jim Whitacre spoke up and stated that he could get the block and/or brick donated and that he would be willing to help with getting the sign(s) installed and getting the permits needed. The cost would be the lettering on the signs. He also discussed that there could be two locations for signs. One location could be at the entrance of Novak Drive and Route 11 on the Airport property and one at the entrance to the airport on Aviation Way. Rich Talbott stated that he liked the prospect of a sign at Novak and Route 11 but two signs would be great. Rick asked if Rich would help Jim and Bill picking the locations and proceed with this project. Rich agreed that he would help.

6th Item on the Agenda: Proposed New Hangar Status

Rick Wachtel stated that the Airport Authority may not be subject to Davis Bacon Wages but would still be subject to paying the prevailing wages in West Virginia to a contractor for construction of new hangars. Rich Talbott stated that he did a little research and got information from the WV State people that if no state or federal money is being spent – the prevailing wages does not have to be used. Rick stated that the Airport Authority got opinions from the City, County and Airport attorneys on this matter and they come to the conclusion that the wages would have to be used. Larry Kump suggested asking the State Attorney General to render an opinion. Rick stated that he will check with Steve Catlett of the Parks and Rec and see if he got an opinion from the State Attorney General's office. No action was taken.

7th Item on the Agenda: 2nd Quarter Budget Report

The members were sent the 2nd Quarter Budget Report for Fiscal year 2012-2013 prior to this meeting for their review. Rich Talbott noticed that the expenditures are down but the income is also down. This is the time of year that income is usually low but between January and April the Industrial Park land leases become due on an annual basis. These funds carry us through the year. The Air National Guard did pay the Authority \$ 2.00 for this year and next year's joint use. Joyce confirmed that the City and County has paid their share and is up to date on the \$ 22,500.00 that was allocated to the Airport Authority for the deficit from the Air National Guard Joint Use Agreement. The Jefferson County may be able to help with these funds for the next fiscal year and the City and County will not have to pay the full \$ 22,500 each. The Jefferson County funds will be funneled through the Jefferson County Development Authority.

This budget report is for the period of October, November and December 2012. The beginning balance carried over from the 1st Quarter was \$ 6,987.06. The income this quarter was \$ \$ 47,580.39 and the expenses this quarter was \$ 54,274.09. The balance at the end of December 2012 was \$ 293.36. Col. Reuss made a motion to approve the 2nd Quarter Budget Report as submitted and to distribute to the other government entities and be subject for audit with Steve Cox giving a second. All were in favor. The motion was carried.

OTHER BUSINESS

Rick Wachtel stated that the gentlemen that talked with the Airport Authority before Christmas pertaining to the purchase of the Ralph Lauren building told Rick last month that they were going to send documents to the Authority. No documents were sent as of today. No action needed.

Rick Wachtel also stated that he did some checking on the ARC funds that were discussed at the last meeting. He talked with Region 9 and found out that those funds were given primarily for physical improvements at the Hagerstown Airport and a very small portion might have went to marketing. The Region 9 director had not seen a breakdown of that grant.

Rick Wachtel also mentioned that the State Aeronautics Commission meeting was held last week. Mr. Talbott also attended. He stated that from the discussions he heard, general aviation activity is down at every airport and throughout the state. The high cost of fuel could be the general basis for this inactivity.

He stated that the next meeting date would be March 5, 2013.

Bill Walkup stated that Mrs. Jo Ann Cook operates a catering business named Gourmet Cook and is interested in leasing the restaurant for catering and possibly a restaurant. She has looked at the space a few times. She hasn't made a final decision and looking at other facilities. No action is needed.

Bill Walkup stated that the proposed 5 Year Capital Improvement Plan will need to be submitted in the next month and wanted the Authority to know that FAA has scheduled the Noise Study for 2013 but feels that it should be moved to a latter year.

Joyce McDonald stated that the Audit is complete and the Airport Authority should be getting copies of the audit next week. A check for \$ 3,400.00 will be sent out to Mr. Leland O'Neal for his work on the audit. He stated that it will be a very clean audit.

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 8:45 a.m...

