

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING  
FOR –TUESDAY FEBRUARY 4, 2014

Members Present: Rick Wachtel, George Cornwell, Steve Cox, Maria Lorensen, Richard Talbott and Dennis Barron.

Member Absent: Hunter Wilson

Also Present: Bill Walkup, Tom McKenzie, Joyce McDonald, “Kin” Sayre, George Smith, Hank Willard, John McVey, Major Poland and Elaine Mauck.

Rick Wachtel, Chairman, brought the meeting to order at 8:00 a.m. in the Howard/Burkhart Terminal conference room.

**1<sup>st</sup> Item on the Agenda: Meeting Minutes Approval**

Each member was sent the meeting minutes for their review prior to this meeting. There was a correction on the January 7, 2014 minutes on page one under Item 5. It should read ‘It was recommended to request 1/7th per each appointee from each entity including Jefferson County for the deficit from the Air National Guard Joint Use’.

Steve Cox had a question under Item 4 which was clarified that milling on the taxiway would be for ½ inch. Also Richard Talbott wanted to clarify from the minutes whether the FAA AIP funds would take away from other projects on the 5 year plan. Bill Walkup stated that all of the FAA AIP funds that were granted would go toward the taxiway/runway rehabilitation project for this year.

Steve Cox made a motion to approve the January 7, 2014 Airport Authority Meeting Minutes with the aforementioned additions and corrections with George Cornwell seconding the motion. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: General Bank Account Update**

Joyce McDonald gave the current bank balance of \$ 5,652.79.

**3<sup>rd</sup> Item on the Agenda: Petitions from Citizens**

There were no petitions from Citizens.

**4<sup>th</sup> Item on the Agenda: Airport Improvement Projects 2013/2014**

Richard Talbott stated that on the 5 Year Plan from last year, the priority was to get acquisition funds for property of through the fence operators. He is wondering why a taxiway project is now a priority instead of land acquisition. Bill Walkup replied that in March every year the 5 Year Capital Improvement Project Plan is updated. He also stated that the last land acquisition took three years of AIP funds to complete the acquisition. It will be revised since the FAA had Chapman Technical Group do a pavement evaluation of the field and found so many surfaces needed to be rehabilitated. There will be an \$ 800,000.00 from FAA for this project. There will be no other entitlement funds. Richard Talbott stated that with current issues with “through the fence” operators that this should be a higher priority than the rehabilitation. He wondered if T Hangars could be on the 5 Year CIP for FAA funds. Rick and Bill did not think that hangars are high on the priority list of the FAA. Rick stated that it is up to the FAA Beckley Airports Field Office representatives to decide what projects will be funded and the 5 Year Capital Improvement Projects list is only a guide to prioritize which projects are high to low priority for that specific airport.

Bill also reported that the New Holland Tractor was paid off on January 27, 2014. The Airport Authority is waiting to be reimbursed the \$ 15,000.00 from the WV Aeronautics Commission Airport Grant.

Rick clarified that the WV Aeronautics Commission has funded airports through a special grant to be used for anything that will help the daily operations of the airport for many years now. The

**4<sup>th</sup> Item continued**

Airport Authority approved to use the 2012 and 2013 grants to purchase this new tractor. The grant is reimbursable through paid invoices. The Airport Authority had to purchase the tractor with its own funds and will be reimbursed upon receiving paid invoices.

Bill reported that April will most likely be when the start- up date will be to complete the taxiway project.

Bill also suggested that as soon as the weather breaks, he would be glad to take any member out on the airport field to inspect the taxiways.

**5<sup>th</sup> Item on the Agenda: County Budget Request**

Rick stated that he and Bill will be going before the Berkeley County Council today to request funding for the next fiscal year. The request is based on \$ 5,000.00 per appointed member and 1/7<sup>th</sup> per appointee for the Joint Use Agreement deficit. The request is for \$ 34, 285.00.

**6<sup>th</sup> Item on the Agenda: 2<sup>nd</sup> Quarter Budget Report Approval**

Each member was sent the 2<sup>nd</sup> Quarter Budget Report prior to this meeting for their review. This report is for the period between October 1, 2013 and December 31, 2013. The bank balance as of October 1, 2013 was \$ 43,191.57. The total income for the 2<sup>nd</sup> quarter was \$ 120,924.51 and the total expenses for the 2<sup>nd</sup> quarter were \$154,267.53. The ending balance as of December 31, 2013 was \$ 9,848.55. Joyce McDonald stated that \$74,356.00 of the income was from FAA for the Airport project and under expenses, \$ 64,528.05 was for the Airport project and \$ 15,000.00 was a partial payment for the New Holland Tractor that the Airport Authority purchased. Richard Talbott questioned some line items on the budget that he would like to discuss at another time.

Steve Cox made a motion to approve the 2<sup>nd</sup> Quarter Fiscal Year Budget report which would be subject to audit and sent to each governmental entity with George Cornwell seconding the motion. Richard Talbott opposed this motion. Motion was carried by majority vote.

**OTHER BUSINESS:**

Joyce McDonald stated that she had not had the time to answer the Ethics Commission's letter pertaining to the By Laws of the Airport Authority. Dennis Barron stated that they were very archaic and should be updated. He stated that he just helped the Recreation Board update their By Laws and he volunteered to revise the Airport Authority By Laws. Rick Wachtel thanked him publicly for taking on that task.

Rick stated that he went to the WV Aeronautics Commission meeting in January. Susan Chernenko, director of the WVAC stated that the Aeronautics Commission will continue to match the 10% of FAA Grants this year.

Rick reported that he and Bill met with Air Methods representatives to discuss and work on obtaining an Operating Agreement which is a minimum service fee. This Agreement should be in place by the end of the month. Air Methods is the helicopter provider for medical purposes. They are based in the Arcadia hangar but are operating a business on the airport.

Rick also reported that he and Bill will appear before the County Council today at 2:30 to discuss the budget request that was sent in January.

Rick Wachtel commended Bill and Tom for all of the hard work and many hours they have put in on pushing a lot of snow. He also told Major Poland to pass along his thanks to the Air Guard in their help with keeping the runways open.

Major Poland also wanted to thank Bill and Tom for their hard work and their professional working relationship with the Air Guard.

Bill in turn thanked Major Poland for their hard work and reiterated what a great asset the Guard is especially during inclement weather.

Steve Cox asked about the progress of DC Corp who is operating in the Ralph Lauren Dist. Building. Rick stated that they are operational. Maria Lorensen wondered if the Airport Authority should ask them to a meeting for an update. Rick agreed and said that we will invite them to do that.

Joyce McDonald explained that she received a call from the Auditor's office wanting to know when the Airport Authority received their Audit report. Joyce replied that she got it sometime in November. Then the Airport Authority received a letter stating that the Auditor (Leland O'Neal) was 'failing to continue to meet any eligibility requirements to conduct audits'. Joyce explained that she called the Auditor's office to get an explanation of this form. At first she was told to hold on to the 2013 Audit that was complete. After several phone calls, Joyce was told that the 2013 Audit was permitted to be given out. She has not heard what she needs to do with the 2014 Audit to date. The audit report was a "clean" report.

Bill reported that the airport has only been closed 1 or 2 days since the 2010 snow storm.

Bill also stated that there have been times recently when we have been functional but crippled, mostly because of the temperatures.

Richard Talbott reported that he has heard that the first C-17 will be here in October.

He also noticed that on Novak drive, there has been some work being done. Bill answered that it was for fiber optics going to the DC Corp building.

He also reported that construction is beginning on the Sheetz store across from the airport.

He understands that the Inland Port is being dissolved.

The new Attorney General is from Jefferson County which could be a great asset to the Authority.

He understands one of our tenants damaged his aircraft at the Winchester Airport.

He understands that the terminal building is closed on the weekends. Bill reported that certain doors of the terminal building are open for the pilots on the weekends but it is not open for general public. Bill also stated that the caterer Gourmet Cooke is here most of the time on weekends.

Rick stated that March 4, 2014 will be the date for the next meeting.

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

The meeting was adjourned at 8:55 a.m...