

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – FEBRUARY 2, 2016

Members Present: Rick Wachtel, Steve Cox, P.J. Orsini, Dennis Barron, Jason Barrett, Richard Talbott, Tana Burkhart, Maria Lorensen, Daryl Bryarly, and Dan Dulyea

Members Absent: Betty Gunnoe and Ken Collinson.

Also Present: Kin Sayre, Bill Walkup, Joyce McDonald, Tom McKenzie, Lt. Col. John Poland, Larry Kump, and John McVey.

Rick Wachtel, Chairman, brought the meeting to order at 7:00 p.m. in the terminal building conference room.

1st Item on the Agenda: January 2016 Meeting Minutes Approval

The members were sent, via email, the January 2016 meeting minutes, prior to this meeting, for their review. Steve Cox had one correction, to reflect in the minutes, that he was not listed as being absent at the last meeting.

Dennis Barron made a motion to approve the January 5, 2016 Eastern WV Regional Airport Authority meeting minutes with the above mentioned correction. Jason Barrett seconded the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: December 2015 Budget Report Approval

The members were sent, via email, the December 2015 Budget Report for the EWVRAA, prior to this meeting, for their review. The bank balance as of December 1, 2015 was \$ 115,225.25. The total income for the month was \$ 175,459.97 and the total expenses were \$ 161,948.82. The bank balance as of December 31, 2015 was \$ 128,736.40.

Richard Talbott asked if all tenants were up to date in rents. The answer was yes.

Steve Cox made a motion to approve the December 2015 Budget Report for EWVRAA with Dennis Barron giving a second. Richard Talbott opposed the motion. The motion was carried by majority vote.

3rd Item on the Agenda: Petitions from Citizens

The were no Petitions from Citizens

4th Item on the Agenda: Airport Improvement Project Update

- a. Engineering Consultant Pre-Selection - Bill Walkup stated that the EWVRAA received five (5) consultants' proposals for Engineering work on the Airport Master Plan and a Noise Study on the C-17. The five consultants are Delta Airport Consultants; CHA; Michael Baker Corp.; Kimley-Horn and Associates; and Chapman Technical Group. The pre-selection committee chose to meet on Tuesday, February 16, 2016 at 1:00 p.m. for the pre-selection meeting.

5th Item on the Agenda: Proposed Mission Statement

The Mission Statement committee drafted a Mission Statement and sent it to members to review. The mission statement reads as follows:

“The Eastern WV Regional Airport Authority will maintain, support and operate the Eastern West Virginia Airport efficiently and effectively. Recognizing that the airport is an economic driver for the region, the Authority will focus its efforts on assuring that the great Eastern Panhandle has safe and cost-effective access to the airways. By collaborating with other agencies, the Authority will assure that the airport and its facilities will be used to enhance and stimulate vibrant business and community development in the region.”

5th Item continued:

After much discussion, there were two proposed changes. One change is to insert the word 'Regional' in the first sentence. The second change proposed is at the end of the second sentence, to read 'safe and cost effective access to aviation services' instead of access to the airways.

P. J. Orsini made a motion to approve the mission statement with the two aforementioned changes. Jason Barrett seconded the motion. Steve Cox opposed the motion. The motion was carried by majority vote.

6th Item on the Agenda: SWOT Analysis

P. J. Orsini explained that this is a form for members to fill out stating strengths, weaknesses, opportunities and threats the future of the EWVRAA. He explained that this is an easy way to focus on the direction for the future. He advises each member to fill out the form, return the forms to one of the committee members and then the committee will review and report to the group of the findings.

7th Item on the Agenda: Community Awareness Issues

Maria Lorensen made a motion to table this item for the next meeting. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

Dennis Barron asked for some clarification on this item. Rick Wachtel stated that the committee discussed how the public could be made more aware of the Airport. The committee would like to gather more information before reporting to the Authority.

8th Item on the Agenda: Approve Region 9 Recommendations

Rick Wachtel explained that Region 9 is confident that ARC will receive the grant for \$ 30,000.00 to the EWVRAA. They recommended that the EWVRAA use the Region 9 consultant to prepare a Request for Proposals for the Development Study. Rick was not sure if a fee would be attached to this service. If a fee is attached, it may be included in the grant.

Steve Cox made a motion to request the assistance of the Region 9 consultant to draft the RFP for the Development Study for the EWVRAA. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

9th Item on the Agenda: Audit Update

Kin Sayre reported that he talked with the State Auditor's Office. The State Auditor's Office responded that they are talking with Perry and Associates on revising and updating the current Audit. Mr. Sayre asked if we have received any word on the next audit and Joyce McDonald stated that Perry & Associates did send preliminary paperwork to fill out and send back to them. She stated that she has not done that to date, but can do that this week.

10th Item on the Agenda: Committee Reports

Daryl Bryarly would like to revisit the Rules and Regulations and the Minimum Operating Standards pertaining to the criteria and/or guidelines on opening a business at the EWVRA.

Bill Walkup will meet with Daryl Bryarly and Richard Talbott to discuss the Rules and Regulations and the Minimum Operating Standards.

Rick Wachtel did state that a great deal of man hours and FAA approval were required to complete these two documents. It took many sources to get these documents completed and approved.

OTHER BUSINESS:

Rick Wachtel publicly thanked the Air National Guard for their help in the snow removal.

Lt. Col. John Poland expressed his gratitude to Bill Walkup and Tom McKenzie for their cooperation in the snow removal procedures and how well they worked together to get the Airport open by noon on Tuesday.

Bill Walkup gave a report on the snow removal process. He reported that the only equipment that broke was the snow blower. He stated that everything is finally open and clear as of this morning.

Rick Wachtel reported that he and Bill Walkup gave an airport update presentation to the Berkeley County Council earlier today. He felt they were well received.

There is still a question about the Jefferson County appointed members for the Airport Authority. The Jefferson County Development Authority is the source of funding for these members. They have paid up to date for their membership allocation. John Reisenweber is the point of contact for this information, but he has not contacted anyone about any appointments.

George Cornwell's appointment expired on January 1, 2016. There has been no word about his reappointment or another appointed member. He is the Vice-Chairman of the Airport Authority. There is still a legal question about Jared Esselman.

Rick Wachtel mention that the next meeting is March 1, 2016.

Bill Walkup stated that tomorrow the members will receive a draft copy of the new Air Guard Joint Use Agreement. This Agreement will expire in June 2016.

Rick Wachtel would like to have Steve Cox, P.J. Orsini, Betty Gunnoe and Dennis Barron be on a committee to meet and negotiate with the Guard Bureau on this Joint Use Agreement in the next month or two.

11th Item on the Agenda: Executive Session for AC Investment Properties

Steve Cox made a motion to go into executive session for real estate matters with Dan Dulyea giving a second. All were in favor. The motion was carried.

Richard Talbott excused himself from the executive session.

Executive Session

Dan Dulyea made a motion to come out of executive session and back into regular session with Steve Cox giving a second. All were in favor. The motion was carried.

Dan Dulyea made a motion to enter into an agreement to allow AC Investments to accept the cost of an appraisal to be repaid upon the purchase of AC Investment properties. Steve Cox seconded the motion. All were in favor. The motion was carried.

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 8:35 p.m...