

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – FEBRUARY 7th, 2017**

Members Present: Rick Wachtel, Dennis Barron, Ken Collinson, Daryl Bryarly, Tana Burkhart, Dan Dulyea, P.J. Orsini, Jim Klein, and Steve Cox.

Members Absent: Maria Lorensen, Jason Barrett, Betty Gunnoe, and Dan Zappe

Also Present: Kin Sayre from Bowles Rice, Lt Col. Peter Gross and SMSgt Chanda Keesecker from the WVANG, AeroSmith staff- Kathy Brosius, Rich Talbott, Jeff Grove & spouse, and Kathy Jewell from Katara's Deli

Everyone stood for the Pledge of Allegiance.

Petitions from Citizens – no petitions at this time

1st Item on the Agenda: Approval of February 2017 Meeting Minutes

The members were sent the February 7th, 2017, EWVRAA board meeting minutes prior to this meeting via email for their review. Rick Wachtel asked if there were any additions or corrections as presented. Dennis Barron moved to accept the February 7th, 2017 meeting minutes, with P.J. Orsini giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: Approval of January 2017 Budget Report

The members were sent via email, the January 2017 Budget Report for their review prior to this meeting. Dennis Barron and Dan Dulyea expressed their concerns for the amount requested during the presentation for FY 17-18 funding from Berkeley County. They both felt the Authority was not prepared and missed their opportunity for a possibility of more than just existing in the community, but trying to build. Dan repeated the concern of what the future plan for the airport actually is. He again addressed the need for a structured plan. Members discussed that there should've been better organization with the Budget/Finance Committee beforehand. It was suggested that the committee meet monthly to become more aware and structured with future budgeting and funding requests. Rick Wachtel shared with the members that the 2 WV AIP Grants, for \$15,000 each, had been received for the replacement of the hangar roof repair. Deana Bittorie explained the re-classification of the accounts for the payroll taxes and employer benefit contributions on the budget report. She also offered to reach out and organize the Finance/Budget Committee meetings if that would help pull the members together. It was explained that the Treasurer is responsible for this organization and leadership of these committee meetings. Steve Cox made a motion to approve the January 2017 Budget Report, with Tana Burkhart seconding the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: WVANG proposal for expanded runway landing zone box painting with in-pavement lighting – discussion and action as needed

Rick Wachtel welcomed visitors from the WVANG to present and discuss the proposal for expanded runway landing zone box painting with in-pavement lighting. Lt Col Pete Gross introduced himself and described his title and role with the WVANG. He explained the process and need for the additional lighting per the proposal, as well as the affects it would have in civilian traffic. He then introduced SMSgt Chanda Keesecker to explain their proposal in more detail and answer any questions from the members. During questioning she expressed that the time frame will depend on the time it takes to receive approval from the FAA and of course funding for this project. She stated that it could take a year, or could take up to 5 years. SMSgt Keesecker and Lt Col Gross continued to answer the questions from the members.

Mr. Wachtel asked if there was a motion to approve the request from the 167th WVANG as stated. Dennis Barron moved to accept with Steve Cox seconding the motion. All were in favor. The motion was carried.

4th Item on the Agenda: Katara's Restaurant Lease Proposal – discussion and action as needed

Kathy Jewell from Katara's Deli introduced the proposal for the lease of the airport terminal restaurant space. A copy of the proposal was included in the board meeting packet for review. Kathy explained each item as proposed and her goals for not only her business, but for the future of the airport. Kathy continued by answering questions from the members.

Mr. Wachtel suggested that this matter be tabled for one month due to receipt of an additional proposal from another previous presentation that was not included in the current month's agenda. Mr. Wachtel did distribute that proposal for review of the authority members, but pointed out that this proposal could not be discussed at this time. It had just been received on that morning, the day of the meeting. Dan Dulyea expressed that he did not feel the distribution of this additional proposal was appropriate at this present time. The members, as well as Kin Sayre, the airport authority attorney, continued discussion of the Katara's proposal and came to the agreement that a more formalized lease was needed in order to be approved at the next months meeting. The lease should state all specifications and special circumstances as proposed. The authority members determined and agreed for the lease to reflect the first 6 months of waived rental amount and the second 6 months at \$1000 per month, which would complete the 1 year lease. At that time, Katara's and the Airport Authority would re-evaluate and negotiate a more permanent lease amount based on the volume of the business from the first year.

P.J. Orsini moved that Kin Sayre will prepare a lease based on the terms and conditions as stated in the proposal from Katara's Deli, as well as the agreed upon amount of \$1000 per month, for the final 6 months of the 1 year lease, for review and approval at the next meeting. Dennis Barron seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Modifications to Fuel Flowage Fee – discussion and action as needed

Rick Wachtel stated that our FBO has suggested several times that we increase the Fuel Flowage Fee. Aero Smith has agreed that if we do so, they will reduce the fuel price by the same amount as the increase in the fuel flowage fee, so there will be no additional cost to our local aviators. The current fuel flowage fee is at .06 per gallon. The members as well as the Airport Manager asked questions to Kathy Brosius, a representative from Aero Smith.

Dennis Barron moved that the Fuel Flowage Fee be doubled to .12 per gallon, effective March 1, 2017. Ken Collinson seconded the motion. All were in favor. The motion was carried.

6th Item on the Agenda: Professional Services Agreement for analysis of airport leases, rates, and charges (Delta Airport Consultants) – discussion and action as needed

Mr. Wachtel discussed the review of the proposal from Delta Airport Consultants for these services. The members asked Neil Doran to explain this request and Neil stated his reasoning for requesting these services. The Chairman asked Kin Sayre for his input based on the history of the hangar lease agreements, as well as his legal expertise. The members expressed their concern for the cost of these services and felt this type of work could justify another part-time or possibly full-time employee. Kin offered this type of service from a partner in his firm, Chris Peterson, who offers real estate and legal experience that could possibly be priced at a much lower cost. Dan Dulyea expressed his understanding that these services were all part of the job description and included in the negotiations of hiring process of the new airport manager. Neil stated his struggle in the amount of hours in a day compared to the work that needed to be done. Members again expressed their thoughts of if this amount of money was to be spent, they would prefer to hire an additional person that could cover a multitude of responsibilities versus another consultant doing one service. Discussion moved to the transfer of the hangars from Roger Wall. Kin explained the continuing tax questions and Neil the process of the transfer of the lease agreements to the airport authority. Mr. Wachtel steered the conversation back to the agenda item and again stated the airport manager was in the process of preparing a new lease document for each hangar that is leased, including the ones from Mr. Wall. Further discussion and questions continued concerning the leasing of the hangars and the current tenants.

Daryl made the motion to table this matter and Steve Cox seconded the motion. All were in favor. The motion was carried.

7th Item on the Agenda: Discussion regarding airport spaces open to general public/airport viewing and photography policy – discussion and action as needed

Neil talked to the members about designating a specific area of the airport property/spaces that would be open as a viewing area for the general public. He asked for their thoughts. Neil described a recent incident of communication from a member of our community that came to watch the airplanes and was approached by a new

member of the ANG security team. Dennis Barron added that the portion of the policy that talks about prohibiting parking on surrounding roads needed to be stricken. The Airport has no authority over those areas.

Jim Klein motioned to move forward with policy and designated area for the general public/airport viewing as stated in the handout dated January 30th 2017, with that portion stricken. P.J. Orsini seconded the motion. All were in favor. The motion was carried.

8th Item on the Agenda: Review of Standing Committees – discussion and action as needed

Mr. Wachtel brought the attention of the members to the list of standing committees and asked for any revisions that we may have missed. He asked for the T-Hangar committee to be added to the list because it was an active committee that was not listed on this handout. Daryl Bryarly and Ken Collinson are the standing members of that committee. Daryl asked that this committee be involved with the hangar organization and leases. Rick Wachtel stated that they would be copied on email communications for this process. P.J. Orsini asked to be removed from the Finance/Budget Committee. The discussion of the chairman of that committee was verified as the Authority Treasurer, Steve Cox. Rick Wachtel reminded the members of the 6 month evaluations of the newer employees for the Personnel Committee. Dennis Barron stated that the Executive committee should be responsible for those evaluations. Daryl Bryarly was missing from the Bylaw & Personnel Committee, therefore he was added to the list.

Executive Directors Report

Mr. Wachtel reported that the WV Aeronautics Commission meeting would be held the following Thursday February 16th at 1pm at Yeager Airport.

He also talked about the Development/Marketing Grant. He stated that Senator Blair is trying to find out whether or not the \$10,000 that we proposed as local match was significant. Senator explained that he may not have an answer until June of this year. There was discussion of the USDA being a participant in the grant. Mr. Wachtel stated that this was not yet a dead issue, but it is also not as warm as it used to be.

Neil highlighted and expressed items on the Executive Directors report to the members.

Neil reported that Matt DeJulian from Beckley Airport District office explained that in the past we would have an engineer at record, but that arrangement has expired. Neil was told that we should prepare a RFQ for selected firms for this assistance. Dan Dulyea told members that the Development authority is in the process of doing the same and suggested that we piggy back off of them or join them for a split cost for assistance in these services. Mr. DeJulian indicated to Neil that there could potentially be \$500,000 up for grabs that may be available for use at our airport. Neil was instructed to contact Matt DeJulian to see if the joint effort was an option for us. He was also told to contact Sandy Hamilton with the Development Authority as well as Region 9 to search for other options with FAA approval first.

Neil continued to discuss items on his report concerning runway lighting costs, writing newspaper articles to bring attention to the airport, insurance quotes for Wall hangars and regulations under the FLSA for Tom McKenzie to be changed from a salary employee to a non-exempt employee. Neil opened the floor for any questions on his report and thanked AeroSmith for the first month of taking over the landing fees.

Jim Klein asked the question of whether there is or should there be a policy in place about the timing of the distribution of proposals or other information that is not on the current agenda. Mr. Klein was concerned about the receipt of an additional proposal during a presentation of the 4th agenda item and gave his opinion on how it may have been perceived not only by the presenter, but also affecting the decision of the authority members based on the information that was given.

Kin Sayre gave his input of a possible policy that could be put into place, however, in any other case, what if it was critical information that may have been needed. He suggested that the authority consider every avenue before setting a new policy, if that is their desire.

Other members gave their input and thoughts over the incident. Dan Dulyea expressed that he felt it was unfair to the person presenting to distribute that proposal during the discussion of that agenda item, however, he did not feel it was a problem to circulate it via email when the proposal was actually received, earlier that day. Mr. Wachtel stated that he did attempt to circulate the item earlier in the day, but there were technological issues that prevented that from happening.

Mr. Sayre suggested that if there is a policy that should be put into place, it should be added to the next meetings agenda for discussion as Dissemination of Information Cut-Off Policy.

Dennis Barron then intervened with a question concerning the portion of the Executive Directors Report with the insurance information that was included in the meeting packet. Neil Doran answered Mr. Barron's questions.

Daryl Bryarly made a motion to adjourn the meeting, with Dan Dulyea giving a second. All were in favor. Motion was carried.

The meeting was adjourned at 8:51pm.