

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MARCH 5, 2013

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

Also Present: Bill Walkup, Tom McKenzie, Joyce McDonald, Mike Keller, Elaine Mauck, Kathy Brosius, John McVey, Major Poland, Kathy Mason, Dan Dulyea, Joanne Cooke, and Tim Doreen.

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

The members were sent the meeting minutes of the last meeting prior to this meeting for their review.

Hunter Wilson made a motion to approve as written and submitted the Airport Authority meeting minutes of February 5, 2013 with Steve Cox giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the current bank balance of \$ 7,698.35.

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: Tim Doreen Hangar Proposal

Mr. Doreen was not present at this time.

3<sup>rd</sup> Item on the Agenda: Restaurant Area Lease Proposal

Joanne Cooke representing Gormet Cooke LLC sent a proposal to the Airport Authority to rent the restaurant area on the second floor for a catering business and to have functions and/or events at the airport. There were only a few changes that the Airport Authority members saw that needed to be included in the lease. One was that should be a clause stating that the in case of an Air Show, the building may have to be closed for at least three days of the Air Show events. Also in Article 7.1, under Improvements to Assigned Area on the thirteenth line, it should be changed to 'During the first 60 days of the term of this agreement.' The other change would be to make the Agreement effective on April 1, 2013 with first month and deposit due at that time. The rent would be \$894.00 per month and Gormet Cooke would be responsible for the annual deep cleaning.

Hunter Wilson made a motion to authorize the Airport Manager to execute the Restaurant Concession and/or Catering Business Agreement with Gormet Cooke LLC once the aforementioned changes have been made and the attorney has reviewed the changes. Col. Jim Reuss seconded the motion. All were in favor. The motion was carried.

It was also stated that this will be an automatic renewal with review of terms at the renewal period.

At this time Mr. Doreen was present so the Authority went to the 2<sup>nd</sup> Item on the Agenda.

2<sup>nd</sup> Item on the Agenda: Tim Doreen Hangar Proposal

Mr. Doreen sent his proposal and it was distributed to all of the members prior to this meeting for their review. His proposal is to build a 50' x50' Metal Hangar to be located next to the current CAP hangar with terms of cost for the hangar would be approximately \$ 75,000.00. Property taxes would be paid annually by Mr. Doreen. A lease term of 25 years with no payment for rent for those 25 years and then have the first right of refusal for renting the hangar for an additional 5 years for \$ 300.00 per month.

Steve Cox excused himself from the meeting at this time.

There was discussion with Mr. Doreen at this time. The only hangar close to this situation would be the Henry Davenport hangar. There was some confusion as to whether Mr. Davenport paid rent

2<sup>nd</sup> Item on the Agenda (continued)

during his first lease terms. Rick Wachtel suggested getting some background information on the Davenport Lease so that this lease could be consistent with the only other similar lease on the Airport. This hangar does not fall under the Minimum Operating Standards because Mr. Doreen is not proposing to start a business on the airport. He will only be a tenant.

Col. Jim Reuss made a motion to table this item until the next meeting with George Cornwell giving a second. All were in favor. The motion was carried.

4<sup>th</sup> Item on the Agenda: FAA Airport Improvement Update (5 Year Plan)

Bill Walkup submitted a recommended 5 Year Capital Improvement Plan to the Airport Authority members prior to this meeting for their review.

The recommendations for 2013 included \$ 15,790.00 that is the remaining portion from FAA for the Howard Hangar property acquisition and to Rehabilitate Taxiway B, C and D for \$ 134,210.00.

Property Acquisition was recommended for the years 2014 and 2015 along with the \$ 72,000.00 Noise Study. Rehabilitation for Taxiway B C and D is recommended for the years 2016 and 2017. Updating the Master Plan is recommended for the year 2018.

Col. Reuss made a motion to approve the recommended 5 Year Capital Improvement Plan to be submitted to the FAA with Steve Cox giving a second. All were in favor. The motion was carried.

5<sup>th</sup> Item on the Agenda: Weirton Port Authority Report

Rick stated that Weirton Port Authority was going to make a presentation but couldn't be here today.

6<sup>th</sup> Item on the Agenda: Old Business

Air Show: Bill Walkup announced that after the Government Sequestration, he learned that the Thunderbirds will not be able to fly at the Air Show. The Air Show Committee has agreed to cancel the Air Show in May 2013.

Airport Signs: Bill Walkup said he has talked with Jim Whitacre and they have agreed on the two locations for the signs. No other action has been taken.

WV Prevailing Wage: Rick Wachtel stated that he talked with Steve Catlett director of the Berkeley County Parks and Recreation pertaining to some projects that the BCP&R are constructing at this time and if they are using the WV prevailing wage rates. He learned from Steve that he also looked into this issue and he found that there is no way in avoiding using the WV Prevailing Wage Rate.

7<sup>th</sup> Item on the Agenda: New Business

No new business that needed to be discussed.

Rick announced that the next Airport Authority meeting will be at 8:00 a.m. on Tuesday- April 2, 2013.

Col. Jim Reuss made a motion to go into executive session for real estate matters with Hunter Wilson giving a second. All were in favor. The motion was carried.

Executive Session began at 8:45 a.m...

Col. Reuss made a motion to come out of executive session and into the regular meeting at 9:20 a.m. with Steve Cox giving a second. All were in favor. The motion was carried.

AIRPORT AUTHORITY MEETING MINUTES PAGE THREE  
MARCH 5, 2013

Col. Jim Reuss made a motion to direct the Chairman to have the Authority attorney draft a default notice on March 16, 2013 to Aviation Solutions for all sums delinquent to the Airport Authority if no payments are made by the March 16, 2013 date. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

Maria Lorensen made a motion to adjourn the meeting with Steve Cox seconding the motion. All were in favor. The Motion was carried.

The meeting was adjourned at 9:25 a.m...