

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MARCH 18, 2014

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

Also Present: Bill Walkup, Joyce McDonald, David DeJarnett, Elaine Mauck, John McVey, George Smith, Hank Willard and Major Poland

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

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

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

Steve Cox made a motion to approve the Eastern WV Regional Airport Authority meeting minutes of February 4, 2014 as written and submitted with Dennis Barron giving a second. All were in favor.

The motion was carried.

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

Joyce McDonald gave the general bank account balance of \$ 28,331.31. She stated that the Airport Authority received the other \$ 15,000.00 from the WV Aeronautics Commission for reimbursement on the tractor.

**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: DC Crop Update- Charles Asbury**

Rick Wachtel stated that Mr. Asbury was prepared to come on the 4<sup>th</sup> but could not make this meeting. He said he would be glad to come to a meeting in the near future.

**5<sup>TH</sup> Item on the Agenda: Renewal on Restaurant Lease**

The restaurant lease with Gourmet Cooke will be up on March 31, 2014. She reported to Bill Walkup that she would like to renew for another year. Her rent is \$ 894.00 per month. Bill Walkup's recommendation is to lease the restaurant area to Gourmet Cooke for another year for the same terms and conditions. He also stated that she has made considerable improvements to the restaurant area and the hallway entering the restaurant. Dennis Barron made a motion to allow Gourmet Cooke to operate the restaurant area for another year (until March 31, 2015) at the same terms and conditions as the current lease. Steve Cox seconded the motion. All were in favor. The motion was carried.

**6<sup>th</sup> Item on the Agenda: Airport Improvement Program Update**

- a. 5 Year CIP Update - The members were sent the recommended 5 Year Capital Improvement Plan that needs to be submitted to the FAA by April 1, 2014 prior to this meeting for their review. Rick Wachtel stated that this is only a projection for FAA for planning and funding purposes. The FAA could change the order of items to accommodate the funding available for EWVRAA. Hunter Wilson made a motion to approve and accept the 5 Year Capital Improvement Plan as submitted and to authorize to send this document to FAA with Richard Talbott giving a second. All were in favor. The motion was carried.
- b. Grant Application Motion - Bill Walkup stated that the pre-bid was conducted last Friday for the next AIP project. The project is to rehabilitate the taxiways on the airport. The bid opening will be on April 1, 2014. Bill Walkup explained that FAA may want a grant

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

application before the next meeting and would like approval to submit the grant application to FAA. The total project cost is \$ 888,888.88. The FAA will fund \$ 800,000.00 and the WV Aeronautics Commission will fund the 10% of \$ 88,888.88. Bill Walkup stated that only one company showed up for the pre-bid meeting which was WL Construction.

Dennis Barron made a motion to allow the Chairman to execute all grant documents for this AIP Project of \$ 888,888.88 and to proceed with this project. Hunter Wilson seconded the motion. Richard Talbott was the only member to oppose this motion. Motion was carried by majority vote.

Joyce McDonald also mentioned that the FAA sent a revised Master Agreement for the Terms and Conditions for Grant Applicants. The Chairman was required to sign this Master Agreement for FAA. She had it for Mr. Wachtel to sign today.

Rick asked to switch the 7<sup>th</sup> and 8<sup>th</sup> Items of Business.

**7<sup>th</sup> Item on the Agenda: Fiscal Year 2014-2015 Proposed Budget**

The members were sent the Proposed Budget for Fiscal Year 2014 – 2015. This Proposed Budget was sent to the members prior to this meeting for their review. The subtotal for the Expenses and Income was \$ 272,000.00. The totals for the upcoming projects were also included in this budget.

Steve Cox stated that he felt a need to look at a 7 or 8 percent increase in the income for hangars, tie-downs and other areas that could be increased. Rick Wachtel suggested that the members think on it for a month and it will be on the Agenda in April. Hunter Wilson made a motion to approve as submitted the Proposed Budget for FY 2014-2015. Richard Talbott seconded the motion. All were in favor. The motion carried.

**8<sup>th</sup> Item on the Agenda: Revised Airport Authority By-Laws**

Dennis Barron volunteered to revise the EWVRAA By-Laws to be in compliance with the State Codes. He sent the revised By-Laws to each member for their review prior to this meeting. The members and he went over each Article and some changes and/or additions were discussed. Hunter Wilson made a motion to table this item until the next meeting so that Mr. Barron can incorporate the changes to the By-Laws. Dennis Barron seconded the motion. All were in favor. The motion was carried.

**OTHER BUSINESS**

Rick thanked Mr. Smith for his complimentary letter on the good work that Bill Walkup and Tom McKenzie did during all of this winter season.

Bill Walkup thanked Major Poland and his staff on the cooperation he received from the Air National Guard during all of this winter season.

Bill Walkup also stated that a Service Agreement with Air Methods is now in place and an invoice has been sent to them for a monthly payment.

Rick Wachtel wanted to commend Richard Talbott on the Army and Air Force symposium he is hosting at the airport for recruitment.

Richard Talbott asked about the Fire Board fees. Bill Walkup stated that he received an email and sent it to all of the members from the Fire Board stating that their attorneys came to the conclusion to waive the Airport Authority from those fees.

Richard Talbott asked if all of the members got to review the audit report. He recommended that an accountant should come and review our accounting to help Joyce with future audits.

Joyce did mention that she has always had clean audits through the years and that an accountant would be expensive to do any work at the Authority.

No action was taken.

Rick Wachtel stated that the next meeting date would be April 1, 2014 but suggested moving the meeting to April 8, 2014. The members were in agreement with that.

The next meeting will be on April 8, 2014.

Hunter Wilson 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 9:15 a.m...