

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MARCH 3, 2015

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

Also Present: Kin Sayre, Bill Walkup, Joyce McDonald, Tom McKenzie, Gary Russell, Col. John Poland, Tanya Burkhart, Kathy Brosius, Jim Newton, Jim Whitacre, Darryl Bryarly, Ariella Kief, David Porter, Dan Lyons, Jeff Grove, Elaine Mauck, Dan Dulyea, Jeff Grove, Len Greisz and Lynn Koerner.

Rick Wachtel, Chairman, brought the meeting to order at 7:00 p.m. in the Howard/Burkhart Terminal conference room.

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

The members were sent the meeting minutes of February 3, 2015 prior to this meeting for their review. Dennis Barron made one correction by adding the word 'time' to the last sentence in the paragraph for 2<sup>nd</sup> Item on the Agenda. Dennis Barron made the motion to approve the EWVRAA meeting minutes of February 3, 2015 with the above mentioned addition. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

2<sup>nd</sup> Item on the Agenda: February 2015 Budget Report

Richard Talbott recommended that the budget reports that are given to the members at each meeting be approved at the next meeting. Richard Talbott made a motion to approve the monthly budget reports the next month after receiving the report to give each member time to review each budget. Hunter Wilson seconded the motion. All were in favor. The motion was carried. The February Budget Report will be discussed and voted on at the April EWVRAA meeting.

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

No one signed the Petitions from Citizens sheet.

4<sup>th</sup> Item on the Agenda: Restaurant Lease Renewal – Gourmet Cooke

Joanne Cooke told Bill Walkup that she would be late getting to the meeting. She asked if she could do her Agenda item later in the meeting.

5<sup>th</sup> Item on the Agenda: Shentel Lease

This item will be moved into executive session at the end of the meeting.

6<sup>th</sup> Item on the Agenda: BCPSSD Lease

No updates to report on this lease.

7<sup>th</sup> Item on the Agenda: Airport Improvement Projects Update

- a. 5 Year Capital Improvement Plan - Bill Walkup stated that a newly revised Capital Improvement Plan was drafted. Each member received a copy of the newly revised plan. In the year 2015 the project that was added was Install/Rehabilitate Airfield Lighting Vault-Install Guidance Signs-Evaluate Electrical System/Airfield Electrical Load Evaluation for \$90,000.00 FAA share. Bill stated that an evaluation will need be done on the electrical system and the regulator will need to be replaced. This is an emergency type situation and this is why the 5 Year CIP needs to be revised. George Cornwell made the motion to approve the revised 5 Year Capital Improvement Plan which will be sent to the FAA. Dennis Barron seconded the motion. All were in favor. The motion was carried.

7<sup>th</sup> Item on the Agenda (continued)

- b. Consultant Selection Process- Bill reported that the FAA would like to see the EWVRAA go through the Consultant Selection Process for the engineering firm. We have reached the limit of years with having the same consultant. For the Electrical project, we may be able to go through a fast track selection of consultants for this project only. In the next 3 to 4 months the EWVRAA will need to go through the Selection Process for an engineer which will include committees for pre-selection and selection. He would also like to have an engineer from the City and County to help with both of the selections. Rick Wachtel stated that each member should serve on at least one of the selection committees. No action at this time.

4<sup>th</sup> Item on the Agenda: Restaurant Lease Renewal –Gourmet Cooke

Joanne Cooke representing Gourmet Cooke and stated that she would like to renew the restaurant area for another year. Her lease is due to expire on April 1, 2015. She made a presentation last month giving an update on her business. She explained the improvements she has made to the restaurant area and the kitchen. Hunter Wilson asked if she received the increase in rent when the EWVRAA was increasing the rents last July. She stated that she did not get an increase last year mainly because of the improvements she made. She stated that she would be willing to provide sandwiches and sodas in the cooler in the lobby to be paid on an honor system. Hunter Wilson made a motion to renew the Gourmet Cooke Lease for another year and to increase the rent by 10% with the same terms and conditions. Steve Cox seconded the motion. All were in favor. The motion was carried.

8<sup>th</sup> Item on the Agenda: Marketing Plan Funding Update

Rick Wachtel send a letter to the state delegates requesting the avenue for funding he also sent the letter to Steve Christian of the BC Development Authority and asked if they would have the funds to match a grant for the Marketing Plan. He told Rick he would look into it and let him know. EWVRAA may have some news in about three weeks from the delegates in Charleston.

9<sup>th</sup> Item on the Agenda: Credit Card Concerns

Richard Talbott stated that he would like to see a policy developed and approved for the credit card usage. He stated about 8 items that he would like to see written into a policy. Maria Lorensen suggested getting an already established policy from the City and/or County and incorporate the items to that policy. Rick Wachtel asked Richard Talbott that he understood that he reviewed the credit card invoices more thoroughly and asked if he found any discrepancies. Richard Talbott stated that he saw no instances of misuse. He did state that he reviewed the missing invoices and that they all seemed to be there. Rick asked again if he saw any discrepancies and Richard Talbott stated again that he did not but he thinks some things could be done to tighten the receipt process which would help with a written policy.

10<sup>th</sup> Item on the Agenda: Executive Session for Real Estate Matters

Hunter Wilson made a motion to go into executive session for real estate matters. Steve Cox seconded the motion. All were in favor.

Executive Session

Dennis Barron made a motion to come out of executive session with George Cornwell giving a second. All were in favor. The motion was carried.

Hunter Wilson made a motion to go back into regular session with Maria Lorensen giving a second. All were in favor. The motion was carried.

Hunter Wilson made a motion to authorize the Airport Authority attorney Kin Sayre to review the terms and conditions as discussed in executive session the Shentel Land Lease and to vote on it at the April meeting. Dennis Barron seconded the motion. All were in favor. The motion was carried.

#### OTHER BUSINESS

Bill Walkup mentioned that he will be out of the country from March 12 to March 20, 2015.

Dennis Barron reported that a new tenant, Royal Scott Foundation, will be renting office 110.

Joyce McDonald reported that Perry and Associates came to do the office work for the audit. They will be asking for an extension while trying to get a Capital Asset and Depreciation Schedule from the last auditor. The last auditor is retired and it may be difficult getting any information from him. They do give exit interviews. They are 8 hours away and can do conference interview. Kin Sayre offered the conference room at Bowles Rice to have the exit interview.

Rick stated that the next meeting will be April 7, 2015.

Maria Lorensen 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.