

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – MARCH 1, 2016

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

Member Absent: Tana Burkhart

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, Catherine Delligatti, Jared Esselman, Larry Kump, Arrillia Kief, Jeff and Mryna Grove, Lt. Col. John Poland, Kathy Brosious, and Doug Schwab.

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

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

The members were sent, via email, the February 2, 2016 Eastern WV Regional Airport Authority meeting minutes, prior to this meeting, for their review. Richard Talbott wanted to add to the meeting minutes that he did not vote on the motion after the executive session.

Dennis Barron made a motion to approve the EWVRAA meeting minutes for February 2, 2016 with the above addition. Steve Cox seconded the motion. All were in favor. The motion was carried.

Rick Wachtel introduced Catherine ‘Katy’ Delligatti who was sitting in for the Airport Authority attorney Kin Sayre, as he was out of town, and could not attend this meeting.

Rick Wachtel, at this time, introduced Jared Esselman, who will be the newly appointed Jefferson County Airport Authority member at the next meeting.

2nd Item on the Agenda: January 2016 Budget Report Approval

The January 2016 EWVRAA budget report was sent to each member, via email, for their review, prior to this meeting. The beginning general account balance was \$ 128, 736.40 on January 1, 2016. The income for the month was \$ 42,352.24 and the expenses were \$ 53,853.71. The balance as of January 31, 2016 was \$ 117,234.93.

Betty Gunnoe made a motion to approve the EWVRAA January 2016 Budget Report with Steve Cox giving a second. Richard Talbott was opposed. The motion was carried by majority vote.

3rd Item on the Agenda: Petition from Citizens

There were no petitions from citizens.

4th Item on the Agenda: Airport Improvement Project Update

- a. Pre-Selection Committee Report – The pre-selection committee reviewed five Request for Proposals for an Engineer to perform the Master Plan and Part 150 Noise Study projects. The pre-selection committee chose the top three. The firms selected for interviews will be Michael Baker, CHA and Delta Consultants.
- b. Final Selection Committee Date and Time - The final selection committee decided to have final interviews on March 9, 2016 beginning at 2:00 p.m.
- c. FAA Grant 032 Closeout Budget Report- Joyce McDonald presented to the Airport Authority a final budget report for the FAA Grant 032 for the Taxiway Rehabilitation Project.

5th Item on the Agenda: Audit Update

Catherine Delligatti, that Kin told her that he was waiting on returned calls from the State Auditor’s Office and talking with Perry & Associates. Joyce McDonald stated that she received an extension letter

5th Item (continued)

from Perry & Associates for the State Auditor's Office. Perry & Associates submitted the reason for the extension was non-payment for the previous audit. Ms. Delligatti recommended that the EWVRAA also add its reason for delay. Joyce also stated that Perry & Associates was ready to perform the 2014-2015 Audit but could not schedule it until the former Audit was paid for. Rick Wachtel stated that he would check with Kin to ask his advice on the invoice payment.

6th Item on the Agenda: Development Study Update

Rick Wachtel stated that he talked with Bill Clark at Region 9 Planning and Development Council and he verbally stated that he did not think we will hear any word about the ARC grant until summer. No grants will be awarded until then.

7th Item on the Agenda: Restaurant Space Availability

Rick Wachtel stated that Joanne Cooke, owner of Gourmet Cooke, gave Bill Walkup a notice that she will not renew her lease on the restaurant space in the terminal building in April. She submitted a letter asking that the EWVRAA waive her March Lease payment, due to the expenses she incurred for the improvements she made to the restaurant area.

Bill Walkup recommended that the EWVRAA waive this payment.

Steve Cox made a motion to waive the March lease payment for Gourmet Cooke contingent upon all the equipment be replaced that belongs to the EWVRAA in the kitchen. Daryl Bryarly seconded the motion. Jason Barrett opposed the motion. The motion was carried by majority vote.

Also in the letter, Joanne Cooke, asked if the EWVRAA wished to purchase any of the equipment that she obtained.

Dan Dulyea made a motion not to purchase any equipment with Ken Collinson giving a second. All were in favor. The motion was carried.

Rick Wachtel recommended that an advertisement be placed in The Journal for the leasing of the restaurant area.

8th Item on the Agenda: Minimum Operating Standard and Rules and Regulation Document Review

Daryl Bryarly recommended that the MOS and Rules and Regulations of the EWVRAA be reviewed and revised if necessary.

Rick Wachtel stated that this can be a lengthy process and would have to be reviewed and approved by FAA.

Richard Talbott also stated that he did research on contained systems of 2,000 gallon tanks for self-service fueling, which could be included in the revisions.

Daryl Bryarly, Jared Esselman, Dennis Barron and Richard Talbott volunteered to work on the MOS and Rules and Regulations review and revisions.

9th Item on the Agenda: Administration Building Weekend Hours

Daryl Bryarly stated that there were some concerns that pilots could not get into the terminal building on the weekends. The front doors are locked on the weekends. Bill Walkup stated that pilots who frequent the Airport on the weekends know how to get into the building.

Rick Wachtel asked for some recommendations at the next meeting on solving this problem.

OTHER BUSINESS

Rick Wachtel stated that he received a call from the County Council President on behalf of John Small asking if the Howard/Burkhart Terminal Building could be used for a voting precinct polling location for the year's elections.

Betty Gunnoe stated that she looked over the building and felt that the Pilots Lounge would be perfect for a voting precinct location. The polls are open from 5:30 a.m. until 7:30 p.m. two times this year. She would like for it to be a permanent location. She needed to know something tonight, so that letters could be sent out in a timely manner to the voters.

The members were all in agreement to allow the Howard/Burkhart Terminal be used for a voting precinct polling location.

Rick Wachtel stated that since this was not on the agenda for a vote that it could not be voted on at this time but can be put on the next month's agenda for a formal vote.

Lt. Col. Poland stated that Col. Sigler would be available for a presentation at next month's meeting. Also a C-17 tour could be arranged for the EWVRAA members.

Bill Walkup stated that the Cell Tower is operational and the EWVRAA has been getting payment for the ground lease.

Dan Dulyea made a motion to go into executive session for Land Lease matters on the Schwab Property, AC Investment Properties and Airport Joint Use Agreement. Daryl Bryarly seconded the motion. All were in favor.

10th Item on the Agenda: Executive Session

Richard Talbott excused himself from the room when discussing AC Investment Properties land matters.

Daryl Bryarly made a motion to come out of Executive Session and back into regular session with Betty Gunnoe giving a second. All were in favor.

The committee members appointed to meet with the Guard Bureau on the Joint Use Agreement were P.J. Orsini, Dan Dulyea, Betty Gunnoe, Steve Cox and Dennis Barron on March 30, 2016 at 1:30 p.m. at the Howard/ Burkhart Terminal Building.

Daryl Bryarly made a motion to adjourn the meeting with Maria Lorensen seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 9:00 p.m.