

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MARCH 7TH, 2017**

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

**Members Absent:** Maria Lorensen and Jason Barrett

**Also Present:** Kin Sayre from Bowles Rice, EWVRAA employees-Neil Doran, Deana Bittorie, and Tom McKenzie, Rich Talbott, David Porter, Paul Clohan, Gary Russell, Ernest Agbayani, Kathy Brosius, and Rachel Snavelly and Jen Wishmyer from Region 9.

*Everyone stood for the Pledge of Allegiance.*

***Petitions from Citizens – no petitions at this time***

**1<sup>st</sup> 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 Steve Cox giving a second. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: Approval of February 2017 Budget Report**

The members were sent via email, the February 2017 Budget Report for their review prior to this meeting. Steve Cox made a motion to approve the February 2017 Budget Report, with Betty Gunnoe seconding the motion. Rick Wachtel opened the table up for discussion. Dennis Barron asked Steve Cox to give a report on the recent Budget/Finance Committee Meeting. Steve Cox updated all members on the discussion and the plan on how to move forward in future local budget requests, the planning of the 2017-2018 Budget preparation, future accounting services, and preparation for the upcoming audit. All were in favor. The motion was carried.

**3<sup>rd</sup> Item on the Agenda: Discussion of USDA grant application in support of Business Development & Marketing Study – action as needed**

Rick Wachtel welcomed Rachel Snavelly from Region 9 to discuss the overview of the USDA grant from the previous meeting and presented the proposal from Michael Baker Consultants. It was presented as a \$40,000 project with \$30,000 being requested from the USDA, and \$10,000 being matched from EWVRAA, as previously budgeted. The grant application will require at least 5 letters from local businesses in support of the project. Dennis Barron verified that there is no cost for the application of the grant itself. Mr. Wachtel asked if there was a motion to go forward with the USDA grant application. Dennis Barron moved to approve the grant request, with Jim Klein seconding the motion. Dan Zappe asked for further explanation of the letters that were needed. Rachel and Jen from Region 9 stated that the letters did need to be from area businesses and not local government entities. Jim Klein asked for a template of a letter that needed to be sent. Discussion continued of area businesses that could be contacted for these letters. All were in favor. The motion was carried.

**4<sup>th</sup> Item on the Agenda: Discussion of Roger Wall Hangar Property Taxes – action as needed**

Rick Wachtel reminded the members of the \$472.24 check for property taxes that Mr. Wall paid to EWVRAA through December 31<sup>st</sup>, 2016. Neil stated that as of March 1<sup>st</sup>, 2017, we took ownership of the hangars, and they were now insured and utilities turned on in our name. Mr. Wachtel stated that there is \$944 remaining on the tax bill for the 2<sup>nd</sup> ½ of the year. Neil intervened explaining his conversation with Mr. Wall and his understanding of the calendar year of the tax bill. Mr. Wachtel expressed that he is under the opinion that we should take responsibility of the taxes on the effective date that we took possession of the property. Mr. Sayre intervened with his thoughts and professional experience of how to handle the property tax bill. He explained that if that portion of the taxes never gets paid, the property will eventually get sold as delinquent and even though it is in Roger Wall's name, because of the property transfer, we would be the ones out the property. He suggested that when the property tax ticket comes out in August, it be paid for by the authority. Mr. Wachtel stated that since Mr. Wall was no longer receiving the income from the hangars, the authority paying the remaining portion would be the right thing to do.

Steve Cox moved to accept the payment of \$472.24 as Roger Wall's prorated share of the 2017 property taxes. Tana Burkhart seconded the motion. Dan Dulyea asked about the 2017-2018 tax bill. Mr. Sayre reminded him that the 2017-2018 tax bill would be in the name of the authority because of us being the owners on July 1<sup>st</sup> of 2017. Further questions and discussion continued on whether or not we would be exempt from paying those future taxes. All were in favor. The motion was carried.

**5<sup>th</sup> Item on the Agenda: Approval of RFQ No. 2017-001, Airport Engineering Services – discussion & action as needed**

Rick Wachtel asked Neil to lead the discussion of the RFQ for Airport Engineering Services. Neil told the members that the RFQ had been reviewed by the Beckley Airport District FAA office. He explained that this RFQ would be placed under a procurement tab on the EWVRAA website, published in the Martinsburg Journal, and published in a statewide major newspaper, such as the Charleston Gazette. He explained the time frame and expressed the needs of the committees necessary. Jim Klein suggested contacting the WV Metro News in addition to the Charleston Gazette for price comparison. Mr. Sayre asked if the Metro News offered legal ads, because the RFQ must be listed in the legal ads.

Dennis Barron moved that this solicitation be advertised. Steve Cox seconded the motion. Neil verified the time frame with the members and it was extended an additional 30 days. All were in favor. The motion was carried.

**6<sup>th</sup> Item on the Agenda: Approval of RFQ No. 2017-002, Professional Accounting Services – discussion & action as needed**

Neil apologized for being overly ambitious in with time in preparing RFP's/RFQ's for Professional Accounting Services as discussed in the Finance/Budget Committee meetings.

Steve Cox motioned for this matter to be tabled to a future meeting; Jim Klein seconded the motion. All were in favor. The motion was carried.

**7<sup>th</sup> Item on the Agenda: Approval of RFQ No. 2017-003, Professional Auditing Services – discussion & action as needed**

Neil stated that the same applied for this agenda item as well. Deana Bittorie did explain that she did follow up with the WV Auditors Office in reference to the RFQ for Audit Services, and was sent a packet containing a RFP templet that is used for requesting Audit Services. Dan Dulyea expressed his thoughts on an RFQ instead of a RFP. Kin Sayre intervened explaining that since this is for our annual audit and since it is a specific item, the state auditor's office requires us to use their RFP and does it on a price point.

Steve Cox moved to table the agenda item to a future meeting, Ken Collinson seconded the motion. All were in favor. Motion was carried.

**8<sup>th</sup> Item on the Agenda: Approval of Airfield Sign Project – discussion & action as needed**

Neil Doran presented the proposal for a 3 module airfield sign near taxiway Delta that would identify to aircraft that are taxiing, directing them to the FBO, AeroSmith. He explained that there is a sign on the east side, but not the west, and that he hears the confusion of the pilots that are taxiing many times in which the tower has to verbally direct them of where to go. The quote has been provided by Phil George. Mr. Wachtel expressed the years of work that Mr. George has done here at the airport. Jim Klein asked Neil what line item in the budget he was prepared to or planned to take it from. Neil stated that there would be more income than budgeted in the landing fees for this fiscal year, and directed the question to the office manager. Mr. Wachtel suggested the vote, then to open the table up for discussion of their questions. Betty Gunnoe moved for the approval of the proposal for installation of the airfield sign, Steve Cox seconded the motion. Deana expressed that yes, there would be extra income in the landing fees for the year and that she would talk with Tom McKenzie to see if there was extra monies in the maintenance expenses that we could use. Without knowledge of this request, she wasn't prepared to answer the question. Mr. Cox asked if AeroSmith would share the cost, since they would be the beneficiary of the sign. Mr. Doran expressed that he had not asked them to share the cost. Jim Klein discussed his thoughts and concern of where the expense would come from in reference to budgeting. Dan Dulyea expressed his thoughts as well. Both expressed their concern with approving an item without transferring funds from one account to another in the budget to cover it. Discussion steered to retracting the vote and tabling the matter. Steve Cox stated it

should be a capital improvement item in the budget. Dan Zappe expressed that the sign was not a matter of safety; it was a matter of convenience at this point so tabling the matter would be best until the members were more comfortable with the budget and where to transfer the expense. Questions to Mr. Doran continued about removal of the old sign and installation of a new sign if another FBO

Mr. Wachtel reiterated that the option to withdrawal the motion was available. Betty Gunnoe withdrew the original motion to approve the proposal for the airfield sign installation. Steve Cox withdrew his second as well. Jim Klein then motioned to request AeroSmith to consider sharing the cost of the sign installation. Dan Zappe seconded the motion. Discussion continued in reference to the cost of the sign, who it would benefit, and whether or not the authority should be responsible for paying the full installation costs. All were in favor. The motion was carried.

### **Executive Directors Report**

Neil Doran commended Tom's work for additional items and changes throughout the airport and hangars. He updated the members with a status of the new lease agreements that were mailed out.

A&E Enterprises contacted Mr. Doran concerning hunting on the airport property. The request was denied.

He updated the members on discussion with the Beckley district office concerning the RFQ and electrical project that will possibly be planned for next year.

The internet in the terminal building was upgraded with guest Wi-Fi.

He also told the members of Mr. Atkinson's reinternment here in Martinsburg on the weekend on April 7<sup>th</sup>, 2017, with the events that will be taking place here at the airport.

He discussed his meetings with Shepherd University about aviation education.

He updated the members about his budget presentation with Jefferson County.

He told the members of land that is for sale at the end of the runway at the intersection of Novak Drive and Route 11S.

He opened the floor for questions. Daryl Bryarly asked if there was an update on the Knauf Insulation letters of concern that were sent out. Mr. Doran expressed that there was no response from them concerning the letter.

Discussion continued.

Steve Cox moved to go into Executive Session; Dan Zappe seconded the motion. All were in favor. The motion was carried.

Dennis Barron moved to come out of Executive Session; Jim Klein seconded the motion. All were in favor. The motion was carried.

Dan Dulyea moved to accept the lease agreement with Katara's Deli; Dan Zappe seconded the motion. 6 members were in favor of the motion; 4 were opposed. Motion was carried.

Denny Barron made a motion to adjourn the meeting, with Steve Cox giving a second. All were in favor. Motion was carried.

The meeting was adjourned at 9:38pm.