

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY APRIL 3, 2012

Members Present: Rick Wachtel, Col. Jim Reuss, Rodney Woods, Hunter Wilson, and Steve Cox

Members Absent: Bob Burkhart

Also Present: Bill Walkup, Tom McKenzie, Joyce McDonald, Elaine Mauck, Major T. Henry, Rich Talbott, Larry Kump, Creighton Propps, Ron Porterfield, Bob Bayes, Hank Willard, Mike Folk, Jeff Grove, Debbie Beitzel and John McVey

Rick Wachtel, Chairman, brought the meeting to order at 6:00 in the airport terminal conference room. He also mentioned that Mr. Burkhart was in City Hospital but is now in Winchester Memorial Hospital. The members were sent the meeting minutes prior to this meeting for their review.

Hunter Wilson made a motion to approve the Airport Authority meeting minutes of March 6, 2012 as written and submitted with Steve Cox giving a second. All were in favor. The motion was carried.

Rodney Woods made a motion to approve the Airport Authority special meeting minutes of March 23, 2012 as written and submitted with Col. Reuss giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the current general bank account balance of \$ 10,681.83. She did mention that today the Airport received a check in the amount of \$ 51,000.00 for the Distribution Center Annual Lease Rent and the Airport also received a check from Aviation Solutions bringing them current on their Annual Lease Rent.

1st Item on the Agenda: Petitions from Citizens

Larry Kump would like to see the Airport Authority get aggressive on obtaining Air Service at Martinsburg. Rick Wachtel did respond that a Study was done for an Air Service for West Virginia but funds were not available for such service.

2nd Item on the Agenda: Aviation Solutions Lease Renewal

Bob Bayes representing Aviation Solutions requested that this item be discussed in Executive Session.

3rd Item on the Agenda: Vacation Personnel Policy

Joyce and Bill worked on a Vacation Personnel Policy which was taken from an employee handbook drafted in 2003 which was taken from the City of Martinsburg Handbook at that time.

Rodney Woods made a motion to adopt this Vacation Personnel Policy which can be amended and reviewed as needed with Col. Jim Reuss giving a second. All were in favor. The motion was carried.

4th Item on the Agenda: Air National Guard Lease Documents

Rick Wachtel stated that he sent the minor changes that were requested to the Guard Bureau for the final AJUA and has not heard any word back on those changes or received a final document.

Major Tony Henry reported that a Notice- to- Proceed was effective April 2, 2012 for on-site surveying and next week the site entrances will be repaired if needed to be ready for full construction. They anticipate the concrete to begin in two weeks and hope for completion on August 1, 2012.

OTHER BUSINESS:

Hunter Wilson gave a brief report on the Inland Port progress. He stated that the Inland Port has approved Phase I of the Feasibility Study.

Steve Cox mentioned that the Airport Authority needs to look at increasing revenues at the Airport.

Bill Walkup reported that he heard about a Sheetz convenience store to be planned in the Berkeley County Development Authority Industrial Park. He went to the Planning Commission to make sure that this was not planned in the Runway Protective Zones of the Airport. It was on the border of the zones but was not in the RPZ area.

Rodney Woods suggested that it may be a good idea to meet with the 167th leadership for an informal discussion to discuss Joint Use arrangements and to be in good contact with the 167th.

Rick stated that May 1, 2012 at 8:00 a.m. will be the next Authority meeting date.

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

Executive Session began at 6:25 p.m.

Col. Reuss made a motion to come out of executive session and back into regular session at 6:45 p.m. with Steve Cox giving a second. All were in favor. The motion was carried.

Col. Reuss made a motion to accept the .86 acres back from the Air National Guard with the condition that the building on that property is torn down and that the Airport Authority gets a Phase I Environmental Report that everything was environmentally in compliance. Steve Cox seconded the motion. All were in favor. The motion was carried.

Rodney Woods made a motion to allow a lease amendment to the Aviation Solutions Land Lease to be on a lease payment schedule for a 10 month period to pay the annual rent payment that was outlined in a letter from Aviation Solutions and will be reviewed by the Authority Attorney. Steve Cox seconded the motion. All were in favor. The motion was carried.

Col. Reuss made a motion to adjourn the meeting with Hunter Wilson giving a second. All were in favor. The motion was carried.

The meeting was adjourned.