

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – APRIL 8, 2014**

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

Also Present: Bill Walkup, Tom McKenzie, Joyce McDonald, Kin Sayre, Larry Kump, George Smith, John McVey, Elaine Mauck, Major Poland, Hank Willard and Mike Folk.

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

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

The members were sent the meeting minutes prior to this meeting for their review. Steve Cox made a motion to approve the March 18, 2014 Airport Authority meeting minutes as written and submitted with Hunter Wilson giving a second. All were in favor. The motion was carried.

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

Joyce McDonald gave the general bank account balance of \$ 21,609.21.

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

Mike Folk updated the members on some legislation that passed this past session. It pertained to the liability for pilots and owners of small private airstrips. There will be no liability to the airstrip and/or property owner.

**4<sup>th</sup> Item on the Agenda: D C Corp Update**

Mr. Asbury could not attend this meeting today. No update was given.

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

- a. Taxiway Rehabilitation – Bill Walkup reported that the bid opening was on April 1, 2014. The apparent low bidder was W L Construction from Clearbrook Virginia. The bid came in at \$ 658,377.80. The bid tabulations have not been confirmed to date from Chapman Technical Group. Bill stated that the old 17/35 runway is designated as a non-movement area. No motion was needed for this item.

**6<sup>th</sup> Item on the Agenda: By-Laws Revision**

Dennis Barron revised the Airport Authority By-Laws which had some highlighted areas that needed to be clarified. The members went over the By-Laws by each article to see if everyone agreed on changes. After discussion and some changes, Dennis Barron stated that he would incorporate the changes and/or additions that were made and come back the next meeting for another review.

**7<sup>th</sup> Item on the Agenda: Airport User Fee Adjustment Proposal**

Steve Cox had a fee increase proposal to hand out to the members. Richard Talbott questioned the ethics as to whether Steve Cox should be in this discussion. Steve Cox stated that he no longer worked or received any pay or compensation from Centra and/or United Bank. Steve Cox did excuse himself from the room for this Item on the Agenda just in case of an ethics violation.

Rick Wachtel then stated that Bill Walkup, Steve Cox and himself met to discuss an appropriate percentage for a fee increase. They decided on a 10% increase in airport rents and fees. A list of the

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

fees and/or rents were listed with the current rate and the 10% increase for each. This would increase the budget by approximately \$ 7,400.00.

Dennis Barron made a motion to increase the Hangar rents, the Tie Down parking fees and the Landing fees by 10% effective July 1, 2014. The old Airport Hangar rent would increase \$ 9.00, the Howard Hangar rent would increase \$ 18.00, the large Howard hangar rent would increase \$ 33.00 and the Landing fees would increase by \$ 5.00. Maria Lorensen seconded the motion. The motion was carried.

Hunter Wilson made a motion to increase the farm leases by 10% effective July 1, 2014. George Cornwell seconded the motion. All were in favor. The motion was carried.

It was agreed by the members to obtain rates pertaining to surrounding area fuel prices before increasing the Fuel Flowage Fees.

It was also agreed by the members to discuss an increase of the Access Fee Leases at next months meeting.

**OTHER BUSINESS**

Joyce McDonald did tell the members that it is time for the renewal of the Airport Liability Insurance. The Hoxton Agency approached the market place to get some competitive quotes. They got six responses. Of those six, three only gave quotes. ACE (which is our current insurance holder) gave the lowest quote at \$ 2,898.00 for a 5 million dollar policy. The members were in agreement to accept that quote.

George Cornwell stated that he had not heard anything from Jefferson County about his appointment.

Richard Talbott suggested getting a more professional looking layout plan of the Airport. The one we have is an 8 x 10 sheet of paper with the Airport boundary and layout.

Richard Talbott suggested that a light should be put on the flag if the Airport Authority is going to fly the flag 24/7. He also asked about the status of an Airport Sign.

Richard Talbott also would like to readdress the meeting times for the Airport Authority meetings for the next month's agenda.

Richard Talbott suggested that the auditor should come and brief the members after they perform the audit.

Richard Talbott stated that the Airport Authority should come up with a business plan. Rick Wachtel stated that if he wanted to he could draft a business plan and bring it to the Authority for review.

Rick Wachtel stated that the next meeting date would be May 6, 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 9:30 a.m..

