

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY - APRIL 7, 2015

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

Member Absent: George Cornwell

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

1st Item on the Agenda: Approval of March 2015 Meeting Minutes

The members were sent the EWVRAA meeting minutes of March 3, 2015 prior to this meeting for their review. Dennis Barron made a motion to approve the EWVRAA meeting minutes for March 3, 2015 with Steve Cox giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: February 2015 Budget Report Approval

The members were given the February Budget Report at the last meeting and they were sent via email the same budget report for their review. The balance of the general bank account on February 1, 2015 was \$ 97,987.55. The income for February was \$ 11,302.18 and the expenses were \$ 18,791.45. The balance on February 28, 2015 was \$ 90,498.28. Richard Talbott asked if anyone was in arrears and Bill Walkup stated that everyone is up to date except a second notice was sent to the Schwab Company (Panhandle Real Estate). Hunter Wilson made a motion to approve the February 2015 Budget Report which will be subject to an audit with Steve Cox giving a second. All were in favor. The motion was carried.

3rd Item on the Agenda: Petitions from Citizens

Larry Kump talked to the Authority pertaining to audits and the different audits that can be done.

4th Item on the Agenda: Shentel Lease

Kin Sayre, the Airport Authority attorney, reviewed the Shentel Lease and made some changes from the last meeting. The members received the revised lease for their review. Mr. Sayre's recommendation was that the Airport Authority approve the lease. Hunter Wilson made a motion to approve the lease with Shentel. Richard Talbott seconded the motion. Richard Talbott had a question about removal of equipment should the lease be terminated. There is a provision in the lease for such removal of equipment. The anticipated first payment could be made approximately around October of this year. Dennis Barron had a question about access to the site from sub leases. This was also included and covered in the lease. All were in favor of the motion. The motion was carried.

5th Item on the Agenda: Airport Improvement Project Update

Bill Walkup stated that at the last meeting the Airport Authority approved the AIP project on the electrical system on the field. He stated that he was allowed by FAA to interview engineers via telephone. He contacted three firms R. L. Kimball, Michael Baker Group and Chapman Technical Group. Bill felt that Chapman Technical Group was the most qualified for this electrical project. Bill contacted FAA and Matt DiGuilian did not have a problem with the selection. Shawn Tucker will send a proposed scope of work and contract price. Steve Cox made a motion to authorize the Airport Manager to proceed negotiations with price and if approved by FAA to proceed with executing all the necessary documents pertaining to this project with the engineering firm Chapman Technical Group. Dennis Barron seconded the motion. All were in favor. The motion was carried.

AIRPORT AUTHORITY MEETING MINUTES
APRIL 7, 2015

Bill Walkup also stated that in the next two years the projects slotted on the 5 Year CIP will be to Conduct a Noise Compatibility Study estimated to be \$ 150,000.00 and Update the Master Plan estimated to be \$ 200,000.00. The Airport Authority needs to select an engineering firm qualified for these two projects. An engineer can be used for up to 5 years if they are qualified to do the projects. The Airport Authority members will be asked to sit on the pre-selection and selection process. Maria Lorensen made a motion to authorize Bill Walkup the Airport Manager to proceed with the pre-selection and selection of engineers for the EWVRAA. The motion was seconded by Richard Talbott. All were in favor. The motion was carried.

Last year's asphalt project should begin again sometime in May and should be complete by June.

6th Item on the Agenda: Marketing Visual Identifier Map Approval

Hunter Wilson stated that it would be a great to have a marketing tool of a map of the airport and to identify the leased and unleased acres on the airport proper. Hunter and Bill would like a document identifying all of these areas and the utilities marked on this map. Air Photographics, Inc. could take a picture of the airport property in its entirety and then have Chapman Technical Group super impose this picture with the current Exhibit A of the Airport and identify the acres and utilities. Bill estimated this to be approximately \$ 2,500.00 and if it should exceed this cost, he would ask the members for approval to spend the additional funds. Hunter Wilson made a motion to authorize the Airport Manager to proceed with the Marketing Visual Identifier Map to not exceed \$ 5000.00 without Airport Authority approval. Richard Talbott seconded the motion. All were in favor. The motion was carried.

7th Item on the Agenda: Development Study/Marketing Plan Update

Rick Wachtel stated that Bill Clark of Region 9 has a good feeling that ARC could make available funding and/or a grant for one half of the funds needed to do this study. Rick heard from a state official inquiring about this study and it appears that there is a strong possibility that the State will fund the other half. Rick does not know when they will know about this possibility. The Development Authority may still be able to help with also. Bill Clark told Rick that the window may close unless the Airport Authority could put up \$ 5000.00 the window may be able to stay open. Bill Clark suggests that the Airport Authority write a letter to Region 9 guaranteeing the \$ 5,000.00 to secure a grant. Steve Cox made a motion to authorize the Chairman Rick Wachtel to write a letter to Region 9 for a commitment of \$ 5,000.00 towards a local match for a grant for a Marketing Study. Dennis Barron seconded the motion. All were in favor. The motion carried.

8th Item on the Agenda: Audit Update

Bill Walkup reported that the current auditors Perry & Associates needed another extension for the Audit Report because they need a current Capital Asset and Depreciation Schedule for the Audit. Kin Sayre stated that he would try to locate someone that could get in touch with Leland O'Neal for his work papers for the current auditor.

OTHER BUSINESS

Bill Walkup reported that April 1st, 2015 was the beginning date for the Airport Liability Insurance. Clay Hoxton of The Hoxton Agency obtained a quote from three difference insurance companies

and the current liability insurance company which is ACE Group has the lowest price for the same coverage. The quote was \$ 2,898.00 for the entire year of Airport Liability Insurance. Next year the Airport Authority has the possibility to lock in a three year quote with this same company.

Bill Walkup also that the accountant from Aero Smith talked with Joyce about sending a letter to the Airport Authority pertaining to making monthly Land Lease payments instead of an annual payment. This may be on next month's agenda.

Bill was approached by gentleman John Allen who is a program officer with the Job Corp in Jefferson County in the Forestry Department who can supply some part time laborers to work on the airport. Bill stated that he would have to talk with Tom McKenzie about this. This would be no cost to the Airport Authority, they would be covered by insurance. Bill didn't know what exactly they could do other than weed removal and grass mowing. He will keep the Authority updated if anything else progresses with this.

Bill also reported that the City of Martinsburg approved our budget request for the next fiscal year.

Rick Wachtel stated that the concern pertaining to record retention is cleared up. The City Recorder sent the guidelines out to everyone for retaining government and/or business documents. The Airport Authority meet those guidelines.

Credit Card procedure used by the County is the P-Card Guidelines.

The caterer Gourmet Cooke has provided some soup and sandwich selections in the lobby on the honor system. They have also provided some breakfast specials on the weekend a couple of times.

The next meeting date will be on May 5, 2015.

The Air Guard will be doing a safety meeting with the public businesses and the pilots on the field sometime during the next 60 days.

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

The meeting was adjourned.