

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – APRIL 5, 2016

The Eastern WV Regional Airport Authority meeting convened at 6:09 p.m. at the Schwab Building on Novak Drive.

The members present were Rick Wachtel, Steve Cox, Jason Barrett, Ken Collinson, P. J. Orsini, Tana Burkhart, Daryl Bryarly, Maria Lorensen and Dennis Barron.

Also present was Bill Walkup and John McVey.

The meeting recessed at 6:19p.m. until 7:00 p.m. in the Howard /Burkhart Terminal conference room. No action was taken at this time.

Rick Wachtel reconvened the EWVRAA meeting at 7:00 p.m. at the Howard/Burkhart Terminal conference room.

Members present were all of the abovementioned members and Betty Gunnoe and Richard Talbott (who came in towards the end of the meeting).

Members absent were Dan Dulyea and Jared Esselman.

Also present were Joyce McDonald, Kin Sayre, Elaine Mauck, and Col. John Poland.

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

The members were sent, via email, the March 1, 2016 EWVRAA meeting minutes, prior to this meeting, for their review.

Steve Cox made a motion to approve the March 1, 2016 EWVRAA meeting minutes with Ken Collinson seconding the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: February 2016 Budget Report

The members were sent, via email, the February 2016 Budget Report for the EWVRAA, prior to this meeting, for their review. Joyce McDonald wanted to point out that the Berkeley County Public Water District paid \$ 2,000.00 for the approved easement. The balance as of February 1, 2016 was \$ 117,234.93. The income for February was \$ 36,340.77 and the expenses for February were \$ 68,901.07. The ending balance for February was \$ 84,674.63.

Steve Cox made a motion to approve the February 2016 Budget Report for EWVRAA with Tana Burkhart giving a second. All were in favor. The motion was carried.

3rd Item on the Agenda: Petitions from Citizens

There were no Petitions from Citizens.

4th Item on the Agenda: Airport Improvement Project Update

- a. Part 150 Study and Master Plan Consultant Final Selection Report – Bill Walkup reported that Delta Consultants were selected by the Final Selection Committee to perform the Part 150 Noise Study and Master Plan.

Dennis Barron made a motion to approve the selection of Delta Consultants and to allow the Airport Manager to negotiate the contract and fees with Delta Consultants. Also to allow the Airport Manager to begin the procedure for the Cost Analysis that FAA will require for this project. Steve Cox seconded the motion. All were in favor. The motion was carried.

Dennis Barron gave a brief description on the final interview presentations and the impression Delta Consultants made with the final selection committee.

5th Item on the Agenda: Audit Update

Kin Sayre explained that Perry and Associates agreed that they used the wrong code on the 2013-2014 Audit. They still claim that it did not change the report findings or the material weakness that was stated in the audit. Kin Sayre's opinion is that the Airport Authority should convert its accounting system from a cash basis to an accrual basis. He also thinks that the Airport Authority should hire an accounting firm to help with this conversion. He said he would help with a Request for Proposals from accounting firms for this work.

Joyce McDonald reported that Perry and Associates were paid the outstanding invoice for the 2013-2014 Audit and that Perry and Associates were scheduled to perform the work on the 2014-2015 Audit this week.

6th Item on the Agenda: Terminal Voting Precinct Approval

Rick Wachtel and Betty Gunnoe briefed the members at the last meeting pertaining to using the Howard/Burkhart Terminal for a voting precinct for the upcoming elections.

Maria Lorensen made a motion to approve the Howard/Burkhart terminal as Voting Precinct 29 for the elections in May and November. Dennis Barron seconded the motion. All were in favor. The motion was carried.

7th Item on the Agenda: Airport Liability Insurance

Joyce McDonald reported that the Hoxton Agency submitted a letter pertaining to the Airport Liability Insurance. The Hoxton Agency gave three estimates for premiums from three different companies. The Airport Authority has obtained ACE Group for the last three years for Liability Insurance. Ace Group was the lowest premium (\$ 2,898.00) of the three firm's estimates. Ace Group also offered a three year fixed premium option.

Betty Gunnoe made a motion to engage the services of Ace Group for Airport Liability Insurance and to accept the three year fixed premium option. Steve Cox seconded the motion. All were in favor. The motion was carried.

8th Item on the Agenda: Committee Reports

Daryl Bryarly mentioned that he and Richard Talbott had an informal meeting with Jared Esselman. Daryl stated that the three discussed the current Operating Standards and the Rules and Regulations. They want to begin revising these documents.

OTHER BUSINESS

Rick Wachtel stated that the WV Aeronautics Commission still has local match funding in place but when the WV Legislature reconvenes, many items are changing with the State Budget. The Budget may be reduced significantly which may affect the WV Aeronautics Commission Budget. He will be attending a WV AC meeting at the end of April.

Col. Poland stated that the Air Guard is willing to give a tour of the facility and the C-17 to the Airport Authority. The Authority agreed to meet for a tour at 5:30 on May 3rd, prior to the regularly scheduled EWVRAA meeting.

Rick Wachtel also mentioned an email from Region 9 pertaining to the Scope of Work for the Development Study. He asked for written suggestions by the end of the month from the members.

OTHER BUSINESS continued

Rick Wachtel also mentioned that a representative from the Mid Atlantic Aero Space Park in Benedum WV at North Central Airport would be willing to speak to the EWVRAA pertaining to commercial service at their airport and the steps on how they are trying to make that possible. The members agreed to a presentation.

Bill Walkup mentioned that a local couple made a proposal to the EWVRAA about renting the restaurant space for an event planning business called the Sky View Venue. Rick Wachtel set a special meeting date of Wednesday April 13, 2016 at 4:00 p.m. at the Bowles Rice Law office location.

Dennis Barron mentioned that the CAP was scheduled to pick up trash on Saturday along Airport Road and Novak Drive.

9th Item on the Agenda: Executive Session for Land Lease Matters on the Schwab Property and Airport Joint Use Agreement

Steve Cox made a motion to go into Executive Session for Land Lease Matters on the Schwab Property and Airport Joint Use Agreement. Tana Burkhart gave a second. All were in favor. The motion was carried.

The Executive Session began at 7:55 p.m.

Dennis Barron made a motion to come out of Executive Session and back into Regular Session at 8:15 p.m. with Steve Cox giving a second. All were in favor. The motion was carried.

No action was taken in executive session.

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

The meeting was adjourned at 8: 18 p.m...