

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – APRIL 4TH, 2017**

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

**Members Absent:** Jim Klein and Jason Barrett

**Also Present:** Kin Sayre from Bowles Rice, EWVRAA employees-Neil Doran, Deana Bittorie, and Tom McKenzie, and Rich Talbott and Kathy Brosius.

*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 March 2017 Meeting Minutes**

The members were sent the March 4th, 2017, EWVRAA board meeting minutes prior to this meeting via email for their review. Dennis moved to accept the March 4th, 2017 meeting minutes, with Steve Cox giving a second. Rick Wachtel asked if there were any additions or corrections as presented. Dennis Barron brought an error to their attention under the 8<sup>th</sup> agenda item, where a sentence was incomplete. They agreed that the completion of that sentence should quote “were to come in to do business”. 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 Tana Burkhart seconding the motion.

Rick Wachtel opened the table up for discussion. Dennis Barron asked if the Authority had closed on the Roger Wall hangars, as well as the status of the Davenport agreement. Neil updated the members with the status of the Davenport hangars; Kin Sayre agreed to report on the Roger Wall hangars during the next meeting, as well as investigate the deed name for the Davenport hangar. All were in favor. The motion was carried.

**3<sup>rd</sup> Item on the Agenda: Exterior Painting Quotes for T-Hangar “C” – discussion and action as needed**

Rick Wachtel reminded the members of the 3 quotes that were received via email prior to the meeting for their review. He suggested the lowest bidder be selected, but not start the work until after July 1<sup>st</sup>, 2017, beginning of new fiscal year. Dennis Barron stated that there were maintenance funds available for the current fiscal year as well as other funds that had not been touched, therefore he felt the work could be done at this time. Dennis Barron made a motion that the low bid be accepted and the work be started as soon as possible. Dan Zappe seconded the motion. The Airport Manager and members all gave input on the reputation and experience of the low bidder and stated they felt that the price was acceptable. Neil also reminded them that this contractor had done work for the Airport in the past. Mr. Wachtel stated that the sales tax did need to be subtracted from the bid, since we are tax exempt. All were in favor. The motion was carried.

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

Rick Wachtel turned the floor over to Neil Doran for presentation of the RFP for Accounting Services. Rick Wachtel verified that they were only voting for sending out the RFP at this time. Neil Doran and Deana Bittorie verified that statement. Steve Cox motioned to circulate the RFP for Accounting Services and Betty Gunnoe seconded the motion. All were in favor. The motion was carried.

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

Rick Wachtel stated that this RFP was for advertising and circulation for a 2 year Auditing Services agreement and asked Neil Doran if there was anything he would like to add. Neil again explained the timeline for response as well as the attachments from the state auditor’s office. Kin Sayre reminded the members that this was a mandatory and time sensitive audit. Maria Lorensen asked if a 2 year agreement was what we had in the past. Deana Bittorie explained that the state is requiring 2 years at this time, but we did 3 year agreements in the past.

Deana was told by the state that they hoped to go back to the 3 year agreement after this one. Steve Cox motioned for the RFP to be advertised and circulated; Ken Collinson seconded the motion. Steve asked if the state provided a list of authorized CPA'S. Deana stated that they did provide the list and said to circulate the RFP to a minimum of 3 CPA's, but suggested 10. All were in favor. The motion was carried.

**6<sup>th</sup> Item on the Agenda: Landing Fee Caps and Exemption policy – short-term based aircraft**

Rick Wachtel expressed to the members that a copy of this requested policy was included in the packet distributed to them, previous to the meeting, for their review. Mr. Wachtel asked Neil to explain the specific situation which brought this topic to the table. Neil explained the exemption of landing fees for a 6 or more month based aircraft and the situation that occurred that brought this needed policy to his attention. The policy not only defines what a based aircraft is, but what can be provided for a shorter base lease period. He used the example of a potential client who only wanted to base here for 1-2 months. He's requesting this policy so that the landing fees do not become a deterrent to someone who may want to come here for a shorter period of time. We have a landing fee policy in place, but such that we don't want to turn away potential business. Dennis Barron motioned for this policy to be accepted as outlined; P.J. Orsini seconded the motion. All were in favor. The motion was carried.

**7<sup>th</sup> Item on the Agenda: Formation of Qualifications Evaluation committee (QEC) for selection of Engineer of Record, Discuss schedule and criteria**

Rick Wachtel requested volunteers for the selection committee. Neil Doran explained the responsibilities and necessities of this committee and how important the availability is. Dan Zappe asked the time frame. Neil explained the schedule outlined in their packet for several meetings in the month of May. Several members expressed their concern for their availability in that month. Maria Lorensen volunteered. Dennis Barron volunteered, but wasn't sure he could make every meeting. Dan Zappe expressed that he would only be available the first half of the month. Several members suggested asking Jim Klein and Daryl stated he could not make all the meetings but would try. Neil stated that he would mail all information out to those members who volunteered. Rick Wachtel verified the members of the Qualifications Evaluation Committee for selection of engineer of record as Maria Lorensen, Dennis Barron, Dan Zappe, Jim Klein, and Daryl Bryarly.

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

Rick Wachtel turned the floor over to Neil Doran. Neil shared his thoughts about where the funding could come from for the Airfield Sign Project. He feels that it could be paid for from the future funding of the annual \$15,000 from the WV Aeronautics Commission. He also stated that he had talked with Aero Smith, as the members requested, and George Smith felt it was not his responsibility to pay for the sign, which Neil stated he agreed with. Rick Wachtel reminded the airport manager that whether we will get any future funding from the Aeronautics Commission, or even whether or not that Commission will still exist in the upcoming fiscal year, is still in question. Mr. Wachtel stated his concerns about the status of the bill being passed and verified those concerns with Kin Sayre. He suggested not allocating those funds until we are sure we will receive them. Dennis Barron again suggested this decision be tabled until July since it is not a safety issue. Discussion continued. Dennis Barron asked where in the budget we would take the funds from if we were to approve it now. Deana Bittorie explained that we had not made the decision of where the funding would come from and discussed waiting until next fiscal year so that we could propose that cost into that future budget. Dan Zappe motioned to table this decision until the July 2017 meeting; Betty Gunnoe seconded the motion. All were in favor. The motion was approved.

**Executive Directors Report**

Neil Doran presented his monthly report.

- He told the members of his meeting with WVU concerning aviation related programs along with other members of our community.

- He reported that he does have the updated plan for DBE. He also told the members of a line item in our Master Plan that could cover the cost of this DBE plan. The members had previously approved up to \$10,000 to get this plan current and in compliance.
- He gave a status of an online dashboard of reporting that we are now getting caught up with.
- He reported more meetings with the FAA, Col. Poland, and other members of the airfield management office, to further discuss the airfield needs.
- Neil reported work that Tom has completed this month.
- He reported that our FAA records are now up to date.
- He discussed the work Potomac Edison did for an issue that was causing radio interference.
- He updated the members about the possibility of the future of a park here at the airport. Maria Lorensen asked the next steps to this possibility. Rick Wachtel and Neil Doran explained that right now Steve Catlett of the Parks & Rec is in the process of developing a cost on this project. They stated that there is a possibility of a foundation that may be interested in funding the project.
- He also had a meeting with Air Guard representatives concerning enhancements or the replacement of the fencing around the airport parameters.
- He updated the members concerning the dishwasher lease in the restaurant. Dennis Barron asked more details about the lease. P.J. Orsini asked if the old dishwasher was still in our possession. Dan Dulyea asked if there was a buyout for this current contract instead of monthly lease payments. P.J. asked for the old dishwasher to be brought to him for the possibility of repair.

**Additional comments:**

Deana Bittorie reported that she and Ashley at United Bank has successfully opened additional bank accounts for designated funds. The \$250,000 Inter Model money is now in a money market account titled “Inter Model Account” and the Joint Use Agreement funds that have been paid so far, have been transferred into an Airfield Maintenance Account. This account will also hold the income from landing fees and be specified for airfield maintenance expenses.

Betty Gunnoe reminded the members that another election year is approaching and they, in Voter Registration, are again interested in using the terminal building as a voting precinct. She suggested it be added as an agenda item for the next board meeting, to allow time necessary to find another location if using the facility is not an option.

Tana Burkhart motioned to go into Executive Session; Steve Cox seconded the motion. All were in favor. The motion was carried.

Denny Barron made a motion to come out of Executive Session, with Steve Cox giving a second. All were in favor. Motion was carried.

**9<sup>th</sup> Item on the Agenda: Executive Session: Sylvanus Group Land Lease – discussion and action as needed**

P.J. Orsini made a motion to authorize Kin Sayre to put together a lease based upon the letter of intent. Ken Collinson seconded the motion. 8 were in favor; Dan Zappe opposed the motion; Steve Cox abstained from voting and in participating in the Executive Session regarding the discussion of the Sylvanus Group Land Lease. The motion was carried.

**10<sup>th</sup> Item on the Agenda: Executive Session: New Land Purchase Proposal from Panhandle Real Estate Trust – discussion and action as needed**

No action was taken, but committee was formed to meet and discuss this matter.

Steve Cox motioned to adjourn the meeting, with Maria Lorensen seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 8:59pm.