

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR MAY 6, 2009 – WEDNESDAY

Members Present: Rick Wachtel, Bob Burkhart, Col. Jim Reuss, Hunter Wilson, Bob McMillan and Steve Cox.

Also Present: Mike Keller, Bill Walkup, Joyce McDonald, Tom McKenzie, Rich Talbott, Bobbi Miller, Mike Folk, Calvin Kief, Betty Howard, George Smith, Major Tony Henry, Joe Edwards and Dan Dalyea.

Rick Wachtel, Chairman, brought the meeting to order at 8:00 a.m. in the terminal conference room of the terminal building.

The members received last months meeting minutes prior to this meeting for their review.

Col. Reuss made a motion to approve as written and submitted the Airport Authority meeting minutes of April 1, 2009 with Steve Cox giving a second. All were in favor. The motion was carried.

1<sup>ST</sup> ITEM ON THE AGENDA: PETITIONS FROM CITIZENS

Mike Folk signed the petitions sheet. He handed out a Freedom of Information Act Request to all of the members pertaining to Audit publishings.

2<sup>ND</sup> ITEM ON THE AGENDA: A.I.P. UPDATES

Bill Walkup reported that on April 30<sup>th</sup>, there were two pre-bid meetings held at the airport. One was for the Stimulus Project Taxiway E project and the other was for the rehabilitation of the Apron/Ramp area. May 14, 2009 will be the bid opening for both projects.

The Minimum Operating Standards and Rules and Regulations for the airport are currently being reviewed by the FAA Airports Field Office. No comments have been received by FAA to date.

3<sup>RD</sup> ITEM ON THE AGENDA: PUBLICATION OF AUDIT

Rick Wachtel stated that a few months ago the auditor revised the audit to reflect a new finding for Published Financial Statements. Our corrective action was sent to the Prosecuting Attorney's office stating that the Airport Authority would in the future publish the financial statements. No word has been received from the Prosecuting Attorney's office to date. Joyce had to do research on this matter because no one could tell us exactly what needed to be published and how it was to be published.

Joyce stated that she called the WV Auditing Posting Division and talked with Stacy Sneed on April 30, 2009. She found in the WV Code Chapter 8, Article 29, Section 16 that Airport Authorities have 60 days after the Fiscal Year to publish an annual budget report as a class II-0 legal advertisement, then the code

3<sup>RD</sup> ITEM ON THE AGENDA: Continued  
referred to WV Code Chapter 59 Article 3 Section 2b describing the Class II-0 legal advertisement. The code stated that a Class II-0 legal advertisement should be published once a week for two consecutive weeks in two local newspapers with different political stands. If there is only one local newspaper is published, then publish it in a surrounding local newspaper. Ms. Sneed thought that a summary of itemized receipts and expenses was the format for publication. She also stated that if our corrective action was to publish the next Fiscal Year's budget that that would be sufficient.

4<sup>TH</sup> ITEM ON THE AGENDA: 3<sup>RD</sup> QUARTER FISCAL YEAR BUDGET REPORT  
The members were sent the budget report prior to this meeting for their review. The budget report reflected that a balance of \$ 12,415.77 was carried over from last quarter. The income this quarter was \$ 100,481.36 and the expenses were \$ 95,868.30. This leaves an ending balance on March 31, 2009 of \$ 17, 028.83. Joyce pointed out that \$ 9,000.00 was taken out of the Air Show account to cover payroll expenses and that the City of Martinsburg loaned the Airport Authority \$ 20,000.00 but was returned to them. This is reflected in the budget. Steve Cox made a motion to approve as submitted the 3<sup>rd</sup> Quarter Fiscal Year Budget Report to be subject for audit and to send to the local government entities. Col. Jim Reuss seconded the motion. All were in favor. The motion was carried.

#### OTHER BUSINESS:

Rick reported that the Runway Restaurant seems to be doing good business.

Joe Edwards was introduced to the members. He was a member of the Development Authority and would like to do an economic event promoting the Development Authority and Airport Authority Industrial Parks. This is in the talking stages. No action is needed.

Bill Walkup stated that for those that did not know it, an engineer from Chapman Technical Group, Shawn Stewart, was killed last week turkey hunting. He worked on this airport for many years through Chapman Technical Group. He was very well liked and leaves behind a wife and nine month old son. He will be deeply missed.

Major Tony Henry of the 167<sup>th</sup> Air National Guard gave a brief update on the construction at the Air Guard.

Bob McMillan made a motion to go into executive session for real estate matters. Hunter Wilson seconded the motion. All were in favor. The motion carried.

Executive Session began at 8: 35 a.m.

Steve Cox made a motion to come out of executive session and back into regular session with Bob Burkhart giving a second. No action was taken in executive session.

Bart Rogers gave a brief update on the airport museum displays. He also had a display depiction of the mail route on the east coast. He also explained that he would like to honor local flying veterans in the area by placing depictions of them on a wall. Bart was thanked for his ongoing work and progress he has been making on the museum. Rick also stated that the new Journal editor was impressed with the museum and would like to do future articles on the airport and the museum.

June 3, 2009 will be the next meeting date.

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