

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MAY 6, 2014

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

Members Absent: Steve Cox and George Cornwell.

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, Del. Larry Kump, George Smith, Elaine Mauck, John McVey, Major Poland, Bob VanMeter, and Kin Sayre.

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 meeting minutes were sent to the members prior to this meeting for their review.

Dennis Barron made a motion to approve as written and submitted the Airport Authority meeting minutes for April 8, 2014 with Hunter Wilson giving a second. All were in favor. The motion was carried.

Maria Lorensen made a motion to approve as written and submitted the Airport Authority Special meeting minutes for April 11, 2014 with Dennis Barron giving a second. All were in favor. The motion was carried.

There were corrections to the April 18, 2014 Special Meeting Minutes. Instead of stating deck action it should read declaratory action. It should also read 'a motion to reject the proposal 'and to put Minutes at the top of the page of the minutes. Dennis Barron made a motion to approve the minutes for April 18, 2014 Airport Authority Special Meeting with the aforementioned changes. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

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

Joyce McDonald gave the current bank balance of \$ 10,083.62.

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

Elaine Mauck just wanted to state that with the water tower situation that the Airport has, the Airport Authority needs to have and make sure that the tenants of the airport have the correct insurance on the field and to have the Airport Authority as additional insured.

**4<sup>th</sup> Item on the Agenda: Fee Increases for Access Leases and Fuel Flowage**

Bill Walkup handed out a printout of fuel prices within 50 miles of the airport as requested from the Airport Authority at the last meeting. Rick Wachtel also read a letter from George Smith President of Aero Smith that supported the increase and would pass on the increase to the on-field discounts to all Airport based tenants for the exact amount of the increase.

Dennis Barron made a motion to increase the Fuel Flowage Fee by 1 cent which would increase the FFF from 5 cents per gallon to 6 cents per gallon of fuel to become effective on July 1, 2014 with Hunter Wilson giving a second. All were in favor. The motion was carried.

Maria Lorensen made a motion to increase the Access Fees for "through the fence" operators by 10% to be effective beginning July 1, 2014. Hunter Wilson seconded the motion. Maria Lorensen, Hunter Wilson and Dennis Barron approved and Richard Talbott opposed the motion. The motion was carried by majority vote.

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

Bill Walkup stated that he received notice from FAA that the Airport Authority is required to get an engineer cost analysis to see if the Airport engineering firm is charging reasonable costs. Bill will need to contact 3 firms and pick one firm based on qualifications. The cost of this analysis should

**5<sup>th</sup> Item (continued)**

not exceed \$ 2,500.00. Bill stated that he is in the process of finding three firms who can perform work for this Cost Analysis.

The Airport Authority also has Chapman Technical Group working on updating the ALP (Exhibit A) for the FAA. They need to incorporate the Howard Hangar property to the Airport Layout Plan. No action is needed at this time.

**6<sup>th</sup> Item on the Agenda: By- Law Revisions**

The Airport Authority agreed that under Article IV in Section 2 it should read 'It is recommended that the appointments should be staggered etc...'. There was a question about whether the members should have on file a confidentiality form.

Hunter Wilson made a motion to table the confidentiality form from the Ethics commission until the June meeting. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

**7<sup>th</sup> Item on the Agenda: Water Tower Definition w/Berk. Co. Public Sewer Service District**

Rick Wachtel stated that he and Bill Walkup met with the Water Department representatives to discuss to Water Tower on Airport property. It was determined that the water tower is under the control of the water department. Mr. Shingleton, the attorney for the water department, drafted a lease pertaining to the water tower. This lease will be sent out to all of the members for their review and to be discussed at the June meeting.

**8<sup>th</sup> Item on the Agenda: 3<sup>rd</sup> Quarter Budget Report**

The members were sent the 3<sup>rd</sup> Quarter Fiscal Year Budget Report for their review prior to this meeting. This budget report covers the period of January 1 to March 31, 2014. The January 1, 2014 balance was \$ 9,848.55. The income for this quarter was \$ 96,477.82 and the expenses for this quarter are \$ 84,367.00. The ending balance on March 31, 2014 was \$ 21,959.37.

Hunter Wilson made a motion to approve the 3<sup>rd</sup> Quarter Fiscal Year 2013-2014 Budget Report to be audited and sent to the other government entities. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

Bill Walkup reported that Jefferson County Development Authority has approved the Jefferson County member, George Cornwell, for another year on the Airport Authority and will fund the membership and the additional funds that were requested from the City and County.

**9<sup>th</sup> Item on the Agenda: Airport Sign Update**

Bill Walkup presented a sketch of the design of the Airport Sign which was done by Sensel Signs. This sign is made of duraplast and will be two sided. The cost estimate is \$ 1350.00. Once they receive a deposit, the Airport Authority could receive the sign in approximately 30 days.

Dennis Barron made a motion to approve the new sign with Hunter giving a second. All were in favor. The motion was carried.

**OTHER BUSINESS**

Bill also stated that Tom McKenzie is working on getting the light for the flag. Tom has researched solar lights for the flag. He should be purchasing one in a week or so.

Aero Smith will be putting their sign below the new sign that the Airport Authority is going to install. George Smith has stated that Aero Smith will take care of the stone work and landscaping under the sign and Aero Smith will absorb the cost for the products used and the work.

Rick Wachtel publicly thanked Aero Smith for their generosity.

Rick Wachtel reported that the Aeronautics Commission approved to give the non-carrier airports the grant for \$ 15,000.00. The EWVRAA will also be getting this grant.

Rick Wachtel also stated that when Joyce revises the Proposed Budget for next fiscal year, he wants her to incorporate a salary increase for the employees.

Joyce McDonald told the Airport Authority that there are some tenants that have paid in advance for hangar and tie downs. She wanted to know if they will also be billed the increases that will take effect on July 1, 2014. The Airport Authority agreed that yes they should be billed the difference.

The next meeting will be on June 10, 2014.

Hunter Wilson made a motion to go into executive session for Aviation Solutions land lease matters. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

#### Executive Session

Maria Lorensen made a motion to come out of executive session and into regular session with Dennis Barron giving a second. All were in favor. The motion was carried.

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