

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – MAY 3, 2016

The Airport Authority members met at the Howard/Burkhart Terminal at 5:20 p.m. and rode a bus to the Air National Guard base for a tour of the base and the C-17 aircraft.

The tour was completed by 7:00 p.m. for the Airport Authority meeting.

Members Present for the Meeting: Rick Wachtel, Richard Talbott, Tana Burkhart, Betty Gunnoe, Dennis Barron, Ken Collinson, Daryl Bryarly, P.J. Orsini, Maria Lorensen, Jared Esselman, Jason Barrett and Dan Dulyea.

Members Absent: Steve Cox

Also Present: Kin Sayre, Bill Walkup, Tom McKenzie, Joyce McDonald, Larry Kump, Rod Kreie, Mike Tipton, Cindy Johnson, Jim Ricco, Tom Morehead, Sam Roberto and John McVey

Rick Wachtel, Chairman, began the meeting at 7:00 p.m. in the Howard/Burkhart terminal conference room.

1st and 2nd Items on the Agenda: April 5 and April 13, 2016 Meeting Minutes Approval

The members were sent, via email, the EWVRAA meeting minutes of April 5, 2016 and EWVRAA special meeting minutes of April 13, 2016, prior to this meeting, for their review.

There was one correction on the April 13, 2016 meeting minutes in the 6th paragraph that read nor and should be corrected to not.

Dennis Barron made a motion to approve both the April 5, and April 13, 2016 EWVRAA meeting minutes with the above aforementioned correction. Betty Gunnoe seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: February Revised 2016 Budget Report

The members were sent the revised February 2016 budget report, via email, prior to this meeting, for their review.

The February 2016 budget report was revised to correct the amount on line item for the Lighting Regulator and the Airport Grant 033. The original budget report had the \$ 32,000.00, which was the cost of the regulator, under the line item Grant 033. This needed to be revised and placed in the correct line item on the budget report.

Ken Collinson made a motion to approve the Revised February Budget Report with Betty Gunnoe seconding the motion.

At this time Richard Talbott asked about the Audit Report.

Rick Wachtel mentioned that that was on the agenda for discussion later.

Kin Sayre stated that the EWVRAA was presented with a draft audit report, which had a significant finding, pertaining to the airport financial reports being done on a cash basis versus accrual basis. He also stated that the Authority discussed hiring an accountant to switch the accounting to an accrual basis. This audit did list the correct state code.

Rick Wachtel stated that the Federal Audit Clearinghouse should have received the Audit by March 31, 2016. That is not the fault of the EWVRAA. This will be filed once the draft audit is approved.

Richard Talbott opposed the motion. The motion was carried by majority vote.

4th Item on the Agenda: March 2016 Budget Report

The members were sent the March 2016 Budget Report, via email, prior to this meeting, for their review.

4th Item on the Agenda continued

The beginning balance in the general account on March 1, 2016 was \$ 84,674.63. The Income for March was \$ 59,025.48 and the Expenses were \$ 31,192.91. The Bank balance in the general account on March 31, 2016 was \$ 112,507.20.

Richard Talbott asked if all rents were up to date. The answer was yes.

Dennis Barron made a motion to approve the March 2016 Budget Report with Tana Burkhart giving a second. Richard Talbott opposed this motion. This motion was carried by majority vote.

5th Item on the Agenda: Petitions from Citizens

There were no Petitions from Citizens

6th Item on the Agenda: Reconsider/Amend Motion to Table consideration of Restaurant Lease

Kin Sayre explained that the Airport Authority made a motion to table the discussion on the Restaurant Lease matters for not more than 60 days and could be placed on the July 2016 meeting agenda. If the Airport Authority wanted to discuss this matter before then, they would have to amend that motion so that this Item can be placed on the June meeting agenda.

Dennis Barron made a motion to amend the motion made at the Special Meeting on April 13, 2016 to table the Restaurant Lease matters not more than 60 days to a general table item. Jared Esselman seconded the motion. All were in favor. The motion was carried.

7th Item on the Agenda: Acceptance of Donation

Inter-Model Holding, Inc., a transportation logistics company, had several representatives present at this meeting. Mr. Rod Kreie briefed the members about Inter-Model Holding. They would like to donate to the EWVRAA a check for \$ 250,000.00 with "no strings attached and no preferential treatment" required. Mr. Kreie explained that the company is looking at the opportunities they see in the Panhandle area. He gave a brief summary of the transport business that would be located at the airport. He also gave a brief summary of the potential for growth for their business at the airport.

Denny Barron asked the question as to exactly what they would want the airport to do.

Dan Dulyea thanked Mr. Cry for being interested in the EWVRA.

Other representatives explained that this area is a prime location to be for the transport business they have and because of the convenient infrastructure in place.

Betty Gunnoe made a motion to accept the donation from Inter-Model Holding, Inc. in the amount of \$ 250,000.00, on behalf of the EWVRAA, with the understanding that there would be no preferential treatment and no legal impediment involved or attached with this donation. Also no written or verbal agreements are in place or would be promised in the future to Inter-Model Holding, Inc. Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

Kin Sayre stated that in his opinion he saw no legal ramifications for the EWVRAA in accepting this donation.

Maria Lorensen asked if there were other entities that they offered donations to. Mr. Cry responded that they have given to local agencies in the Northern Panhandle in the Weirton area.

8th Item on the Agenda: Airport Improvement Project Update

Bill Walkup reported that he and Joyce McDonald are scheduled to have a telephone conference with Delta Consultants and FAA to discuss the scope of work for the Master Plan and the Part 150 Noise Study. There is not a cost schedule at this time, but it could be as costly as \$750,000.00. Bill wanted to let the members be aware that FAA will fund 90 % and the West Virginia Aeronautics Commission may fund 5% and that leaves the local match to be 5%. The EWVRAA has not asked the City, County and Jefferson County for a local match on this project.

Rick Wachtel reported that the WVAC decided not to make any decisions on the matching funds for any projects at the last meeting. This is because no one knows what the State Legislature will do with the State Budget.

9th Item on the Agenda: Joint Use Agreement

Bill Walkup reported that at the meeting with the Guard Bureau, pertaining to the Joint Use Agreement renewal, there was discussion about other items that may be eligible on the allowable costs worksheet that may be included with the calculations for the Joint Use Agreement lease. Some of the items that can be included with the allowable cost is crack sealing, painting and marking on runways and taxiways. Bill measured the square footage of pavement on the airport that could be considered for this work. He contacted local contractors for costs on these items which approximately was \$ 120,000.00. The Guard Bureau can use 10% of this cost.

After tabulating the costs, he submitted these costs to the Guard Bureau for their review and possible revision to the monthly payment in the Joint Use Agreement. No word has been received from them to date.

10th Item on the Agenda: Draft Audit for Fiscal Year 2014-2015

Joyce McDonald reported that Perry & Associates sent, via email, a draft of the audit report for Fiscal Year 2014-2015. Joyce sent this email to each of the Airport Authority members for their review. Perry & Associates asked for any comments pertaining to the audit. She stated that they are willing to do a post audit review. Kin Sayre offered the Bowles Rice facility which has the ability to do a teleconference with Perry & Associates.

Dennis Barron made a motion to accept the EWVAA draft audit report for Fiscal Year 2014-2015 contingent upon a teleconference exit interview. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

P J Orsini reported that he was talking with Chuck Young of Cox Holliday about the Audit. Chuck Young said he would be glad to give a presentation to the members at the June meeting. They could submit proposals on the cost for setting up the QuickBooks system from the cash to accrual basis.

Kin Sayre mentioned that depending on how much it would cost for this work to be done, a Request for Proposals may have to be sent out to other firms for proposals.

11th Item on the Agenda: Revisions for Scope of work for the Development Study

Rick Wachtel sent out to each member, via email, for their review, the scope of work prepared by Region 9 that would be done on the Development Study. The members were supposed the review and make comments or suggestions for this scope of work. No one sent any comments back to Rick.

Jared Esselman spoke up and said he had some hesitation with leaving out some strengths that the EWVRA has. He would get some suggestions to Rick.

12th Item on the Agenda: Committee Reports

P.J. Orsini said that his girlfriend and he worked on getting a Facebook page up and running for the EWVRAA. He advised everyone to check it out and share it.

Rick Wachtel also stated that Hank Willard updated the airport website, which he does free of charge. Rick suggested that when anyone sees Hank, give him a 'thank you' for his work.

Daryl Bryarly stated that Bill Walkup has worked with him on gaining access to the terminal building.

Richard Talbott asked about the progress with a storm water management plan for T hangar construction. Rick Wachtel stated that the EWVRAA would have to hire an engineer firm to gather the information for storm water management that could be costly.

OTHER BUSINESS:

Rick Wachtel stated that Tracie Miller at the Central Regional Airport is very good with Economic Development recruitment and would still like to make a presentation to the Airport Authority.

Rick Wachtel brought up some concerns about Donald Trump coming to the Airport. Rick stated that all he knows is that he got a call from a republican representative and asked if there was someplace on the airport that could hold 10,000 people. Rick said that possibly the Guard but nowhere else on the airport. He does not anticipate Donald Trump coming to the EWVRA.

He apologized for not letting all the members know about this call before it got in the local newspaper.

The next meeting will be on June 7, 2016

Jared Esselman made a motion to go into executive session to discuss real estate lease matters with Dan Dulyea giving a second. All were in favor. The motion was carried.

Executive Session began at 8:10 p.m.

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

No action was taken in executive session.

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

The meeting was adjourned at 9:10 p.m.