

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – MAY 2, 2017**

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

**Members Absent:** Steve Cox

**Also Present:** Kin Sayre from Bowles Rice, EWVRAA employees-Neil Doran, Deana Bittorie, and Tom McKenzie, representatives from The Schwab Company and Sylvanus Group, Col. Poland, 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 April 2017 Meeting Minutes**

The members were sent the April 4th, 2017, EWVRAA board meeting minutes prior to this meeting via email for their review. Dennis moved to accept the April 4th, 2017 meeting minutes, with Dan Dulyea giving a second. Rick Wachtel asked if there were any additions or corrections as presented. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: Approval of March 2017 Budget Report**

The members were sent via email, the March 2017 Budget Report for their review prior to this meeting.

Betty Gunnoe made a motion to approve the March 2017 Budget Report, with Daryl Bryarly seconding the motion.

Rick Wachtel asked if there were any questions or comments. Deana Bittorie explained that she included an Accounts Receivable Aging Report for a status update of outstanding receivables, as well as a Balance Sheet that gives the current balances of all active bank accounts. She stated that these reports would be included in the future monthly meeting packets and the Balance Sheet would have even more updates once an accountant was hired to help get that set up.

All were in favor. The motion was carried.

**3<sup>rd</sup> Item on the Agenda: Request by Voter Registration Office to locate polling place within Airport Terminal in May & November 2018 – discussion and action as needed**

Rick Wachtel explained the request from the Voter Registration Office to again locate their polling place in the Airport Terminal building on May 8<sup>th</sup> and November 6<sup>th</sup> of 2018. Ken Collinson made a motion that the request be approved and Maria Lorensen seconded the motion. Betty Gunnoe expressed that there was also a possibility of a special election in 2017 that would need to take place on a Saturday, therefore the motion was revised to include all 2017 and 2018 elections. Ken Collinson made the motion to approve and Maria Lorensen seconded that motion. All were in favor. The motion was carried.

**4<sup>th</sup> Item on the Agenda: Request by Potomac Edison to park vehicles and equipment on Airport land – Fall/Winter 2017-18 – discussion and action as needed**

Rick Wachtel explained the request from Potomac Edison to park their vehicles and/or equipment on Airport Land during the Fall and Winter months of 2017 and 2018. Neil explained the request from Potomac Edison and that it would only require about 1 acre of land. He and Tom McKenzie suggested the former BOQ land which already includes a gravel area and with direct access to Novak Drive. Dan Zappe asked if this was for a specific project or an emergency situation such as last year. Dan Dulyea and Kin Sayre discussed the need for a liability waiver so the Airport would not be responsible for any accidents or damage that may occur. Dennis Barron motioned to allow the Airport Manager to enter into an agreement with Potomac Edison to include the provisions as discussed. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

**5<sup>th</sup> Item on the Agenda: Hangar Waiting/Interest List Policies, Rules and Procedures - discussion & action as needed**

Rick Wachtel turned the floor over to Neil Doran for discussion/presentation. Neil explained the hangar waiting list policy that was found online from another airport. He compared the differences

between this airport and others. He suggested modifying the language of the policy or adopting some of it to create a hangar list policy that better represents this airport and our needs. Ken Collinson suggested, as a representative of the Hangar Committee, that the current tenants have the option to move to a better or more convenient hangar location before going to the hangar waiting list to offer vacant space. He also confirmed that this airport is not an option for sub-leasing and expressed that the committee would like to see the waiting list posted monthly or at least quarterly. Daryl Bryarly asked how we would handle violations to the hangar lease regulations. He gave the example of an existing tenant and his concern for sub-leasing. Dan Dulyea and Dennis Barron expressed that the Airport Manager be allowed to put these policies and procedures in place to be adopted by the board members.

**6<sup>th</sup> Item on the Agenda: Development/publishing of official 2017-18 EWVRAA Schedule of Rates, Charges, and Fees – discussion and action as needed**

Rick Wachtel again turned the floor over to Neil Doran to present his draft development of a schedule of rates, charges, and fees. He expressed that this was simply to review and give feedback, not to approve or implement this schedule as of yet. Dennis Barron shared some of his questions and concerns about the 5yr review process and short term ramp fees. Neil explained his thoughts as well as explained his reasoning for the ramp fees. Dan Dulyea asked if the rates in the draft schedule are in fact the rates that we are using. Rick again asked the members for review of this schedule and for them to mark it up and give it to Neil or email it to him with any feedback.

**7<sup>th</sup> Item on the Agenda: Wall & Davenport Hangar Status Updates – Bowles Rice**

Kin Sayre presented the status update of the Wall and Davenport hangars as requested. Kin stated that we now have the signed bill of sale for the Wall hangars signed by the Walls and recently executed by the Chairman. On the Davenport hangars, pursuant to the terms of that lease, the hangar has reverted back to the Airport Authority, and the lease that is now in place with us has now established the ownership of the Authority. As far as the tax assessor, the property needs to be assessed by July 1<sup>st</sup>, 2017 and is in the proper name. Neil asked if he could contact the assessor immediately; Kin stated yes. Kin also reminded the members that it would not change anything until July of 2018. Dennis Barron asked for verification that we did not need a deed for the Wall hangar; Kin responded that it was not needed because we already own the property. Dennis also verified that the insurance carriers have been notified to add these properties to our policies. Neil confirmed.

**Executive Directors Report**

The members were sent the Executive Director's Report via email in advance of the meeting for review. Neil Doran presented his monthly report to the members and gave updates of the activities, meetings, and marketing for the month. Deana Bittorie gave a brief update on the Audit proposals and Accounting Services proposals that were received. She questioned whether we could have Finance/Budget Committee meeting without the chair of that committee because he was unavailable for the next couple of weeks. Dennis Barron stated that a meeting could be held without Mr. Cox. Discussions and updates continued.

Maria Lorensen motioned to go into Executive Session; Dennis Barron seconded the motion. All were in favor. Motion was carried.

Dan Dulyea motioned to come out of Executive Session at 9:10pm and Dennis Barron seconded the motion. All were in favor. Motion was carried.

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

No action taken, but special meeting was scheduled for May 9<sup>th</sup>, 2017, 5pm at Airport Terminal Bldg, to finalize land lease.

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

Decision was made for a new land purchase proposal/counter offer to Panhandle Real Estate Trust for 2.75 million.

Betty Gunnoe motioned to adjourn the meeting, with Ken Collinson seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 9:12pm.