

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – JUNE 11, 2013

Members Present: Rick Wachtel, Rich Talbott, Steve Cox, Col. Jim Reuss, Hunter Wilson, Maria Lorensen and George Cornwell.

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, Elaine Mauck, John McVey, Larry Kump, George Smith, Joanne Cooke, Major Poland and Creighton Propps.

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

The members were sent last month's meeting minutes prior to this meeting for their review.

Rich Talbott had one addition to the minutes which was under Item # 2. Clay Hoxton emphasized the Airport Authority to use due diligence and consistency when making decisions on leases, rentals and everyday operations.

Maria Lorensen made a motion to approve the May 7, 2013 Airport Authority meeting minutes as written and submitted with the aforementioned addition to those minutes. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

Joyce McDonald gave the current bank balance of \$ 45,225.26.

Rick Wachtel stated that the Airport Authority received a check for \$ 51,000.00 for their annual land lease for the Ralph Lauren Distribution Center.

1st Item on the Agenda – Petitions from Citizens

No one signed the Petitions sheet to speak.

2nd Item on the Agenda – Joanne Cooke –Gourmet Cooke Office Space Request

Joanne Cooke spoke to the Airport Authority about leasing an office on the first floor of the terminal building and requesting a waiver on the rent of that office for one year. Rick Wachtel encouraged her to tell the members all of the changes she made to the restaurant area. Joanne stated that they replaced the carpet on the floor with wood flooring, installed new light fixtures, painted all of the walls, cut down the bar to a standard size to bring it up to code, and replaced the bar counter top. Col. Jim Reuss made a motion to approve Joanne Cooke's request to rent an office on the first floor of the terminal building and to waive the rent for one year with Hunter Wilson giving a second. Rick Talbott wanted to add and amend to the motion that the Airport Authority give her first right to refuse the office just in case the Airport Authority get an abundance of requests for office space. Col. Reuss and Hunter Wilson agreed to have their motion amended. All were in favor. The motion was carried.

3rd Item on the Agenda – Airport Improvement Program Update

Bill Walkup stated that he spoke with our FAA representatives last week and they will be asking for grant application(s) for \$ 15,790.00 for the remaining funds on the Howard Hangar property and \$ 134,210.00 funds for pavement repair on taxiways B, C and D which was in line with the 5 Year Capital Improvement Program. After an informal inspection of these taxiways with Chapman Technical Group representatives last week, Bill Walkup stated that these taxiways are in dire need of repair and/or replacement. FAA agrees that airside repairs should come before property acquisition. Bill Walkup stated that these repairs could take the next few years of AIP funds to get these taxiways back in shape. The property acquisitions that are on the 5 Year Capital Improvement Plan will most likely be "bumped" for the years 2015 and 2016. It was indicated to Bill Walkup that FAA and/or Engineers from Chapman Technical Group that they will do a more formal Pavement Evaluation sometime this summer. No action needed at this time.

4th Item on Agenda- Election of Officers

Rick stated that the new term for Officers starts on July 1 of each year. Now is the time for election of new officers for Fiscal Year 2013-2014.

Rich Talbott made a motion to nominate George Cornwell for Vice Chairman of the Airport Authority. Maria Lorensen seconded the motion. In discussion George Cornwell agreed to accept the nomination. All were in favor. The motion was carried.

Rich Talbott stated that Rick has been Chairman since 1989 and he knows at times Rick has stated that if anyone wants the job as Chairman to speak up. He also wanted Rick to know that if anytime he would like to step down there is someone who would like to take the job as Chairman. At this time, Rich Talbott made a motion to nominate himself for Chairman. The motion died for a lack of a second.

Col. Reuss made a motion to close nominations and to accept Rick Wachtel as Chairman, George Cornwell as Vice Chairman and Steve Cox as Secretary/Treasurer with Steve Cox giving a second. All were in favor. The motion was carried.

Bill Walkup stated that due to the unavailability of Mr. Cornwell he wanted to suggest keeping Col. Reuss as a check signer on the general account. Mr. Cornwell will need to be added to the signature list also. Steve Cox made a motion to adopt a resolution to keep Col. Reuss on the check signature list with Maria Lorensen giving a second. All were in favor of the motion except Rich Talbott who voted no. The motion carried by majority vote.

5th Item on the Agenda – Old Business

- a. Aviation Solutions Land Lease – Aviation Solutions has been sent all the necessary notices of default. This gave Aviation Solutions 60 days to correct the default which is non- payment on the Land Lease. The 60 day period is almost over and then the Airport Authority will take action on gaining ownership of the building. The total debt to the Airport Authority is approximately \$12,000.00 for last year and approximately \$21,000.00 this year. No action was taken at this time.
- b. Action Aviation – All proper notices and/or invoices in the amount of \$ 10,033.04 have been sent to Action Aviation. They are clearly in default. Actions will be taken to send them the proper notification for default.
- c. Fire Board Fee Report – Bill Walkup reported that he spoke with Julie, the representative for the Fire Board. Bill explained to her that most of buildings described in the letter did not belong to the Airport Authority. She said she talked with Norwood Bently (County Attorney) and he said that the Airport Authority, in his opinion, would have to pay for the buildings that the Airport Authority own. She also wants to meet with Bill and get the proper addresses to all of the buildings stated in the letter. Bill stated for the record that the Airport has fire, crash and rescue which is covered under the Joint Use Agreement with the Air Guard and has no need for the public fire departments. Rick suggested that Bill go to see Julie of the Fire Board and give them the buildings that the Airport Authority does own. Then after the Airport Authority gets a bill, go to the County to request for this fee to be waived due to the fact that we have 24 hours fire, crash and rescue on the field.

6th Item on the Agenda – New Business

Bill Walkup reported that the Airport has two tenants that are desperately in arrears of payment to the airport. One is a tie down tenant and one is a hangar tenant. These tenants have been sent monthly invoices and other letters requesting for payment but neither one are responding to the notices being sent. Bill stated that he would talk with Mike Keller to see what our legal options are to collect payment.

Rich Talbott mentioned that the EAA Chapter is having a breakfast at their hangar on June 22nd or 23rd and invited everyone who is interested to come and enjoy the food and fellowship.

Rich Talbott also mentioned that the Air Guard almost lost a C-5 plane in Spain and the crew was commended on saving that aircraft.

He also reported that Air Photographics had an aircraft that received some damage when landing in Charleston. They are a tenant and he thought the Airport Authority should know.

Rick stated that there would be no executive session today.

Rick also stated that the next meeting will be on July 2, 2013. Steve Cox mentioned that he wouldn't be able to attend.

Col. Reuss made a motion to adjourn the meeting with George Cornwell giving a second. All were in favor. The motion carried.

The meeting was adjourned at 8:45 a.m...