

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – JUNE 10, 2014

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

Also Present: Bill Walkup, Joyce McDonald, Kin Sayre, Larry Kump, Elaine Mauck, John McVey, George Smith, Hank Willard, Bob VanMetre, Major Poland, Steve Christian, Sandy Hamilton, and Mike Folk.

Rick Wachtel, Chairman, brought the meeting to order at 8:00 a.m. in the Howard/Burkhart conference room.

1st Item on the Agenda: Meeting Minutes Approval

The members were sent the meeting minutes prior to this meeting for their review. Dennis Barron made a motion to approve the Airport Authority Meeting Minutes for May 6, 2014 with Hunter giving a second. Rick Wachtel did suggest changing the wording in Item 6 from Confidentiality Forms to Financial Disclosure Forms. All were in favor. The motion was carried with the aforementioned correction.

2nd Item on the Agenda: Bank Account Update

Joyce McDonald gave the current bank account balance of \$ 47,725.37. She stated that Panhandle Trust paid the invoice for the Ralph Lauren Dist. Center Land Lease.

3rd Item on the Agenda: Petitions from Citizens

Del. Larry Kump suggested that the Authority look very hard at the process of changing the meeting time to accommodate the public so that they can attend and participate in the meetings.

4th Item on the Agenda: BCPSSD Lease for the Water Tower

Rick asked if all of the members received the Land Lease from the Berkeley County Public Service District pertaining to the land that houses the Water Tower in the Industrial park. They all said they did receive the lease. There were no representatives for the Public Service District in attendance. The Airport Authority Attorney, Kin Sayre, stated that he reviewed the Lease and thought it was in good order. Steve Cox approved the Land Lease with Hunter Wilson giving a second. For discussion, Richard Talbott stated that he would like to see them charged the .22 cents per square foot for the land they want to lease.

Richard Talbott made a motion to table this item to negotiate a rent and to have representatives from the BCPSSD attend the next meeting to discuss this lease further. Dennis Barron seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Tough Mudder Parking Lease Proposal

Rick Wachtel asked the members if they received the Tough Mudder Lease between the Berkeley County Development Authority and Tough Mudder LLC which they all said they did receive. Steve Christian from the Berkeley County Development Authority requested this Item be discussed in executive session. Hunter Wilson made a motion to discuss this item in executive session with Steve Cox giving a second. All were in favor. The motion was carried.

6th Item on the Agenda: Airport Improvement Projects Update

Bill Walkup stated that the FAA needed a cost analysis done to reassure them that our engineering firm was charging reasonable fees for the next Grant Project. Bill Walkup chose to have Thrasher Engineering perform the Independent Cost Analysis. The Airport Authority received the Analysis last week. They had the same scope of work fees that would be on this project. Their analysis came

6th Item on the Agenda continued

in at \$ 124,500.00 if they were to perform the engineering and Chapman Technical Group's fee was \$ 129,868.00. The FAA was in agreement that these figures were reasonable.

Bill stated that he thought these cost were reasonable also and will send a letter to FAA with this statement and it will be attached to the Grant Application.

Also Brian Huffman of Chapman Technical Group did extensive work on updating the Airport Layout Plan (Exhibit A) and also incorporated the Layout Plan with an airport photo which depicts the Airport Properties.

7th Item on the Agenda: By Laws Revision

Dennis Barron stated that the only thing that needs to be added to the By Laws is whether the Airport Authority wanted to incorporate Financial Disclosure Statements in the By Laws. Joyce had copies of the County Disclosure Statements for an example.

Steve Cox made a motion to adopt into the By Laws a Disclosure Statement for each member to review and execute. A Disclosure Statement will be drafted and presented to the Airport Authority for their review and approval. Dennis Barron seconded this motion. All were in favor. The motion was carried.

Richard Talbott made a motion to adopt the overall By Laws to be effective July 1st, 2014 with Maria giving a second. All were in favor. The motion was carried.

Dennis stated that he would incorporate all of the changes and get them to Joyce so that she can send them to the Ethics Commission for their review and approval.

8th Item on the Agenda: Proposed Changing Meeting Times

Richard Talbott made a recommendation to change the time for the Airport Authority meetings. He did some research of area Airport Authorities and found that the majority all met in the evenings.

Richard Talbott made a motion to have evening meeting on the first Tuesday of every month after 5:00 p.m. beginning July 1, 2014. Dennis Barron seconded the motion. All were in favor. The motion carried.

Dennis Barron made a motion to set the time for the evening meetings at 7:00 p.m. on the first Tuesday of every month. Maria Lorensen seconded the motion. All were in favor. The motion carried.

9th Item on the Agenda: Proposed Budget for FY 2014-2015 Revisions

Joyce McDonald presented a revised Proposed Budget for Fiscal Year 2014-2015 to reflect the increases in rentals and fees that were incorporated at the past two meetings. Steve Cox made a motion to have an additional line item for the Howard Hangar expenses to reflect 10% of the revenue and then to adopt the Proposed Budget as presented with the understanding that this budget can be revised and/or changed. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

It was stated that this proposed budget reflects a 5% raise to the employees. The members would like to look more in depth and review the salary increases at the next meeting.

10th Item on the Agenda: Election of Officers

The current officers of the Airport Authority are Richard Wachtel, Chairman; George Cornwell, Vice Chairman; Secretary/Treasurer Steve Cox. There were no nominations. Hunter Wilson made a motion to re-elect the current slate of officers as aforementioned for the next fiscal year of 2014-2015. George Cornwell seconded the motion. Richard Talbott opposed the motion. The motion was carried by majority vote.

OTHER BUSINESS

Rick Wachtel stated that the Airport Authority received notification from Chaz Printz that a judgment has been filed and accepted and/or granted by the Court against Aviation Solutions. This is a precautionary action in case the sale of the Aviation Solutions building sale does not complete.

Bill Walkup stated that he met with Guard representatives pertaining to changing the markings on the Runway. He stated that with the Air National Guard changing their mission to C-17 aircraft, the markings on the Runway will need to be changed. The representatives plan to be at the next meeting to discuss this in depth.

Richard Talbott asked if all rents were up to date and Bill Walkup answered that with the exception of the Aviation Solutions building everyone is up to date with all rents.

Dennis Barron asked about the Airport sign. Bill Walkup answered that the sign is done and he is waiting for Miss Utility to mark the utilities before digging the holes for the post.

Rick stated that the next meeting will be on Tuesday July 1, 2014 at 7:00 p.m. in the terminal conference room.

Steve Cox made a motion to go into executive session for real estate and legal matters for Land Leases with Hunter Wilson giving a second. All were in favor. The motion was carried.

Executive Session.

Hunter Wilson made a motion to come out of executive session and back into regular meeting session of the Airport Authority with Steve Cox giving a second. All were in favor. The motion was carried.

Steve Cox made a motion to allow the Chairman to execute an Estoppel Certificate for the Tiger Smith Properties, LLC for the Aviation Solutions (former Tiger) building after some modifications made by the Airport Authority attorney with Hunter Wilson giving a second. All were in favor. The motion was carried.

Steve Cox made a motion to adjourn the meeting with Maria giving a second. All were in favor. The motion was carried.

The meeting was adjourned.