

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – JUNE 2, 2015

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

Also Present: Bill Walkup, Kin Sayre, Tom McKenzie, Joyce McDonald, Larry Kump, Bart Rogers, Gary Russell, John McVey, Elaine Mauck, Dan Lyons, Dan Dulyea, Lt. Col. John Poland, Jeff Grove and Kathy Brosius.

Rick Wachtel, Chairman, brought the meeting to order at 7:00 p.m. in the Howard/Burkhart Terminal Conference Room.

**1<sup>st</sup> Item on the Agenda: May 2015 Meeting Minutes Approval**

The members were sent the meeting minutes for May 5, 2015 prior to this meeting for their review. Dennis Barron made a motion to approve the Eastern WV Regional Airport Authority meeting minutes for May 5, 2015 with Steve Cox giving a second. Hunter Wilson abstained because he was not at the last meeting. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: April 2015 Budget Report Approval**

The members were given the EWVRAA April 2015 Budget Report at May's meeting for their review. As of April 1, 2015 the beginning balance to the general account was \$ 107,718.99. The total income for the month of April was \$ 84,297.87 and the total expenses for the month of April were \$ 35,817.53. The balance of this general account on April 30, 2015 was \$ 156,199.33. Joyce stated that Jefferson County Commission paid its Allocation for the next fiscal year and the Schwab building annual land lease was paid. She also stated that the Airport Liability Insurance was paid in April. Steve Cox made a motion to approve the EWVRAA's April 2015 Budget Report and will be subject to audit with Hunter Wilson giving a second. All were in favor. The motion was carried.

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

Larry Kump had concerns about having the election of officers before the newly appointed Airport Authority members start serving on the Authority in July. He was also concerned about the Marketing Plan and suggested getting local advice pertaining to the marketing plan. Rick Wachtel responded that the since federal funds may be used to pay for this plan that it will have to be bid. He also responded about the election of officers. He stated that the EWVRAA By- Laws require an election of officers in June.

Dan Dulyea also requested that the Airport Authority members consider or re-consider the election of officers until the July meeting because of the incoming and outgoing members that will be newly appointed.

**4<sup>th</sup> Item on the Agenda: Aero Smith Land Lease Payment Amendment**

Kin Sayre wanted to know if the Authority wanted just an amendment or wanted to change the land lease agreement with Aero Smith-Tiger. Dennis Barron stated that at last month's meeting a motion was made to amend the lease. Joyce was asked if they paid anything on this land lease and she stated that they did in fact pay for April, May and June and were current on their payments. No other action was needed.

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

Bill Walkup stated that the Pre-Bid meeting was held on Tuesday May 26. On that morning of the pre -bid meeting, FAA's Matt DiGuilan called the Airport office and said FAA determined that the regulator was not an eligible item and would not be covered by the Grant. This item would cost approximately \$ 18,000.00. Bill called the West Virginia Aeronautics Commission director Susan Chernenko to see if the WVAC grant funds that they awarded to non-scheduled service airports could be used for this regulator. She saw no problem using those funds for that purpose. The bid opening is scheduled for June 11, 2015.

Bill Walkup also reported that WL Contractors will be completing Phase II of last year's project within the next month or two.

**6<sup>th</sup> Item on the Agenda: New Airport Photo Update**

Bill Walkup had a draft copy of the Aerial Map/Photograph of the Airport Property. This copy was for the members to review. Bill has been obtaining input from all interested parties to add or delete changes to the photo. Once everyone is satisfied with the product it will be completed. This photo depicts all of the Airport Property, the available property for lease, all of the available utilities and all of the leased buildings on the airport.

**7<sup>th</sup> Item on the Agenda: Marketing Study Update**

Rick Wachtel reported that he had conversations with Bill Clark of Region 9 and Mike Cook with the State Senate staff and neither had any new information to report. He does know that Senator Capito is making a strong stance with EDA and ARC about the lack of funding that is coming to our region and she reinforced the need for development study/marketing plan for this airport. No other action was needed.

**8<sup>th</sup> Item on the Agenda: Revised Proposed Budget for 2015-2016**

The members were given a proposed budget for Fiscal Year 2015-2016 at the last meeting. A motion was made to incorporate a 3% salary increase to the employees. This revised Proposed Budget reflected the salary increase. The Income and Expenses increased from \$ 285,778.00 to 303,403.00 for sub totals and total increase was \$ 1,154,495.00 to 1,262,086.67. This includes the FAA Grant funds.

Steve Cox made a motion to approve the EWVRAA Proposed Budget Report for Fiscal Year 2015-2016 with Dennis Barron seconding the motion. Richard Talbott opposed the motion. The motion was carried by majority vote.

**9<sup>th</sup> Item on the Agenda: Audit Report Update**

Kin Sayre reported that he got in touch with the former auditor Leland O'Neal and he did not save his work papers from the previous audits. Perry and Associates contacted Tetrick and Bartlett who did the audit 3 years ago and they were checking to see if they have any work papers that P & A could use. In the meantime, Perry and Associates said that they could ask for another extension date. The documents have been signed and sent but no word from the State Auditor on approval has been received. No other action is needed at this time.

**10<sup>th</sup> Item on the Agenda: Election of Officers**

Richard Talbott made a motion to table the Election of Officers until the July meeting next month. Dennis Barron made a second for discussion. In discussion, Maria wanted to know if the By-Laws would need to be amended to postpone this item. Kin Sayre stated that currently the By Laws requires the election is to be held in June. There are two things that can be done. One is to suspend that portion of the By Laws and postpone the election until July or to amend the By Laws. After discussion, Rick called for a vote, Richard Talbott and Dennis Barron voted for the motion and the rest of the members opposed the motion. The motion did not carry.

Hunter Wilson made a motion to elect the same current slate of officers with Steve Cox seconding the motion. Richard Talbott opposed. The motion was carried by the majority vote. That slate of officers are Rick Wachtel as Chairman, George Cornwell as Vice-Chairman and Steve Cox as Secretary/Treasurer.

**OTHER BUSINESS**

Lt. Col. Poland did not have anything to report at this time.

Kin Sayre reported that he talked with Hoy Shingleton pertaining to the Water Tower Lease with the BCPSSD. Kin indicated to Hoy Shingleton that the EWVRAA was interested in executing the lease to include the fenced in area as stated in the original lease. Mr. Shingleton stated that he would convey that to the BCPSSD. Kin had not received any word from either party.

Rick Wachtel stated that the next meeting will be on July 7, 2015.

Hunter Wilson made a motion to adjourn the meeting with Dennis Barron seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 7:50 p.m...