

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – JUNE 7, 2016

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

Also Present: Kin Sayre, Bill Walkup, Joyce McDonald, Tom McKenzie, Hank Willard, Rick Alderton, Mike Tipton, Rod Kreie, Mryna and Jeff Grove, and Chuck Young.

Rick Wachtel, Chairman, brought the meeting to order at 7:00 p.m. in the Restaurant Area on the second floor of the Howard/Burkhart Terminal.

1st Item on the Agenda: May 3, 2016 Meeting Minutes Approval

The members were sent the May 3, 2016 meeting minutes prior to this meeting, for their review, via email. Maria Lorensen made a motion to approve the meeting minutes for May 3, 2016 with Dennis Barron giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: May 24, 2016 Special Meeting Minutes Approval

The members were sent the May 24, 2016 meeting minutes prior to this meeting, for their review, via email. Rick Wachtel had one correction under the 1st Item on the Agenda in the fourth paragraph which read ‘and they thought that was the rate at EWVRA’. It should read ‘and they thought that they should pay the EWVRA’.

Tana Burkhart made a motion to approve the May 24, 2016 Special Meeting Minutes with the above mentioned correction. Steve Cox seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: April 2016 Budget Report

The members were sent, via email, the April 2016 Budget Report for their review, prior to this meeting. The bank balance as of April 1, 2016 was \$ 112,507.20. The income for the month was \$ 23,798.30. The expenses for the month were \$ 25,597.06. The bank balance as of April 30, 2016 was \$ 110,708.44. Richard Talbott asked if all tenants were paid up to date.

Bill Walkup stated that the Scwab Company had not paid their invoice which was dated April 1, 2016. Also, he stated that the EWVRAA received word that Air Photographics Inc. filed Chapter 11 in Bankruptcy court in March 2016.

Steve Cox made a motion to approve the April 2016 Budget Report with Ken Collinson seconding the motion. Richard Talbott opposed the motion. The motion was carried by majority vote.

4th Item on the Agenda: Petitions from Citizens

There were no petitions from citizens.

Rick Wachtel stated that the 5th and 6th Items on the Agenda would be discussed in Executive Session.

7th Item on the Agenda: Cox Hollida LLP Proposal/Action

Mr. Chuck Young, representing Cox Hollida LLP, gave a presentation, on request from the EWVRAA, on the accounting services they could provide to the EWVRAA. They could offer monthly accounting services, they could convert the accounting system from a cash basis to an accrual basis, and they could work on the depreciation schedule for the EWVRAA assets. The Airport Authority would most likely post a request for proposals for this work.

Dennis Barron made a motion to advertise a Request for Proposals for at least three bids to change the system from cash basis to accrual basis and as part of that a bid for all accounting services such as preparing payroll with P J Orsini giving a second. All were in favor. The motion was carried.

Kin Sayre he could put together the language for Request for Proposals.

8th Item on the Agenda: Airport Improvement Project

- a. Master Plan and Noise Study Proposed Scope and Fee Schedule - Bill Walkup gave each member a breakdown of the fee schedule from Delta Consultants, as follows: Master Plan Update Basic services - \$ 229,000.00; Runway Lighting Evaluation - \$ 36,000.00; Pavement Analysis - \$ 32,000.00; Aerial Surveys - \$ 46,000.00; Storm Water Management - \$ 43,000.00. This gives a total project of \$ 386,000.00. Bill recommended that the EWVRAA do the Basic and all of the alternates. He also stated that the Noise Study has been eliminated from this project.
- b. Bill Walkup also stated that he was in the process of obtaining a firm to do the Independent Fee Analysis. This company needs to be within 10% of the Delta Consultants fees. If not, the EWVRAA may have to look at the next engineering firm.

Rick Wachtel stated at this time that the Aeronautics Commission has a significant amount of funds unpledged. The State Legislature may use these funds in their new budget. No one knows if the AC will be given the funds for the FAA project matches.

Bill Walkup reiterated that if the Aeronautics Commission does not supply a match, for this FAA project, that the EWVRAA will have to come up with the match.

Dennis Barron made a motion to accept the total project fee schedule from Delta Consultants pending the Independent Fee Analysis results. Also to allow the Airport Manager to negotiate with a firm to perform the Independent Fee Analysis. Also to allow the Chairman and Airport Manager to execute the FAA Grant Application and the FAA Grant documents for the Master Plan Project. Steve Cox seconded the motion. All were in favor. The motion was carried.

9th Item on the Agenda: Audit Exit Interview Discussion

Joyce McDonald stated that Randy Nelson of Perry & Associates can do an exit and/or post interview through video conferencing on Monday June 27, 2016 at 4:00 p.m. at Bowles Rice Office. This would be considered a Special Meeting. Kin Sayre stated that he would block off the conference rooms in Parkersburg and Martinsburg.

10th Item on the Agenda: Joint Use Agreement Proposal

Bill Walkup stated that he worked on the allowable maintenance items that could be addressed in the Joint Use Agreement. The allowable maintenance items were painting and crack sealing on all taxiways and ramps which were not included in the original worksheet. Bill worked on getting the measurements and obtaining the 2016 costs for these items.

Bill and Joyce submitted these costs to the Guard Bureau. Pamela Brown of the Guard Bureau reviewed these costs and plugged them into the Joint Use Agreement. This increased the AJUA fee from \$ 14,800.00 per year for 10 years to \$ 27,247.00 per year for 10 years.

Ken Collinson made a motion to approve the revised Joint Use Agreement and allow the Chairman to execute the final agreement with Steve Cox giving a second. All were in favor. The motion was carried.

Rick stated that the Landing Fee item will be discussed later.

12th Item on the Agenda: Purposed Budget for Fiscal Year 2016-2017

Joyce McDonald prepared a Purposed Budget for Fiscal Year 2016-2017. She sent it, via email, to the members for their review, prior to this meeting.

Dan Dulyea requested that \$ 6,000.00 be added to the Airport Restaurant Rent item for income.

To keep the budget balanced, it was suggested adding \$ 6,000.00 to the Howard Hangar repairs under expenses. It was also suggested renaming the Howard Hangar Repairs item to just Hangar Repairs.

Steve Cox made a motion to approve the Fiscal Year 2016-2017 proposed budget with the aforementioned changes. Jared Esselman seconded the motion. All were in favor. The motion was carried.

13th Item on the Agenda: Committee Reports

Richard Talbott asked the questioned the storm water management plan for new hangars. Rick stated that this will be addressed with the new Master Plan.

No other committee reports.

11th Item on the Agenda: Enhanced Landing Fee Proposal

Bill Walkup did some research on landing fees at area airports and his recommendation was not to revise the fees at this time. Jared Esselman suggested adding language to the landing fee document pertaining to negotiated agreements and/or contracts for landings at the EWVRA. He agreed to work on language that could be added to the landing fee schedule document to be reviewed and voted on at the next meeting.

OTHER BUSINESS

Rick stated that he has heard nothing about the ARC Grant.

Rick mentioned that the next meeting will be on July 5, 2016.

Jason Barrett made a motion to go into executive session with Steve Cox giving a second. All were in favor. The motion was carried.

Executive Session began at 8:15 p.m.

A motion was made to come out of executive session.

A motion was made to adjourn the meeting.

Meeting Adjourned.