

Eastern WV Regional Airport Authority Meeting Minutes

Tuesday, July 5, 2016

Members Present: Rick Wachtel; Steve Cox; P.J. Orsini; Dennis Barron; Jason Barrett; Daryl Bryarly; Maria Lorensen; Betty Gunnoe; Ken Collinson; Dan Dulyea; Jim Klein; Jared Esselman

Also Present: Tom McKenzie; Penny Shewell; Kin Sayre

Tana Burkhart was not present for the meeting as she was attending a seminar in D.C.

Rick Wachtel, Chairman, called the meeting to order at 7:00 P.M in the Howard/Burkhart Terminal conference room.

Rick Wachtel welcomed Jim Klein to the board and congratulated Ken Collison on being re-elected. He also thanked Richard Talbott for his service on the board. Mr. Wachtel stated that he has been informed that he was allowed to vote.

Re: Election of Officers

Ken Collinson made a motion to conduct a secret ballot for the Office of President. Jason Barrett seconded the motion. The motion carried unanimously.

Betty Gunnoe made a motion to elect Rick Wachtel as Chair. Steve Cox seconded the motion. The motion carried unanimously.

Dan Dulyea made a motion to elect Dennis Barron as Chair. P.J. Orsini seconded the motion. The motion carried unanimously.

Maria Lorensen made a motion to close the nominations for Chair. Steve Cox seconded the motion. The motion carried unanimously.

The ballots were counted by Kin Sayre and Penny Shewell with a final count in favor of Rick Wachtel with nine (9) votes for Rick Wachtel and three (3) votes for Dennis Barron for Chair.

Steve Cox nominated Jared Esselman for Vice Chair. Ken Collinson seconded the motion. Jared Esselman declined as he stated the position should be filled with a board member from Berkeley County.

Jason Barrett made a nomination to elect Dennis Barron Vice Chair. Dan Dulyea seconded the motion. The motion carried unanimously.

Jared Esselman nominated Steve Cox for Treasurer. Ken Collinson seconded the motion. The motion carried unanimously.

Maria Lorensen made a motion to close the nominations for Treasurer. Ken Collinson seconded the motion. The motion carried unanimously.

Rick Wachtel stated that Steve Cox was elected Treasurer by acclamation.

Dennis Barron made a motion to elect Maria Lorensen for Secretary. Jason Barrett seconded the motion. The motion carried unanimously.

Dennis Barron made a motion to close the nominations for Secretary. Steve Cox seconded the motion. The motion carried unanimously.

Rick Wachtel stated that Maria Lorensen was elected Secretary by acclamation.

Re: June 7, 2016 Meeting Minutes Approval

The members were emailed the June 7, 2016 Eastern WV Regional Airport Authority meeting minutes prior to the meeting for review.

Steve Cox made a motion to approve the June 7, 2016 EWVRAA meeting minutes. Dennis Barron seconded the motion. The motion carried unanimously.

Re: June 27, 2016 Special Meeting Minutes Approval

The members were presented with a handout of the June 27, 2016 Special meeting minutes to review.

Betty Gunnoe made a motion to approve the June 27, 2016 EWVRAA Special meeting minutes. Jared Esselman seconded the motion. The motion carried unanimously.

Re: May 2016 Budget Report

Rick Wachtel opened the floor for discussion regarding the May 2016 Budget Report. A discussion followed regarding AeroGraphics payment. Kin Sayre stated that AeroGraphics must stay current on their payments.

Steve Cox made a motion to approve the EWVRAA Budget Report. Jared Esselman seconded the motion. The motion carried unanimously.

Re: Petitions from Citizens

Richard Talbott stated that it was his belief that secret ballots were not legal and may need to do the vote for President over again.

Re: Telephone/Internet Proposals

Rick Wachtel stated that no formal proposal had been received for the telephone/internet services from Gary Wine, IT Director for the Berkeley County Council. He further stated that Alan Davis, Berkeley County Administrator had reviewed the proposal a few months ago and it was a very valuable proposal. Dan Dulyea stated that a formal proposal had not been requested. He stated that the cost for the equipment was \$1,200 with no charge for installation as the county would provide five (5) in kind hours and Mr. Wine estimated the installation time at one and half hours with the fee not to exceed \$1,300. The current phone bill with Frontier was \$585.00. Maria Lorensen stated that she would like to have a formal proposal with all the figures.

Betty Gunnoe mad a motion to table the Telephone/Internet Proposal until next month with figures to be in writing. Steve Cox seconded the motion. The motion carried unanimously.

Re: Interim Airport Manager Selection

Rick Wachtel moved this Agenda item into Executive Session.

Re: Landing Fee Language Fee Increase

Jared Esselman stated that he had researched this and the landing fees would remain the same, but some of the language would be changing.

Daryl Bryarly made a motion to table this item until next month's meeting. Betty Gunnoe seconded the motion. The motion carried unanimously.

Re: Fuel Flowage Fee Increase

Daryl Bryarly stated that the current fuel flow fee was \$.06 per gallon and the last increase was \$.01 two years ago. A discussion followed by the board.

Dan Dulyea made a motion to not to increase the fuel flowage fee. Dennis Barron seconded the motion. Steve Cox opposed the motion. The motion carried eleven to one.

Re: Request for Proposals for Accounting Services

Kin Sayre distributed a copy of the Request for Proposals (RFP) for Accounting Services and reviewed. Dennis Barron stated that the RFP should be two parts; General Accounting-Day to Day and Conversion.

P.J. Orsini made a motion to put the RFP out for bid specifying the two parts; General Account and Conversion. Jared Esselman seconded the motion. The motion carried unanimously.

Kin Sayre stated that a legal ad would be published in the Journal. He also stated that it would be placed on the EWVRAA web site and would request the county to place it on their web site as well as sending to local CPA's. Rick Wachtel stated that he wanted to assure it was sent to Cox Hollida and Jamie Davis.

Re: Airport Improvement Project Update

Tom McKenzie stated that the AIP Project with Delta Consultants was approved by the Airport Authority in the amount of \$386,000 which was under analyst.

Re: Committee Reports

Dan Dulyea reported that he had received six (6) applications for Airport Manager. Jared Esselman reported that he had received seven (7) applications for Airport Manager and Rick Wachtel reported that he had received one (1) application for Airport Manager. Mr. Wachtel stated that this position had been advertised with AAA, AOPA and also listed on the county and city web sites; advertised in the Journal and Craig's list. He also stated that several applications for Office Manager had been received at the Airport Authority.

Daryl Bryarly reported that the Hanger Committee was waiting for funding in addition to discussing a time clock and security. He stated that an assessment was done by Delta for the hangers. He further stated that they could move on the security and time clock without the Airport Manager, but should wait for the Airport Manager to move on the hangers. Ken Collinson stated that he would serve on the T-

Hanger committee. Dennis Barron stated that he would like to have bids for replacing the roofing on the hanger for the next meeting.

Rick Wachtel reported that he attended the Special Aeronautics meeting held in Charleston and updated the board on that meeting. He reported that there was nothing to report on the ACRP, Airport Cooperation Research Program, Grant or the WAPA, Western Port Authority Hearing. Mr. Wachtel reminded all newly elected members that they will need to sign signature cards with United Bank.

Daryl Bryarly read a list of things that the local pilots have added to the Airport Authority.

Rick Wachtel stated that the Intermodal representatives would be in contact to meet with the Hazard Mitigation committee next week.

Re: Executive Session for Real Estate Matters and Personnel

Steve Cox made a motion to go into Executive Session to discuss real estate matters and personnel at 8:00 P.M. Jared Esselman seconded the motion. The motion carried unanimously.

Daryl Bryarly made a motion to go out of Executive Session at 8:25 P.M. Jared Esselman seconded the motion. The motion carried unanimously.

Jared Esselman made a motion to approve the Panhandle Real Estate Trust, LLC Agreement. Jason Barrett seconded the motion. The motion carried unanimously.

Daryl Bryarly made a motion to appoint Tom McKenzie as the Interim Director for the Airport Authority at the rate currently paid to the previous Airport Director. Betty Gunnoe seconded the motion. The motion carried unanimously.

Re: Adjourn

Maria Lorensen made a motion to Adjourn the July 5, 2016 EWVRAA Meeting at 8:30 P.M. Steve Cox seconded the motion. The motion carried unanimously.

Respectfully Submitted by Penny Shewell