

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY - AUGUST 7, 2012

Members Present: Rick Wachtel, Col. Jim Reuss, Hunter Wilson and Richard Talbott

Member Absent: Steve Cox

Also Present: Bill Walkup, Joyce McDonald, Larry Kump, Elaine Mauck, Kathy Mason, Mr. Marshall, George Smith, Major John Poland, John McVey, Mike Folk and Bob Bayes

Rick Wachtel, Chairman, brought the Airport Authority meeting to order at 8:00 a.m. in the terminal conference room on the second floor.

The members were sent last month's meeting minutes prior to this meeting for their review. Hunter Wilson made a motion to approve as written and submitted, the Airport Authority meeting minutes for July 10, 2012. Col. Reuss seconded the motion. All were in favor. The motion was carried.

Joyce McDonald gave the general account balance of \$ 16,183.82.

**1<sup>st</sup> Item on the Agenda: Petitions from Citizens**

No one signed the Petitions sheet to speak.

**2<sup>nd</sup> Item on the Agenda: Taxiway A Construction Completion and Use**

Rick Wachtel reported that he got a call from Col. Nye (commander of the 167<sup>th</sup> ANG) who said that Taxiway A was open for civilian use and/or general aircraft traffic. Major John Poland stated that all NOTAMS lifted the restriction of Taxiway A use. He also read a letter from Col. Nye which stated that 'as of June 2010 all restrictions to use of Taxiway A was rescinded and there have been no written or unwritten restrictions since that time'. He also stated that when construction is at an end the entire length of Taxiway A will be open for everyone's use.

Rick Wachtel thanked Major Poland and stated that no action is needed at this time.

**3<sup>rd</sup> Item on the Agenda: Revisit Meeting Times**

Rick Wachtel pointed out that there are three choices to consider which are to continue the situation that is current with morning meetings and one evening meeting per quarter, all evening meetings or all morning meetings.

Rich Talbott stated that he favored all evening meetings. There were some points that he wanted to make. The labor bureau states that 80% of the working population works between the hours of 7:00 am to 7:00 pm. With that statistic there would be 80% of the public that would not be able to attend morning meetings. He stated that knowing that we work for the public that it should be paramount to have meetings for those working people. He also stated that many people are applying to be appointed to the Airport Authority and many have jobs that they may not be able to attend morning meetings. He also thinks that when the Authority had evening meetings there was a positive response from the public. He thinks that the public is an asset and they should be able to be utilized by making the meetings available to the public.

Rich Talbott made a motion that the Airport Authority has evening 6:00 (p.m.) meetings every first Tuesday of the month for the reasons he previously stated. The motion died for lack of a second. Col. Jim Reuss made a motion to have all the meetings go back to the first Tuesday of every month in the mornings. He stated that this has been the history for a long time and he didn't notice any difference from the evening meetings than the morning meetings. He didn't notice any bigger crowds from morning or evening. It all depends on what is on the Agenda as to the public attendance.

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**3<sup>RD</sup> Item on the Agenda: continued**

Hunter Wilson seconded the motion. In discussion Rich Talbott stated that in his research the Airport Authority is the only one of the area Airport Authorities to have morning meetings. He thinks the Authority is making a mistake. Col. Reuss and Mr. Wilson approved the motion. Rich Talbott opposed. The motion was carried.

Rick stated that the Airport Authority meetings will be set at 8:00 a.m. on the first Tuesday of each month with possible exceptions from time to time.

**4<sup>th</sup> Item on the Agenda: 4<sup>th</sup> Quarter and Year End Budget Report**

The members were sent the Budget Report for the 4<sup>th</sup> Quarter Fiscal Year 2011-2012 prior to this meeting for their review. This budget report covered the 4<sup>th</sup> Quarter and also was for the Fiscal Year End. The Income for the 4<sup>th</sup> Quarter was \$ 101,202.22 and the Expenses for the 4<sup>th</sup> Quarter were \$ 82,044.15. The General Account Balance as of June 30, 2012 was \$ 29,839.90. The Year End totals were as follows. The Income for the Fiscal year 2011-2012 was \$ 237,430.14 and the Expenses for the Fiscal Year were \$ 266,113.30. The Budget carried over a balance of \$ 58,523.06 as of July 1, 2011. The current year end bank balance is \$ 29,839.90. Also attached to this budget report was the Howard Hangar bank account report. The balance as of June 30, 2012 was \$ 54,104.22. A project Budget report was also attached to this report and the Year End balance in that account as of June 30, 2012 was \$ 6,969.95. This budget is for the period of April, May and June 2012 but also the year end balances were attached for the Fiscal Year which is July 1, 2011 to June 30, 2012.

Joyce McDonald explained that no proposed budget was done in May due to many revenue sources were in limbo. A new proposed budget will be ready for the next meeting.

Rich Talbott questioned some line items such as the office rent. At the time this budget was done the Airport Authority was getting rent for the offices. But during the year the offices became vacant so the Authority did not receive all of the rent for those offices that were budgeted. Another item was the attorney fees which he felt was too much. The Airport Authority needs the attorney's opinion on several lease items, for grant reviews and this year we needed attorney presence for the Department of Highways court case.

Col. Jim Reuss made a motion to approve this 4<sup>th</sup> Quarter and Year End Budget Report as submitted which will be subjected to an audit and to be sent to the local governments. Hunter Wilson seconded the motion. All were in favor. The motion was carried.

**5<sup>th</sup> Item on the Agenda: New T Hangar Cost and Construction Progress**

Bill Walkup was tasked at the last meeting to look into construction cost for T hangars. He received two estimated costs. One company estimated the cost to be \$ 125,000.00 for a pre fabricated 10 bay hangar with rolling doors. And one company estimated \$ 85,000.00 for a 8 bay with rolling doors. To be added to this cost would be for contractors to erect these buildings. He didn't get any answers on the storm water issue associated with new construction on the field. He also explained that there will be engineering cost associated with these projects. Rich Talbott also contacted a company from Idaho and was a little higher than what Bill quoted. Bill pointed out that to further pursue this; there will have to be some money spent for such things as engineering fees especially to help with the storm water issues. It was agreed that this could be a costly and lengthy process at the beginning. Rick suggested trying to get some good figures and go over an amortization schedule with Steve Cox and report back to the Authority. Rick stated that it would be important to get letters of intent from the public who would like to rent hangars at the airport.

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No other action was taken.

Rich Talbott asked where these hangars would be built. Bill suggested he ( Rich) take a ride onto the field and he would show him several places on the airport for future hangar construction.

Rick explained that a company was to talk with the Airport Authority about the Ralph Lauren Building but no one was in attendance so there would be no executive session today.

### **OTHER BUSINESS**

Bill Walkup stated that there was no news on the power regulator situation. The Air National Guard may pay some on the cost to repair or replace but would like to know what the FAA would fund for this repair.

Major Poland stated that the Air National Guard would look at the situation more closely in case of an emergency. There could possibly be funds available to help with an emergency repair.

Rick recognized Joyce McDonald for her 25 years of employment at the Airport Authority this month.

Joyce McDonald stated that she sent The Hoxton Agency an application for the Directors Insurance. This Insurance expires on August 8, 2012. She wanted the Authority to be aware that this will be a \$ 4,200.00 to \$4,500.00 expense item.

She also mentioned that the WV State Auditor's Office contacted the Airport Authority to begin the process of sending out Proposals for an audit and this contract can be for a three year period. She also stated that the FAA sent the Grant Agreement which was approved at the last meeting for execution by the Chairman and for the Attorneys review and execution. This Grant is in the amount of \$ 150,000.00 which is 90 percent funded by the FAA and 10 percent by the WV State Aeronautics Commission. This Grant is for funds to be paid onto the bank loan for the purchase of the Howard T Hangars.

Bill Walkup asked that the September meeting be set for the 11<sup>th</sup> instead of the 4<sup>th</sup>. The Authority agreed to have the next meeting on September 11, 2012 at 8:00 a.m. at the airport terminal.

Bill Walkup reported that the Air Show is set for September 15 and 16 of September. There will be no family day on the Friday before the show. The Guard is having an Open House all weekend. There will be approximately 7 acts that will perform with military aircraft displays. He also mentioned that he will be out of town during this time and that Tom McKenzie will be the airport person in charge during that weekend.

Rich had two items pertaining to tenants on the airport and their tax situation. He knows that there are many entities on the field and he wanted to know how their financial situation was and how the tax ramifications could affect the Authority. Rick explained that that could be a long and involved procedure. The industrial park land lease agreements are written in a way that the building owners are not required to give that information to the Authority.

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These lease agreements have been grandfathered in before the Operating Standards were revised. These lease agreements are for a term of 20 to 30 years with options to renew those leases. Rich also had an issue with the board membership of the Authority. He mentioned that most boards have more members than six. He wanted to know the opinion of the Authority on the number of members on the Authority. It was the general consensus that it is up to the funding governments who appoint the members to the board.

Col. Jim Reuss made a motion to adjourn the meeting with Hunter Wilson giving a second. All were in favor. The motion was carried.  
The meeting was adjourned at 8:56 a.m.!