

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – AUGUST 6, 2013

Members Present: Rick Wachtel, Steve Cox, George Cornwell, Maria Lorensen and Rich Talbott

Members Absent: Hunter Wilson and Col. Jim Reuss

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, Mike Keller, Larry Kump, Col. Poland, John McVey and Hank Willard.

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

1st Item on the Agenda: Meeting Minutes Approval

The members were sent last month's meeting minutes prior to this meeting for their review. Steve Cox made a motion to approve as written and submitted the Airport Authority meeting minutes for July 2, 2013 with George Cornwell giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: General Bank Account Update

Joyce McDonald gave the current general bank account balance of \$ 37,634.59.

3rd Item on the Agenda: Petitions from Citizens

There were no Petitions from Citizens.

4th Item on the Agenda: A.I.P. Grant Application and Execution Approval

Bill Walkup explained that the bidders for Taxiway Rehabilitation Project requested that the bid opening be moved from July 17th to July 19th. An Addendum went out to everyone stating this change. On July 19, 2013 there were two bids received to be opened. The bidders were W.L. Construction & Paving Inc of Stephenson, Virginia and Jefferson Asphalt Products Company of Charles Town, West Virginia. Jefferson was the lowest bidder for \$ 67,350.00 for the base bid and \$33,000.00 for the Additive Alternate. After the bid opening the FAA requested a Grant application. Bill Walkup stated that the Grant amount will be for \$ 150,000.00 which includes remaining funds for the Howard Property purchase and for the Taxiway Rehabilitation Project. The FAA will be sending the Grant offer to the Airport Authority in the next week or so. Steve Cox made a motion to accept the FAA Grant Offer and to allow the Chairman to execute the Grant Offer after the Attorney' review. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

Joyce McDonald explained to the Airport Authority that the Aeronautics Commission contacted her to get the status of the Crosswind Runway Design Grant. They wanted to know if or when this Grant could be closed. Joyce explained that the Aeronautics Commission granted the Airport Authority \$ 150,000.00 for the work on a Design to construct a Crosswind Runway at the Airport. Chapman Technical Group was the engineering firm that worked on the project. At this time the, Chapman Technical Group has been paid for work done in the amount of \$ 149,943.00. The work paid to date to Chapman is \$ 116,737.00. No work has been done on this project since November 2011. Rick explained the history behind this Grant to the members and stated that all funding options have been exhausted and that there may not be construction on a Crosswind Runway in the future. There was some discussion on the matter of a crosswind runway. Steve Cox made a motion to allow Joyce to inform the West Virginia Aeronautics Commission to close out this Crosswind Runway Grant with George Cornwell giving a second. All were in favor. The motion was carried.

5th Item on the Agenda: 4th Quarter and Year End Budget Report

The 4th Quarter was sent to the members prior to this meeting for their review. This quarter covers the period of April, May and June 2013. The account balance as of April 1, 2013 was \$ 9,681.10. The income for this quarter was \$ 111,055.00 and the expenses this quarter was \$ 84,908.44. The account balance as of June 30, 2013 was \$ 35,827.66. Also included with this report was the year end balances for Fiscal Year 2012-2013. The General Bank Account balance on July 1, 2012 was \$ 29,839.90. The income for this Fiscal Year was \$ 267,156.81 and the expenses for this Fiscal Year were \$ 261,169.05. This leaves an account balance as of June 30, 2013 of \$ 35,827.66.

After some discussion about the budget report, Steve Cox made a motion to approve the 4th Quarter and Year Budget Report for Fiscal Year 2012-2013 as submitted and to be subject to an audit and to be sent to the governmental agencies. The motion also included to bring the balance of \$ 35,827.66 over into the new Fiscal Year of 2013-2014. George Cornwell seconded this motion. All were in favor. The motion was carried.

6th Item on the Agenda: Old Business

- a. Fire Board Appeal - Bill Walkup reported that we received the Fire Board bills and they had increased to \$ 3,600.00. This included some property that did not have any buildings on it. Bill Walkup went to the Fire Board to discuss these bills and got the amount decreased to \$ 1,100.00 and asked to be placed on the agenda of the next Fire Board meeting which will be in August. This is to ask for a waiver of this fee. No action was taken.
- b. Leases - Rich Talbott would like to see a lease for each Tie Down tenant on the field and to update the T Hangar leases. He had a sample lease to use and Rick Wachtel had a sample T-Hangar lease for everyone to review. No action was taken.
- c. Tough Mudder Parking Proposal - Bill Walkup stated that the Berkeley County Development Authority agreed to provide the parking again this time for the Tough Mudder Event. No action was taken.

7th Item on the Agenda: New Business

- a. Open Meeting Laws - Rich Talbott questioned the Airport Authority's decision to allow a non-officer to be on the signature list for signing checks with the bank. There will need to be a resolution to the bank to list the officers and/or the approved members for the Airport Authority.
- b. Memorial Dedication for Bob Burkhart - Rick Wachtel stated that the Airport Authority would like to have a memorial at the airport for Bob Burkhart for all of his assistance with the Airport Authority. One suggestion was to change the name of Novak Drive to Bob Burkhart Drive or something like that. Bill Walkup checked with Mary Kackley of the Berkeley County 911 Service and she said there was already a Burkhart Lane and that they don't like to have more than one road with the same name. Rick also suggested a memorial to both Bob Burkhart and Russ Howard since they were both instrumental in forming the Airport Authority and both were involved with the Airport Authority for many many years. He wanted the members to think about what they would like to see as a dedication and to discuss and possibly make a decision at the next Airport Authority meeting.

OTHER BUSINESS:

Bill Walkup just wanted to make clear that if we draft leases, they will need to be reviewed and this will cost money. Rich Talbott still would like to see tie down aircraft be under a lease and he did not think it would cost that much money to get a lease reviewed.

George Cornwell looked at the By Laws and it states that the Chairman or acting Chairman and Treasurer can sign checks. There is no mention of any other people who can sign checks.

Rick Wachtel stated that Tammy Edgar from the Assessor's Office has been working diligently on obtaining addresses for all of the hangars and buildings at the airport. There was a meeting where all of the addresses were given to her for her records.

Rick suggested having the next airport authority meeting on September 10, 2013.

Steve Cox made a motion to go into executive session to discuss land lease matters for Aviation Solutions and Action Aviation. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

Executive session began at 8:45 a.m...

Maria Lorensen made a motion to come out of executive session and back into regular session at 9:20 a.m. with George Cornwell seconding the motion. All were in favor. The motion was carried.

Steve Cox made a motion to file legal Civil Action for a judgement of past due land rent (which includes the year 2012 and the land rent for 2013) against Aviation Solutions (formerly the Tiger Aircraft Land Lease). George Cornwell seconded the motion. All were in favor. The motion was carried.

Maria Lorensen made a motion to file Civil Action for a judgment of past due maintenance fee on the Action Aviation (formerly Sino Swearingen) with Steve Cox giving a second. All were in favor. The motion was carried.

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

The meeting was adjourned at 9:30 a.m...