

## WV EASTERN REGIONAL AIRPORT AUTHORITY MEETING MINUTES

The EASTERN WV REGIONAL AIRPORT AUTHORITY met in a regular session on August 2, 2016, in the regional airport at 170 Aviation Way, Martinsburg, West Virginia.

### CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chairman Rick Wachtel, presiding.

### ROLL CALL

- a. AIRPORT AUTHORITY MEMBERS PRESENT: Jason Barrett; Dennis Barron; Tana Burkhart; Daryl Bryarly; Ken Collinson; Steve Cox; Dan Dulyea; Jared Esselman; Betty Gunnoe; Jim Klein; Maria Lorensen; P.J. Orsini; Rick Wachtel
- b. MEMBERS ABSENT: N/A

Also Present: Tom McKenzie, Airport Authority  
Kin Sayre, Legal Counsel  
Monique Boots- Minute Recorder

### PLEDGE OF ALLEGIANCE

#### 1. UPDATE ON THE ELECTION OF OFFICERS Re-Vote Office of President

Kin Sayre- Apology extended, written ballot voting is not permissible the election of the office of President was contested and therefore a re-vote becomes necessary. Nominations for President closed- no need to re-vote on nominations.

**ACTION TAKEN:** Dennis Barron made a motion to re-vote, seconded by Jason Barrett. Call for Question. The motion carried unanimously.

Betty Gunnoe- Request for non-member to call for the vote.  
Kin Sayre- Called for a show of hands; Nine (9) Wachtel; three (3) Barron; issue resolved.

#### 2. APPROVAL OF MEETING MINUTES

- a. July 5, 2016

**ACTION TAKEN:** The motion was made by Dennis Barron, seconded by Betty Gunnoe to approve the July 5, 2016 meeting minutes with the following edits:

Page 1: 24<sup>th</sup> line, **change:** Daryl Bryarly to P.J.Orsini

Page 3: **Strike** entire comment re: Daryl Bryarly, in last paragraph.

Page 4: 5<sup>th</sup> line, 16<sup>th</sup> word- **change to:** AIP; **add to:** program; **remove:** (Line 5 & 6): airport cooperation research program grant; **add:** ARC grant

Page 4: 6<sup>th</sup> line, 7<sup>th</sup> word- **remove:** WAPA; 8<sup>th</sup> word- **change to:** WV

Page 4: 9<sup>th</sup> line, 13<sup>th</sup>/14<sup>th</sup> word-**change to:** done for

Page 4: 11<sup>th</sup> line, **strike:** statement; **add:** Rick Wachtel stated Tom McKenzie would attend the Hazzard Mitigation meeting on July 25<sup>th</sup>.

Page 4: 22<sup>nd</sup> line, **change:** Jared Esselman to P.J.Orsini; 7<sup>th</sup> word-**change to:** reject  
Call for question. The motion carried unanimously. Steve Cox abstained.

### **3. JUNE 2016 BUDGET REPORT APPROVAL**

Steve Cox made a motion to approve the June 2016 Budget report, seconded by Ken Collinson.  
Call for question. The motion carried unanimously.

### **4. PETITIONS FROM CITIZENS**

Mike Folk- Concern: Law was not followed in reference to secret/written ballot.

Concern: Recent article in the newspaper referencing a clean audit was misrepresented by someone on the Board, states it was factually inaccurate. The WV Auditors website provides a very damning account. Concern: AA is required to do accrual accounting.

### **5. SHENTEL RECCOMENDATIONS (Cont. from 7/5/16- No motion to un-table item)**

Hank Willard read the description

Greg Vinapol, Brandon Roberts, Joe Pezzurio present on behalf of the company

Shentel is building a fiber network and is at a point to extend it to retail customers and business users. Shentel claims to significantly lower cost of building fiber network as opposed to cost associated with pulling fiber into the facility through Frontier or Verizon. Cost will be lower than Comcast offer to provide cable for the airport. Shentel is able to bear up-front cost associated as long as revenue follows (as long as there is an anticipated revenue stream). They are in build mode where others may not want to take the upfront risk. Each building will have an incremental cost. However, additional interest will drive price point down. Cost varies by need. It is Shentel's hope the AA will take the lead of interest which will hopefully spark the interest of others.

Rick Wachtel-Question concerning encryption at additional expense, response no additional cost associated. Shentel is willing to submit a proposal as soon as they are given idea of generated interest and for what products.

### **6. TELEPHONE INTERNET PROPOSALS- Berkeley County IT Department –(Cont'd from 7/5/16- No motion to un-table item)**

The county has provided an equipment proposal to increase capability at the Eastern Regional Airport facility. The cost of Two thousand, two hundred and thirty-seven dollars (\$2,237.00) is inclusive of product, labor and equipment. There are no additional associated fees other than three cents a/min. (\$.03) for long distance calls. It is a wireless, dish-based service currently used by County Council, Sewer department, Central Dispatch and the Transit Authority. Dan Dulyea has offered to gather more specifics from Gary Wine. Daryl Bryarly questioned future expansion. Dan Dulyea clarified this offer is for the AA and there will be no further provision for others.

**ACTION TAKEN:** The motion was made by Dennis Barron, seconded by Steve Cox to accept and approve the County offer to provide both hardware for remote passcodes and phone/internet connection. Call for question. The motion carried unanimously.

**7. LANDING FEE LANGUAGE REVISIONS- (Cont. from 7/5/16- No motion to un-table item)**

Jared Esselman read the description.

The major change to the landing fee description is noted as per landing or as negotiated. Nobody will be paying past the maximum amount for their flight category. Rick Wachtel states Air Smith provides end numbers, we will know who lands and who owns the planes. It will give you the type and weight but they are empty weights, there is no way to know the weight; also not every end number shows as an active aircraft. Previously, early/late flights were an issue; this will no longer be an issue. Esselman assured, "There will be competitive landing fees." Wachtel re-iterated, "As negotiated in advance."

**ACTION TAKEN:** The motion was made by P.J. Orsini, seconded by Steve Cox to adopt the new Landing Fees effective immediately. Call for question. The motion carried unanimously.

**8. AIRPORT IMPROVEMENT PROGRAM UPDATE**

Tom McKenzie read the description

The AIP project with Delta Consultants is currently under review. It is currently at Beckley. It will take approximately two additional weeks to receive a response. Wachtel stated, "There is no grant offer to date." "This item will possibly appear on the Aeronautics meeting agenda in October."

**9. COMMITTEE REPORTS**

**Discussion Item-** Tom McKenzie represented the AA on July 25, 2016 at the Hazard Mitigation meeting with Region 9. The group consists of local government and community coming together to identify hazards and risks within the county. The group then examines what actions to take should a crisis arise. In addition a primary reason for the group's existence is to maintain access to FEMA grants and loans. It is a living document, always changing and is community driven. The request for the AA is continued attendance.

**Discussion Item-** (Denny)-Hanger roof repair: There are some leaks in the hangers. McKenzie stated, "An estimate was received by P&K out of Hancock, MD for roof repair at an estimated cost of forty-one thousand, eight hundred dollars (\$41,800.00)". "The mock up seemed a bit fancy for the old building." "However, more bids are coming in." Dan Dulyea offer to lend support from the individuals at the Day Report Center as a means of meeting their community service requirement. Dennis Barron requested the item be placed on next month's agenda (no motion made)

**\*(Tape Cassette ended- additional recording cassette not provided)**

**Discussion Item-** Rick Wachtel- the West Virginia Port Authority and Council did not vote to dissolve the operating agreement; it is still active. The issues have been resolved with the state.

**Discussion Item-** Office Space- Question concerning lack of generated income in reference to the restaurant and common space. The space has not been re-advertised. THE AA is expecting a good faith pledge possibly in August. The lease rate is One thousand dollars a month

(\$1,000.00/mo.). There have been many inquiries for day/evening event space rental. The rate suggestion to move forward with this request until a proper tenant is secured will be Two hundred fifty dollars (\$250.00) for four hours with one-page signed lease/agreement; lessee responsible to clean-up.

**ACTION TAKEN:** The motion was made by Jason Barrett, seconded by Tana Burkhart to adopt temporary leasing of the facility @ cost of Two hundred and fifty dollars per four hour period with Lessee responsible for clean-up and signed one page lease. Call for question. The motion carried unanimously.

**Discussion Item-** Air Photographics:  
previous issue with unpaid fees has been resolved.  
ARC grants are under review

**Discussion Item-** Kin Sayre-Lease payment was due for Ralph Lauren building April 1, 2016. To date payment has not been received in the past four (4) months. There is a monetary penalty for late payments and after 30 days lessee is in default. Dan Dulyea- request item be placed on September agenda to take action to terminate the lease. Kin Sayre-If advance notice of lease termination is given; property can be cured as of 9/6. Inquiry was made by company concerning AA interest to sell the issue that remains is absence of payment and appraisal.

**Discussion item-** RFP- Bromine- no interest, cash to accrual- August 8, 2016 deadline to submit.

**Discussion Item-** Daryl Bryarly- Question pilot access to facility. It is Important to ensure local match at the October aeronautics committee meeting. P.J. Roisin-Security is needed, four-six (4-6) cameras needed for twenty-four (24) hour monitoring. Jim Klein will forward contact information to Tom McKenzie for monitoring.

**10. EXECUTIVE SESSION- (Monique/Tom excused\*\*\*\*  
(Please complete minutes with Adjournment time)**

**ACTION TAKEN:** The motion was made by Dan Dulyea, seconded by Steve Cox to enter Executive Session at 8:30 p.m. Call for question. The motion carried unanimously.

**ACTION TAKEN:** The motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to exit Executive Session at \_\_\_\_\_. Call for question. The motion carried unanimously.

**11. ADJOURNMENT**

**Monique excused to depart/ no re-entry- no motions necessary during session) Tom McKenzie re-entered**

**ACTION TAKEN:** The motion was made by \_\_\_\_\_, Seconded By \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_. Call for question. The motion carried unanimously.

Respectfully Submitted,

Monique Boots, Administrative Assistant