

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – SEPTEMBER 12, 2013

Members Present: Rick Wachtel, Rich Talbott, Col. Jim Reuss, Hunter Wilson, and Steve Cox.
Members Absent: George Cornwell and Maria Lorensen.

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, John McVey, George Smith, Hank Willard, Mike Folk, and Elaine Mauck.

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

Rick stated that Maria Lorensen had obligations with Day of Caring and George Cornwell was flying with his job.

1st Item on the Agenda: Meeting Minutes Approval

The members were sent the meeting minutes from the last meeting prior to this meeting for their review. Steve Cox made a motion to approve the Airport Authority meeting minutes for August 6, 2013 as written and submitted with Col. Reuss 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 \$ 21,718.44.

3rd Item on the Agenda: Petitions from Citizens

Mike Folk asked if the item on the agenda under Executive Session for Personnel matters needed to be more specific. Rick Wachtel did not know if it did need to be more specific. He also wondered what the procedure was to change the By-Laws according to State Code.

4th Item on the Agenda: A.I.P. Update

Bill Walkup stated that the Pre-Construction meeting with Jefferson Asphalt will be on Thursday – September 12th and he anticipates the work on Taxiway E -3 and Taxiway D to begin approximately on September 20, 2013. This project should be complete by the end of November 2013.

5th Item on the Agenda: Amendment to By Laws/Article III: Section 5

Joyce McDonald stated that at the last meeting, there was a question about who should be on the bank signature cards. The By Laws states as follows pertaining to check signing: 'All funds of the Authority shall be deposited in one or more banking institutions which shall be designated from time to time by the Authority in its minutes, and shall be withdrawn there from only on checks signed by the Chairman, or Acting Chairman and Treasurer. Expenditures of the line items in the current fiscal year budget of the Authority may be paid directly by the Chairman, Acting Chairman, Treasurer or Administrator.' It was discussed that we now have the Chairman, Vice-Chairman, Secretary/Treasurer, another Airport Authority member and the Airport Manager who has been signing checks. The By Laws need to be amended to clarify the designated members allowed to sign the two party checks. Rick Wachtel suggested that the Airport Authority should draft an amendment for review and discuss it as the next Airport Authority meeting.

The current By Laws states in Article VI Section 1 as follows: These By Laws may be amended at any regular meeting of the Authority or at any special meeting thereof, providing a written or oral statement of the proposed amendment is given to each member prior to said meeting. No other action was taken.

6TH Item on the Agenda: Resolution of Banking Account Signatures

This item was not discussed until the By Laws get amended. No action was taken.

7th Item on the Agenda: Old Business

- a. Berkeley County Fire Service Board Lease Revision - Rick stated that he, Rich Talbott and Bill Walkup went to the Fire Board meeting to get a waiver on the Fire fee that was presented to the Airport Authority. The Fire Board suggested revising the current lease to reflect a lease payment of \$ 1,100.00 per year from the Fire Board and to be reviewed on a By-Annual basis. This would be an amended to the existing lease. There was a question as to who would pay for the amendment and the Airport Authority believed that the Fire Board attorney should do the amendment. Col. Reuss made a motion to allow the Berkeley County Fire Board to revise or amend its existing land lease with the Airport Authority to reflect a lease fee of \$ 1,100.00 to be reviewed on a by-annual basis. Steve Cox seconded the motion. All were in favor. The motion was carried.
- b. Russ Howard and Bob Burkhart Memorial Dedication – Rick Wachtel asked the members if they came up with any suggestions about memorials for Russ Howard and Bob Burkhart. Rich Talbott suggested renaming Novak Drive to the Russ Howard Drive or something like that and to name the terminal building after Bob Burkhart. Bill Walkup said he would check with Mary Kackley of the 911 System to see if that could be possible about renaming the road. Rick Wachtel stated that this could be discussed at the next meeting.

8th Item on the Agenda: New Business

- a. P Card Status – Rick Wachtel stated that the State Auditor’s Office has a program that consists of agencies using a credit card for purchases and qualified purchases could give the purchasing agency a percentage of those purchases. Elaine Mauck stated that Berkeley County has a P Card and has received money from purchases that the County made. Steve Cox made a motion to enter into the P-Card system with Col. Reuss giving a second. All were in favor. The motion was carried.

OTHER BUSINESS:

Joyce McDonald stated that Leland O’Neal CPA is in the process of doing our audit for Fiscal Year 2012-2013. He should have a completed audit in the near future.

Rich Talbott mentioned that Joyce did a list of Tenants and Leases last year. He would like to see an updated list with all current tenants and leases to include the Fire Board Lease.

At this time the Chairman asked Steve Cox to leave the room for a conflict of interest for the next business discussion. Steve left the room. Rick stated that Hammish Harding who owns Action Aviation is also involved with Triumph Property Group who is handling the Sino Swearingen property. He just wanted to clarify this information.

Also he mentioned that he and Bill Walkup have talked with Bob Trumble, an attorney, who has been reviewing the JetLink/Arcadia Leases which include the Arcadia hangar. The Airport Authority has been collecting a land lease for just the property in which the Arcadia hangar is located on. JetLink has an account at the United Bank. The Airport Authority receives checks from the bank with the JefLink/Arcadia remitted name on the check. This could mean that JetLink/Arcadia could

Still be operating with a terminated and/or defaulted lease. This is what Mr. Trumble is researching to give the Airport Authority some guidance on this matter.

Rick stated that the next meeting date is October 1, 2013.

Rick passed to each member a letter addressed to The Honorable Michael Folk from Mr. Paul Mattox, Secretary of Transportation/Commissioner of Highways addressing concerns Mr. Folk had over a lack of \$15,000.00 in funding to the EWVRAA for runway improvements. Rick stated that the Airport Authority did not go to the State for funding for any such projects. He also handed to each member a copy of an email from Mr. Mark Hayman, FAA Manager of Martinsburg SSC to Mr. Walkup. This correspondence began over a claim made by a local pilot (Mike Folk) to the Aeronautics Commission that the ILS was out of service and in need of repair. The Airport Manager, Bill Walkup asked for a response from the FAA. Mr. Hayman responded with detailed times that the ILS was "out" which was only three (3) times in the last 12 months. Rick Wachtel stated that he was disappointed that Mr. Folk had to go to the State entities for his concerns instead of coming directly to the Airport Authority.

Hunter Wilson made a motion to go into executive session for personnel matters with Col. Reuss seconding the motion. Mr. Wilson, Col. Reuss and Steve Cox voted yes for the motion and Rich Talbott opposed the motion. Majority vote made the motion carry.

Executive session began at 8:45a.m.

Rich Talbott wanted the executive session to be open.

Col. Reuss made a motion to come out of executive session and back into regular session with Steve Cox giving a second. All were in favor. The motion was carried.

Hunter Wilson questioned Rich Talbott about his latest presentation to the Berkeley County Council. Hunter Wilson wondered why Rich Talbott took it upon himself to go before the County Council and he felt that many of the items that Rich Talbott reported on were not correct or accurate. Rich Talbott responded that he wanted to update the County Council on what he perceived has happened during his first year of his appointment to the Airport Authority. He also said that he went before the County Council many times before. Hunter Wilson went through some of the statements that Rich Talbott made at the Council meeting and Rich Talbott answered each question. Rich Talbott believes that the Airport Authority is under performing and not earning the funds it is given. He believes according to the budget that the Airport Authority is failing at getting business at the Airport. Rick Wachtel, at this time, asked Rich Talbott 'What would potential businesses think if they saw his presentation at the County Council?' Rick Wachtel stated that 6 or 7 years ago the Airport Authority had each of the industrial park buildings operational and had an FBO that was prospering and leasing additional land. Then the economy took a nose dive. The industrial park businesses closed, the Fixed Based Operator left the airport and the Air National Guard chose not to pay the Airport Authority a Joint Use Agreement Lease. This was a devastating hit to the budget.

Rich Talbott mentioned other airports in the state that were making money. Bill Walkup stated that the difference between those airports and our airport was that they sell their own fuel or have a commercial airline business. Our airport chose to have a Fixed Base Operator sell fuel. Bill Walkup stated that he tried to talk the Airport Authority into selling fuel but the "up-front" cost to start selling fuel was greater than the Airport Authority could afford and to guarantee making money in five years. Hunter Wilson stated that there should be one point of contact or spokesperson for the Airport Authority and that it should be the Chairman or a person that the Airport Authority chooses. Rich Talbott stated that he was appointed by the County and he felt he has an obligation to report to the County Council.

Hunter Wilson made a motion to request the Berkeley County Council to remove Rich Talbott from the Airport Authority. Col. Jim Reuss seconded the motion. Hunter Wilson, Col. Reuss and Steve Cox voted yeah to the motion and Rich Talbott opposed the motion. The motion carried by majority vote.

Rick stated that everyone in the room wants the same thing but the way to go about it is viewed differently. The economy has made many airports struggle to stay open and operational. Many airports are closing every day but this airport is still operating.

Rich Talbott requested that this motion be looked at when there is a full board present.

Rick Wachtel stated that the way to do that by Roberts Rules of Order is to ask for a motion at the next meeting for reconsideration of the aforementioned motion. Rich Talbott stated that he wants to do that.

Hunter Wilson made a motion to adjourn the meeting with Col. Jim Reuss seconding the motion. All were in favor. The motion was carried.

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