

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING
FOR TUESDAY – SEPTEMBER 1, 2015

Members Present: Rick Wachtel, Steve Cox, George Cornwell, Dennis Barron, Richard Talbott, PJ Orsini, Dan Dulyea, Maria Lorensen, , Betty Gunnoe, Ken Collinson, Daryl Bryarly Jason Barrett and Tana Burkhart.

Also Present: Kin Sayre, Bill Walkup, Joyce McDonald, Tom McKenzie, Larry Kump, Charles Ochoa, John McVey, George Smith, Hank Willard, Kathy Brosius, Lee and Katy Jones, Lt. Col. John Poland, Elaine Mauck, Jeff and Myrna Grove, Frank Rouss, Paul Clohan.

Rick Wachtel, Chairman, brought the meeting to order at 7:00 p.m. in the Howard/Burkhart conference room.

1st Item on the Agenda: July 2015 Meeting Minutes Approval

The members were sent the EWVRAA Revised meeting minutes for July 7, 2015, prior to this meeting, for their review.

George Cornwell made a motion to approve the EWVRAA Revised meeting minutes for July 7, 2015. Ken Collinson seconded the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: August 2015 Meeting Minutes Approval

The members were sent the EWVRAA meeting minutes for August 4, 2015, prior to this meeting for their review. Dennis Barron had one correction on Page Two, instead of C-17s, it should read C-5s. Dennis Barron made a motion to approve the EWVRAA meeting minutes for August 4, 2015 with the aforementioned correction. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: July 2015 Budget Report Approval

The members were sent the EWVRAA Budget Report for July 2015, prior to this meeting, for their review. The beginning balance on July 1, 2015 was \$ 145,561.70. The income for the month was \$ 13,017.21 and the expenses were \$ 15,671.34. The ending balance in the general bank account on July 31, 2015 is \$ 142,907.57.

Steve Cox made a motion to approve the Budget Report for July 2015, to be subjected to an audit. Jason Barrett seconded the motion. All were in favor. The motion was carried.

4th Item on the Agenda: Petitions from Citizens

There were no citizens that signed the petition sheet.

5th Item on the Agenda: George Smith for Aero Smith Presentation

George Smith, owner of Aero Smith, Inc., introduced himself to the Airport Authority. He read the history and all of the services that Aero Smith, Inc. has provided through the years at the Airport. When he was done, there were some questions and discussion. Dennis Barron asked that the written presentation be an attachment to the meeting minutes.

6th Item on the Agenda: Charles Ochoa for TSA Presentation

Charles Ochoa, Transportation Security Inspector from Cargo West Virginia, gave a presentation on the security issues on the airport. He handed a packet out to each member, to include a General Aviation Security Template for Airports. He mentioned that he reviewed the Rules and Regulations for the EWVRAA, and he suggested they be updated. He also observed that the gates at the airport close at a very slow pace. He suggested putting signs at the gates, to state that each car should wait until the gate closes, then punch in the code to open the gate before proceeding through the gate.

He also suggested security meetings with the airport tenants. He offered his time, to help with any issues at the airport that would pertain to security.

7th Item on the Agenda: Airport Improvement Project Update

Bill Walkup reported that W L Construction will finish striping next week for last year's Taxiway Rehabilitation Project.

The FAA Grant Application, for Electrical System Rehab, has been executed and sent back to FAA for Grant approval. Today, the EWVRAA received notice of the Grant Award. The Notice of Award has been sent to Valentine Electric.

The EWVRAA has received notice that the West Virginia Aeronautics Commission will fund a 10% match for this Electrical System Rehab Project.

Bill Walkup reported that there was, another unrelated, electrical outage from the ANG Tower this past weekend. This is the Air National Guard equipment and they fixed the equipment in the Control Tower.

The WV Aeronautics Commission approved grants to the general aviation airports, to include EWVRAA, for \$ 15,000.00 for the 2015-2016 Fiscal Year.

8th Item on the Agenda: Roger Wall T Hangar Proposal

Rick Wachtel stated that since this agenda item involves real estate matters, this item should be discussed in an executive session.

9th Item on the Agenda: Audit Report Update

The completed audit for Fiscal Year 2013-2014 was sent to all the EWVRAA members prior to this meeting.

Kin Sayre reviewed the audit and read that Perry & Associates, the auditor who performed the audit, had rendered an adverse opinion. He stated that the paragraph before the opinion stated that the basis for the opinion is under WV Code Section 33-46-12.

Kin stated that, in his opinion, this code does not apply to governmental agencies or authorities. The next thing he found perplexing is the internal findings on the financial statements, they found a non-compliance for material weakness which again stated that we violated State Code 33-46-12. They stated that they told the Authority and the Authority did not respond.

Kin talked with Joyce and asked her if she received anything from Perry & Associates questioning the methodology the Airport Authority was using and she stated that she did not. The accounting basis required is a cash basis, which is used. He questions the quality of the audit that was done.

The EWVRAA was in agreement to have Kin Sayre write a letter to Perry & Associates and to copy the State Auditor's Office, stating his concerns on how the audit was performed and the findings of the audit.

The EWVRAA members were also in agreement for an exit interview from Perry & Associates.

10th Item on the Agenda: Development Study Update

Rick Wachtel reported that, when he last spoke to Bill Clark of Region 9, there was no response for the ARC Grant.

11th Item on the Agenda: Secured Airport Mailboxes

Dennis Barron mentioned that an airport tenant asked him about secured mailboxes at the airport terminal.

Joyce McDonald stated that she tried to contact the Post Office to see if they supplied the secured mailboxes. She could not get anyone on the phone at the Post Office, so she wrote a letter to the mail person regarding this subject.

The mail person told Bill Walkup, that the post office does not supply these mailboxes.

Joyce McDonald looked, via the computer on line, on how much secured mailboxes would cost. She found a set of secured mailboxes that would cost approximately \$1,400.00.

The EWVRAA asked to research mailbox suppliers and report back with three or four suppliers and the cost for secured mailboxes.

12th Item on the Agenda: Committee Reports

- a. By -Laws Committee: Dennis Barron, Tana Burkhart, PJ Orsini, Richard Talbott and Dan Dulyea

The By- Laws Committee Chairman, Dennis Barron, sent out suggested changes to the current EWVRAA By- Laws, to the members, prior to this meeting. He went over each of the recommended changes that the committee made. The members added their suggestions. Dennis stated that he would re-do the changes as suggested and will send them out before the next meeting.

- b. T-Hangar Committee: Daryl Bryarly, Richard Talbott and Steve Cox

The T -Hangar Committee Chairman, Daryl Bryarly, submitted a report to the members. This report gave the current hangar availability at the airport. It gave the space available for T-Hangar construction, the Planning Commission and Construction issues, and the Hangar rates and rules. This report gave suggestions on changes to the Hangar Lease and rules. This report will be attached to the minutes.

- c. Technology Committee: PJ Orsini and Dan Dulyea

The Technology Committee Chairman, PJ Orsini, stated that they will be working on the phone conferencing ability in the conference room.

OTHER BUSINESS

Rick Wachtel reported that the WV Aeronautics Commission will have its October meeting at the EWVRA. The date will be Thursday, October 15, 2015. He stated, that being the host venue, the EWVRAA should provide a luncheon for the attendees. There will also be a tour of the Air National

Guard. Lt. Col. Poland gave the contact information for the tour of the base facility. More information will be given at the October meeting.

Dennis Barron made a motion to authorize the Airport Authority to provide and pay for a luncheon for the WV Aeronautics Commission meeting attendees. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

Steve Cox made a motion to go into executive session for real estate matters with Maria Lorensen giving a second. All were in favor. The motion was carried.

Executive Session

Dan Dulyea made a motion to come out of executive session and back into regular session. George Cornwell seconded the motion. All were in favor. The motion was carried.

Dennis Barron made a motion to refuse the offer as discussed in executive session and to counter offer with the amount as discussed in executive session on January 1, 2016. George Cornwell seconded the motion. All were in favor. The motion was carried.

Maria Lorensen made a motion to adjourn the meeting with Daryl Bryarly seconding the motion. All were in favor.

The meeting was adjourned at 9:05 p.m...