

## **Eastern WV Regional Airport Authority Meeting Minutes**

**Tuesday, September 6, 2016**

Members Present: Rick Wachtel; Steve Cox; P.J. Orsini; Daryl Bryarly; Maria Lorenson; Betty Gunnoe; Ken Collinson; Dan Dulyea; Jim Klein; Dan Zappe; Tana Burkhart

Also Present: Tom McKenzie; Penny Shewell; Kin Sayre

Dennis Barron, Jared Esselman and Jason Barrett were not present for the meeting.

Rick Wachtel, Chairman called the Meeting to Order at 7:00 P.M. in the Howard/Burkhart Terminal conference room.

The Pledge of Allegiance was led by Daryl Bryarly.

### **Re: August, 2016 Meeting Minutes Approval**

Maria Lorenson stated that the word hangar was spelled incorrectly as “hanger” in the minutes under the Committee Reports, discussion item # 2. Rick Wachtel stated that there was also no time recorded to go into or out of executive session and there was no record of the motion or second to adjourn the meeting. Kin Sayre stated that he would refer to his notes of the meeting and make corrections to the minutes.

Jim Klein made a motion to table the approval of the August 16, 2016 meeting minutes until the October meeting. Steve Cox seconded the motion. The motion carried unanimously.

### **Re: Special Executive Meeting Minutes Approval**

Steve Cox made a motion to approve the August 24 2016 special executive meeting minutes. P.J. Orsini seconded the motion. The motion carried unanimously.

Dan Dulyea made a motion to approve the August 29, 2016 special executive meeting minutes. Tana Burkhart seconded the motion. Steve Cox abstained from voting as he was not present for the meeting. The motion carried, but was not unanimous due to an abstention.

### **Re: July, 2016 Budget Report Approval**

Betty Gunnoe stated on the budget report there was no entry for FICA only Federal and State Taxes. Chairman Wachtel stated that this should be resolved with the hiring of the new Airport Manager.

Steve Cox made a motion to approve the July, 2016 Budget Report. Betty Gunnoe seconded the motion. Dan Dulyea voted against the motion expressing his concerns for no discussion before the vote. The motion carried, but was not unanimous due to one opposing the motion.

### **Re: Petition from Citizens**

There were no public comments.

**Re: Request for Proposals for Accounting Services**

Chairman Wachtel stated that the RFP for accounting services was sent out to five (5) vendors with two (2) proposals being received, one from Cox Hollida and one from Jamie Davis. He stated that a committee would need to review these bids. P.J. Orsini; Steve Cox and Dan Dulyea volunteered to sit on that committee and review the bids for the accounting services.

**Re: Airport Improvement Project Update**

Tom McKenzie reviewed the AIP Master Plan update provided by Delta Consultants and stated that the plan had been signed and sent to AIP. Mr. McKenzie reported that the FAA grant has been approved with a letter going out to the Aeronautics Commission for matching state funds in the amount of \$19,968. A discussion followed regarding where the local match of \$19,968 would come from in the budget. Chairman Wachtel stated that this would be added to the next meeting agenda. Mr. McKenzie also reviewed the cost to replace the roof on the T-Hangars.

**Re: Terminal Office for Lease**

Chairman Wachtel stated that Jamie Davis had expressed interest in leasing the final office available at \$300.00 per month and committed to leasing the office. He also stated that there were several companies interested in leasing the restaurant.

Steve Cox made a motion to lease the final available office at the rate of \$300.00 per month to Jamie Davis effective October 1, 2016. Betty Gunnoe seconded the motion. The motion carried unanimously.

**Re: Shentel Proposal**

Chairman Wachtel stated that he had forwarded the proposal from Shentel in the amount of \$225,000 to Bill Clark, Region 9 Director. He further stated that Mr. Clark would know best where to locate grant funding in excess of \$225,000.

**Re: Committee Reports**

P.J. Orsini stated that the Director of Main Street Martinsburg had proposed a mixer to be held at the Airport Authority on September 13, 2017. He further stated that they hoped to have the Convention and Visitor's Bureau (CVB) and the Berkeley and Jefferson Chamber of Commerce all on board.

Tom McKenzie reported that the quote received from RCS to upgrade the security system was \$2,175. He also reported that the Airport Authority Agreement was being worked on with John Poland from the Air National Guard.

Chairman Wachtel distributed information on the new drone regulations. He also stated that from August 25-27, 2016 Aeronautics could not sell fuel as a fuel truck was contaminated during a refill.

Chairman Wachtel stated that he had received a request from former Manager Bill Walkup to be allowed to hunt outside the fence to provide needy families with meat. Kin Sayre stated that he would need to conquer with the Airport Authorities insurance agent to ensure there were no liabilities.

Dan Dulyea inquired to when the hangar rates were visited last since they are currently at \$100 which is still way under. He also requested to see a copy of the last study.

**Re: Executive Session for Real Estate Matters Involving Schwab Proposal and Airport Manager/Office Manager**

Steve Cox made a motion to go into executive session at 7:50 P.M. Tana Burkhart seconded the motion. The motion carried unanimously.

Dan Dulyea made a motion to go out of executive session and back into regular session at 8:25 P.M. Steve Cox seconded the motion. The motion carried unanimously.

P.J. Orsini made a motion to decline the request of Panhandle Real Estate Trust, LLC and have the attorneys proceed with the default for Panhandle Real Estate Trust, LLC for the letter dated August 24, 2016. Jim Klein seconded the motion. The motion carried unanimously.

**Re: Adjourn**

Betty Gunnoe made a motion to Adjourn the September 6, 2016 Eastern Panhandle Airport Authority meeting. Steve Cox seconded the motion. The motion carried unanimously.

Respectfully Submitted by Penny Shewell