

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – OCTOBER 6, 2015

Members Present: Rick Wachtel, Dennis Barron, Maria Lorensen, Daryl Bryarly, Ken Collinson, Richard Talbott, Tana Burkhart and Dan Dulyea

Members Absent: P J Orsini, Jason Barrett, Betty Gunnoe, Steve Cox, and George Cornwell

Also Present: Kin Sayre, Bill Walkup, Joyce McDonald, Tom McKenzie, Kathy Brosius, Larry Kump, Shelton Davis, Nic Diehl, Joe Peele and Jeff Grove

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

1st Item on the Agenda: September Meeting Minutes Approval

The September 1, 2015 Eastern WV Regional Airport Authority meeting minutes were sent, via email, to each member for their review, prior to this meeting.

Dennis Barron made a motion to approve the EWVRAA meeting minutes for September 1, 2015 with Richard Talbott giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: August 2015 Budget Report

The EWVRAA August 2015 budget report was sent, via email, to each member for their review, prior to this meeting. The August 1, 2015 general bank account balance was \$ 142,907.57. The income for the month was \$ 10,227.16. The expenses for the month were \$ 23,070.87. The balance as of August 31, 2015 was \$ 130,063.86.

Dennis Barron made a motion to approve the EWVRAA August 2015 Budget Report. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

Richard Talbott asked if all the rents were paid up to date. Joyce McDonald and Bill Walkup stated that all rents were paid to date.

3rd Item on the Agenda: Petitions from Citizens

Mr. Larry Kump stated that he had two items to discuss, but before that, he commended the Airport Authority on their due diligence on revising and/or updating the By Laws.

He mentioned that the WV Ethics Commission will do presentations to groups and he felt that the Airport Authority should invite a representative from the Ethics Commission to have a question and answer meeting with that representative.

He also suggested, that with the lack of clarity in legislation dealing with the funding and votes on authorities, that a WV Delegate should make a presentation. He suggested inviting Delegate Gary Howe from the WV House of Delegates to make the presentation.

Rick Wachtel stated that the County Council, in the past, has provided the government entities with an Ethics Commission workshop and/or presentation for their appointed members. Some of the current Airport Authority members have attended such workshops and/or presentations.

4th Item on the Agenda: General Aviation Governor's Proclamation

Rick Wachtel mentioned that the Governor of WV has proclaimed October to be General Aviation Appreciation Month.

5th Item on the Agenda: Airport Improvement Project Update

Bill Walkup stated that W.L. Construction completed the rehabilitation work and the striping on the taxiways. This project is at a close.

Bill Walkup stated that the EWVRAA will be requesting funds from the West Virginia Aeronautics Commission for a grant match. The amount that will be requested is \$ 8,230.00.

The West Virginia Aeronautics Commission meeting and luncheon will be held at the EWVRA on October 15, 2015. Bill Walkup gave an estimated cost of \$ 650.00 for the luncheon and for the bus from Pan Tran. The itinerary will be the tour at the 167th ANG at 9:45 a.m.; the luncheon at 11:45 p.m. with the meeting to follow at 1:00. All the EWVRAA members were invited to the luncheon and meeting.

Bill Walkup stated that the EWVRAA will be advertising for an engineer/consultant firm in November or December. The firm chosen will be the firm to do the Airport Improvement Projects for the next 3 to 5 years.

6th Item on the Agenda: Audit Report Update

Kin Sayre, passed to each member, a letter he drafted and sent to the current auditor Perry and Associates, pertaining to the work they performed on the current audit. He had not gotten a response to his letter to date.

The EWVRAA members agreed not to pay the audit invoice until this situation is resolved.

7th Item on the Agenda: Development Study Update

Rick Wachtel forwarded a response from Region 9 that ARC will not fund half of the cost for this Development Study.

Richard Talbott stated that he thinks a Development Study can be done "in house". He stated that he received a copy of a Business Plan from a Colorado airport similar to this airport and the EWVRAA could use that as a guide to get a draft of a basic Business Plan.

8th Item on the Agenda: Secured Mailbox Search for Terminal

Joyce McDonald did some on-line research for the price of secured mailboxes. She handed the members a page of companies and the cost for secured mailboxes. The EWVRAA wanted to know if the mail person would stop at two separate places to deliver mail at the airport. They asked Bill Walkup if he could ask the mail person if that would be a problem. No decision was made.

9th Item on the Agenda: BCPSSD Water Tower Lease

Kin Sayre stated that there was no word from the BCPSSD on finalizing a lease document.

Rick Wachtel stated that the EWVRAA just received a request, from the BCPSSD, for easements and right-of-way agreements to go onto EWVRA property. Bill stated that all of this information will be sent to each member for the November meeting.

10th Item on the Agenda: EWVRAA By-Laws Revisions

Kin Sayre mentioned that in the current By-Laws, it requires a 2/3s vote, which is 10 members. There is not 10 members present tonight to vote on these By-Laws.

10th Item continued

Dennis Barron sent, via email, the revised By-Laws to each member, for their review, on the changes made from the last meeting discussions. There were other changes and/or additions made from the discussion among the members.

11th Item on the Agenda: TSA Concerns

Rick Wachtel stated that the last meeting some suggestions/comments were made pertaining to the security at the airport.

Bill Walkup agreed that signs at the gate openings need to be posted. But most of the suggestions were for air carrier airports that need the TSA. The EWVRAA is not rated for TSA inspections.

12th Item on the Agenda: Committee Reports

Daryl Bryarly reported that the T-Hangar committee met and received several cost estimates for construction of hangars.

The committee also would like to see a revised T- Hangar Lease. There should be some provisions, such as authorization for aircraft movement and non-payment of lease, which should be incorporated into the lease. The EWVRAA told the committee to come up with the preferred language for the T-Hangar Leases.

OTHER BUSINESS

Rick Wachtel reported that the Secretary of the Air Force visited the EWVRA on the military side.

He also mentioned that he and Bill Walkup, gave a briefing to Congressman Alex Mooney on the airport. The issues discussed were finding funding for the Development Study for the airport, longer operation hours in the Tower and assisting with the Radar/Tracon situation at the airport. Rick and Bill reiterated that it would be a great advantage to the airport if the Tracon was manned.

Rick Wachtel stated that the next meeting date is November 3, 2015.

Dan Dulyea made a motion to go into executive session for real estate and personnel matters. Ken Collinson seconded the motion. Richard Talbott opposed the motion. The majority were in favor. The motion was carried.

Executive Session.

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

No action was made from executive session.

Daryl Bryarly made a motion to adjourn the meeting with Tana Burkhart seconding the motion. All were in favor. The motion was carried.

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