

Eastern WV Regional Airport Authority Meeting Minutes
For Tuesday – November 5, 2013

Member Present: Rick Wachtel, Col. Jim Reuss, Maria Lorensen, George Cornwell, Hunter Wilson, Steve Cox, and Richard Talbott.

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

Rick Wachtel, Chairman, brought the meeting to order at 8:00 a.m. in the Burkhart/Howard Terminal conference room.

1st Item on the Agenda: Meeting Minutes Approval

Last month's meeting minutes were sent to the members prior to this meeting for their review. Steve Cox made a motion to approve the October 1, 2013 meeting minutes as written and submitted with Col. Jim Reuss seconding the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: General Bank Account Balance

Joyce McDonald gave the current general bank account balance of \$ 37,667.04.

3rd Item on the Agenda: Petitions from Citizens

Mike Folk had some questions. One question was where is this property acquisition reimbursement of funds coming from? Bill Walkup stated that it is the last of the funding for the Howard Hangar purchase coming from the FAA and WV Aeronautics Commission to the general account. He also had a question on the employee bonuses. He wanted to know if the Authority researched the validity of the bonuses and he also stated that with some other items the Authority needs such as a new regulator for the lighting system those funds should be put away for that future purchase.

4th Item on the Agenda: 1st Quarter FY 2013-2014 Budget Report

Joyce McDonald explained that a correction on the first page should read under Income this Quarter is should be \$65,328.63 instead of \$ 652,328.63. The beginning balance as of July 1, 2013 was \$ 35,827.66. Income this quarter was \$ 65,328.63 and the expenses this quarter were \$ 57,964.72. This leaves a balance as of September 30, 2013 of \$ 43,191.57. Steve Cox made a motion to approve the 1st Quarter FY 2013-2014 budget report to be subject to audit and sent to the governmental agencies with Col. Jim Reuss giving a second. All were in favor. The motion was carried.

5th Item on the Agenda: Airport Improvement Project Update

- a. Taxiway Rehabilitation Update - Bill Walkup stated that Jefferson Asphalt completed their portion of the taxiway E-3 repair. The crack repair and painting on the taxiways may have to have a winter shutdown due to the temperatures. This will not allow a completion until the spring.
- b. Property Acquisition Reimbursement - The Airport Authority had to pay the survey and attorney fees upfront when the acquisition of the Howard property began. These fees were billed at the end of the project and this left \$ 17,545.00 (\$ 15,790.50 from FAA and \$ 1,754.50 from WV Aeronautics Commission) of the project that will be reimbursed into the general fund for this project. These funds were funds taken from the bank account to begin the project and to be put back into the bank account when it is received. There was no specific use for these funds other than for the general account. The request to FAA has been sent and should be received any day now.

6th Item on the Agenda: Employee Bonus

Rick Wachtel stated that the employees had not received a bonus in the last five years. He sent out an email to the members stating that with the reimbursement from FAA he thought a \$ 3,500.00 one -time bonus would be good to give the employees. There was discussion about whether it was legal to give the employees any bonuses of any kind and Richard Talbott had an opinion from Norwood Bentley (County Attorney) stating that he did not recommend that county employees could get bonuses due to the State Code. Richard Talbott read an opinion from Jim Whitacre asking Norwood Bentley on an opinion. Steve Cox made a motion to approve the bonus of \$ 3,500.00 to each employee after the airport authority gets clarification and/or ruling from Mike Keller and Norwood Bentley on the legality on giving Airport Authority employees a bonus. George Cornwell seconded the motion. The motion was carried by a majority vote. Richard Talbott opposed the vote.

Rick Wachtel stated that he would check with both attorneys for a ruling.

7th Item on the Agenda: West Virginia Aeronautics Commission Grant

Bill Walkup stated that the West Virginia Aeronautics Commission approved the match for the current FAA Grant to include the Property Acquisition funds and the Taxiway rehabilitation. He did state that the Commission talked reducing the matching fund percentage for future grants. This will mean that the participating entities will have to help come up with matching funds for FAA Grant projects in the future.

8th Item on the Agenda: Equipment Purchase Proposal

Bill Walkup stated that the Airport Authority has a piece of equipment (the 1998 New Holland Tractor) which should be replaced. He and Tom McKenzie have been researching ways to obtain a new tractor to replace the 1998 New Holland. Antietam Tractor and Equipment was the company that we bought the New Holland Tractor. They are willing to trade the old tractor, an old grader and a Sweeper for a 2012 T5070 New Holland Tractor for \$ 30,500.00. The WV Aeronautics commission has granted general aviation airports \$15,000.00 each year for the last five years. The Airport Authority has not spent the 2012 and 2013 funds from these grants. Bill Walkup recommended that we could use those grant funds to purchase this equipment but would need \$ 500.00 to come out of the general fund to get it. Steve Cox made a motion to authorize the Airport Manager to purchase this new piece of Equipment with the WV AC grant funds and to authorize the \$ 500.00 from the general fund with Col. Jim Reuss giving a second. All were in favor. The motion was carried.

9th Item on the Agenda: Old Business

- a. Amendment to the Airport By-Laws Update - Joyce McDonald stated that after the last meeting she sent the By Laws with the amendment to the Ethics Commission for their review. They sent her back a letter stating that they should have a ruling at their December meeting and would be letting the Airport Authority know what the ruling will be on the By-Laws. No action was needed at this time.
- b. DC Corp of WV Update – Rick Wachtel reported that he and Bill went to the ground breaking ceremony and tour of the DC Corp of WV operation (they are now in the former Schwab Distribution Center). Mr. Asbury plans to do several exterior modifications to the property and will come before the Authority at the appropriate time. He stated that they will be a great asset to the Airport and the Community.

10th Item on the Agenda: New Business

- a. Future Air Show Possibilities - Rick stated that he thought the Airport Authority should have on record and/or adopt a resolution stating that the Airport Authority would be very supportive and cooperate any way possible if the Air Guard would do an Air Show in the future. At this time, Major Poland read a statement from the new wing commander Col. Shawn Perkowski that said due to the operational and budgetary constraints at the 167th Air National Guard, there would not be an Air Show next year or in the near future. If the civilian side would pursue an Air Show, the 167th would help and cooperate in any way possible. Col. Jim Reuss made a motion that the EWVRAA would cooperate as much as possible should the 167th sponsor a future air show with George Cornwell giving a second. All were in favor. The motion carried.

OTHER BUSINESS:

Rick Wachtel stated that he, nor the Airport Authority, has gotten any word on the revised Fire Board Lease.

Rick asked about the P Card update. Joyce stated that she is in the process of doing the application paperwork. She had some questions concerning the application for Mr. Cogle of the Auditor's Office but has not heard any word back from him.

Rick stated that December 3, 2013 will be the next meeting date.

Richard Talbott learned that at Hagerstown Airport, a new FBO facility is going to be constructed, during an Open House that he attended.

Rick Wachtel mentioned that Col. Roger Nye is no longer the wing commander at the 167th ANG. Col. Shawn Perkowski is now the new wing commander at the Guard.

George Cornwell had some questions about the hold shorts lines on the taxiway. Bill stated that the hold short bar was mismarked and that the Guard is in the process of correcting this mistake.

Rick had some new about the JetLink Lease and asked Steve Cox to recuse himself because of an Ethic's ruling on his association with Centra now United Bank related items.

Rick stated that he felt that it was likely that there was a portion of the Arcadia Lease that is still in effect. This portion of the lease has to do with the Hangar that sits on Airport Authority property. Bob Trumble is an attorney who Rick contacted to review this lease situation. In his opinion, the land lease is in effect and never has been in default even though the EWVRAA sent Arcadia many notices of default.

No action taken at this time.

Col. Jim Reuss made a motion to adjourn the meeting with George Cornwell giving a second. All were in favor. The meeting was adjourned.

The meeting was adjourned at 8:50 a.m...