

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – NOVEMBER 4, 2014

Members Present: Rick Wachtel, Steve Cox, Hunter Wilson, Richard Talbott, Dennis Barron, and Maria Lorensen

Members Absent: George Cornwell

Also Present: Bill Walkup, Kin Sayre, Joyce McDonald, Mike Knotwell, Kathy Brosius, Aerilla Kief, Major John Poland, David Porter, Randy Young, and Dan Dulyea

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

**1<sup>st</sup> Item on the Agenda: Approval of Meeting Minutes**

The members were sent the meeting minutes of October 7, 2014 prior to this meeting for their review. Richard Talbott had two items he wanted corrected. One was that he excused himself from the executive session for reasons of a friendship relationship to the parties in the executive session. The other item was that he showed email correspondence that he replied to the telephone poll relating to the Tough Mudder Agreement. Joyce and Bill still stated that they did not receive this email or any response from him.

Dennis Barron made a motion to approve the minutes of October 7, 2014 with the above mentioned amendments with Hunter Wilson giving a second. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: October Budget Report Approval**

Joyce had placed the budget report for October 2014 at each of the member's seat prior to the meeting for their review. The balance as of October 1, 2014 was \$ 150,918.46. The income for the month was \$ 23,899.77 and the expenses for the month were \$ 92,983.85. Joyce stated that \$ 65,318.11 of the expenses were for payments for FAA Grants 031 and 032. She also wanted the members to see that in the next few months they will see the expenses more than the revenue due to the Industrial Park Land Leases being paid earlier in the year. The balance as of October 31, 2014 was \$ 81,834.38. Steve Cox made a motion to approve the October 2014 Budget Report with Dennis Barron giving a second. Richard Talbott voted against the motion stating he did not have enough time to review all of the numbers on the budget. The motion was carried by majority of the vote.

**3<sup>rd</sup> Item on the Agenda: Petitions from Citizens**

No one signed the Petitions sheet.

Rick stated that the Agenda Item number 4 would be discussed later in the meeting.

**5<sup>th</sup> Item on the Agenda: Airport Improvement Project Update**

Bill Walkup gave a report on the construction project. The project is 85 % complete. Paving temperatures got cool and the engineers did not like the way some of the pavement looked to date. There has been a verbal winter shut-down. Written notice for a winter shut-down will be given next week. Some paving will need to be repaired and the painting will need to be done in the spring.

**8<sup>th</sup> Item on the Agenda: Audit Selection**

Joyce gave the report on the audit. She thanked Hunter Wilson, Steve Cox and Richard Talbott for their help in grading the three proposals received for performing the audit for Fiscal Year 2013-2014. After the grading was tabulated Perry and Associates from Marietta Ohio was the selected firm. All of the documentation has been sent to the State Auditor's Office for their approval.

**9<sup>th</sup> Item on the Agenda: Airport Marketing Plan Proposal**

Rick stated that he sent to each member a copy of the Strategic Development Plan Proposal from RS&H, Inc. for their review. This was a 19 page document that described the services that RS&H Inc. would perform under this agreement. There would be 6 Phases under this Proposal and would cost approximately \$ 48,000.00. Rick stated that this is not eligible for Aeronautics Commission funding. Rick stated that he would talk with Bill Clark of Region 9 to see if there would be any grants available that could fund this project. No action was needed.

**4<sup>th</sup> Item on the Agenda: Shentel Agreement Proposal**

Mr. Knotwell from Shentel sent a letter to the Airport Authority which states an easement proposal for \$ 500.00 per month to be able to maintain the towers that would be placed on the water tower. He stated that Shentel could draft an agreement in about two weeks. This Agreement would be termed in five (5) year increments and could be renewed for a total of 30 years. Kin Sayre, Authority attorney, stated that the Authority needs to finalize the land lease between the Authority and the BSPSSD for the property housing the water tower. Kin Sayre also stated he would contact the BCPSSD's council (Hoy Shingleton) about the changes to the currently drafted lease which are to modify the location footprint and to agree the sub lease to Shentel but BCPSSD would need approval from the Authority for other sub leases. No action was needed at this time.

**6<sup>th</sup> Item on the Agenda: 5 Year Capital Improvement Plan Update**

The Airport Authority reviewed the 5 Year Capital Improvement Plan. They made note that the 5 Year CIP already had scheduled Acquire Miscellaneous Land for 2015, 2016, 2017 and 2018. Bill wanted to know if the Airport Authority wanted to designate the property to be acquired as stated on the 5 Year CIP. No changes need to be made at this time.

**7<sup>th</sup> Item on the Agenda: By-Laws and Conflict of Interest Form Approval**

Joyce McDonald stated that she got a letter dated October 22, 2014 stating that the Ethics Commission approved the revised By-Laws of the Eastern WV Regional Airport Authority. Also, a Conflict of Interest Form was drafted for the Airport Authority members. The members were given this form at the last meeting for their review. Steve Cox made a motion to approve this Conflict of Interest Form with Dennis Barron giving a second. All were in favor. The motion was carried.

**OTHER BUSINESS**

Rick stated that the Aeronautics Commission approved grants for all non- scheduled carrier airports in the state. This Grant would be for \$ 15,000.00 to be spent on any airport related expense and the Eastern WV Regional Airport will also receive this grant.

Rick stated that the Airport had been getting complaints about low flying aircraft in The Woods area near Hedgesville over the last month. After some investigating, it was discovered that the Navy P-3 Squadron was flying in that pattern. They would make an attempt to change the flying pattern.

Hunter Wilson made a motion to adjourn the meeting with Maria Lorensen giving a second. All were in favor. The motion was carried.