

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – NOVEMBER 1, 2016**

**Members Present:** Rick Wachtel, Dennis Barron, Maria Lorensen, Jason Barrett, Ken Collinson, Dan Zappe, Daryl Bryarly, Betty Gunnoe, Tana Burkhart, Dan Dulyea, P.J. Orsini, Jim Klein, and Steve Cox.

**Also Present:** Kin Sayre, Neil Doran, Deana Bittorie, Tom McKenzie, Rich Talbott, Walt Mitchell, and Kathy Brosius, as well as Troy Hamilton, Roy Lewis, Kim Marcia, and Cheryl Rodriguez, from Delta Airport Consultants.

*Everyone stood for the Pledge of Allegiance.*

**1<sup>st</sup> Item on the Agenda: October 2016 Meeting Minutes Approval**

The members were sent the October 4th, 2016 EWVRAA meeting minutes, prior to this meeting, via email, for their review. Rick Wachtel asked if there were any additions or corrections as presented. No discussion.

Dennis Barron moved to accept the October 4th, 2016 meeting minutes with Steve Cox giving a second. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: September 2016 Budget Approval**

The members were sent, via email, the September 2016 Budget Report, for their review, prior to this meeting.

Dennis Barron addressed concerns and questions about accounts receivable balances still due to the Authority, as well as questions concerning company provided benefits for employees, and budget line items and how he would like to see them detailed. Deana Bittorie responded with statuses from the upcoming Financial Report and her plan for more detailed chart of accounts and cleanup of Quickbooks overall, with the assistance of an accountant, to provide more accurate and efficient monthly reporting. Rick Wachtel shared previous concerns and answers concerning the history of accounting procedures and company provided employee benefits.

Ken Collinson made a motion to approve the October 2016 Budget Report with Steve Cox seconding the motion. All were in favor. The motion was carried.

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

There were no petitions from citizens.

**4<sup>th</sup> Item on the Agenda: Sylvanus Group Presentation**

Rick Wachtel addressed that the Presentation from Sylvanus Group would be rescheduled for a later date due to a serious family illness from the Presenter.

**5<sup>th</sup> Item on the Agenda: Delta Airport Consultants Presentation/Airport Improvement Plan Update**

Troy Hamilton introduced his team from Delta Airport Consultants. Before the presentation, Rick Wachtel shared and gave input from Master Plan Advisory Committee meeting that he, Dan Zappe, Neil Doran, and Deana Bittorie attended earlier in the day. The FAA was also present in that meeting. Mr. Hamilton proceeded with his presentation and consulting plan, as well as speaking of their schedule during their visit here this week.

Dennis Barron expressed his concern for a more advanced scheduling notice, for the Committee meetings in the future, so that more board members are able to attend.

**6<sup>th</sup> Item on the Agenda: Camera Systems Proposal**

Neil Doran provided the board members with 4 different proposals for a camera system installation in the Terminal/Administrative Building. 3 of the proposals were reviewed and discussed at the previous board meeting. Neil discussed the 4<sup>th</sup> quote from Gary Wine, who also installed the camera system at the county building downtown. Dan Dulyea expressed his thoughts of whether we wanted to go with technology that is on its way out or technology that's on its way in. P.J. Orsini asked about additional cameras and the charge. Dan elaborated on the difference of cameras and the view each of them offer. Neil, in addition to Tom McKenzie, responded to additional questions from the board members and contributed to their continued discussions.

Ken Collinson made a motion to approve the quote from Gary Wine for camera system installation with P.J. Orsini seconding the motion. Rick Wachtel reminded the board that this was a non-budgeted line item. Discussion continued. All were in favor. The motion was carried.

**7<sup>th</sup> Item on the Agenda: Financial Report & Requirements Discussion**

Rick Wachtel stated and verified with Deana Bittorie that Quickbooks payroll had been upgraded to the needs of the Airport Authority. He expressed that there has been much discussion over the budget and accounting requests from the board members, but they needed to tell Deana and Neil what they would like to see in the monthly financial reports. Dan Zappe shared his concerns of whether the income or expenses are correct. Dan Dulyea stated his thoughts on the history of the accounting procedures. P.J. Orsini discussed his experience in his own personal business budget. Betty Gunnoe offered to share her experience in accounting procedures, chart of accounts, and reports as well, and contributed her input. Discussion continued concerning the need for a finance committee meeting to further discuss what it is that the board wants to see in the monthly reports, before they make a decision of the actual CPA needs. Steve Cox made a motion to table the decision of CPA needs until either the next meeting or special meeting is scheduled. Dennis Barron seconded the motion. All were in favor. The motion was carried. Dennis also requested to schedule a special meeting for the discussion of accounting needs and revised handbook review and discussion. The members discussed the possible scheduling arrangements and conflicts. Rick Wachtel suggested for the members to contact Deana and Neil to give their monthly reporting requests.

**8<sup>th</sup> Item on the Agenda: Self-Serve Fuel**

Neil provided information for Self-Serve Fuel and its benefits for us to provide it. Rick Wachtel suggested the members take the information home for review and we discuss further at the next meeting. Daryl Bryarly gave his thoughts and knowledge of Self-Serve Fueling and the history here at the airport. Neil further gave statistics of the airport and how self-serve fuel could help us, but stated that it would not be to compete with our FBO, but to help them with it. He stated his thoughts on the placement of the fueling area close to the terminal building and how it would bring more traffic into our side and its bathroom, restaurant, and viewing areas. Neil expressed he would like to offer that same service that our competitors are offering. Dan Dulyea acknowledged that Neil would like the approval to look further into this possibility by meeting with Aerosmith and discussing how we as the airport can help them provide it. Mr. Dulyea, Steve Cox, and Rick Wachtel all agreed to allow Neil to move forward in building that relationship and meeting with Aerosmith. Jim Klein requested further information of the payoff of the equipment, in which Neil stated that this is very early in the preliminary stages and he did not have prices at this time.

Daryl Bryarly moved to table this subject and Dan Dulyea seconded the motion. All were in favor and the motion was carried.

**9<sup>th</sup> Item on the Agenda: T-Hangar Status Report**

Tom McKenzie gave a status of the start, progression, and projected completion for the roof replacement of the T-Hangar.

**10<sup>th</sup> Item on the Agenda: Web/Print Marketing Proposals**

Neil provided and presented each of 3 separate proposals for a new website, marketing, and a possible new logo for EWVRAA. He also shared his experience with each one and the work of each that he is familiar with. Rick Wachtel stated that we are still waiting on an additional quote from a local individual for logo. Jim Klein expressed his concern of not furthering proposal requests from our local businesses or other members of our Chamber of Commerce and requested that we do so.

P.J. Orsini asked if we owned our own domain. He also questioned, and Neil explained our brand identity as it is now and its possibilities, and the future of the EWVRAA name.

P.J. Orsini motioned to table this matter until the next meeting and Steve Cox seconded the motion. All were in favor. The motion was carried.

**11<sup>TH</sup> Item on the Agenda: Committee Reports:**

Daryl Bryarly spoke on committee report concerning the crosswind runway. Rick recapped the history of this discussion and his knowledge of the matter. Members contributed comments and thoughts concerning the runway. Jim Klein asked for a presentation on the map of where it would be located. Daryl proceeded to show the board members. Neil and Rick Wachtel intervened with even more detail and the pros and cons. Rick also updated with the previous response from the FAA and the state of WV concerning their denial of support. Discussion continued.

**12<sup>th</sup> Item on the Agenda: Executive Directors Report**

Neil Doran provided a copy of his report and asked the members to review; that there was no need for discussion of each line item. He did give detailed information concerning the noise study and the statistics they are collecting in reference to the Master Plan.

Rick discussed the Aeronautics Commission meeting and the news of the state grant.

Rick gave the current status of talking with Inter Model. Their final financing is still not in place, but they hope to be here in December.

Rick also discussed two likely election rallies that would take place here at the airport, in the restaurant area, and would pay the fee of \$250.

Rick introduced Walt Mitchell, who worked with Chapman Technical, and previously with the FAA to the members and thanked him for joining us.

Rick then discussed the ARC Grant issue and the development/marketing study for \$60,000. Rick asked the question of whether or not we wanted to seek other sources besides ARC or fund it ourselves from the \$250,000. Dennis Barron suggested meeting with the local Development Authority. Rick responded with a previous discussion with them concerning this matter. He stated that he would re-open the discussion, but feels he would get the same response. Dan Dulyea and Rick decided to meet with the Development Authority together. Dan stated that he would find out when they meet again and let Rick know. Dan Zappe asked for verification of what the \$60,000 was for. Rick explained. Dan showed concern of waiting to do this after the Master Plan was complete. P.J. Orsini asked for Neil's thoughts on the matter. Neil stated that we could spend \$60,000 on marketing or spend \$60,000 to do a study on how to market.

Further discussion continued. Kin stated his legal advice based on what was said and suggested going back to the governors' office to commit to the \$30,000 match first. Rick suggested further investigation before discussion continued.

Dennis Barron made a motion to go into Executive Session with Steve Cox giving a second. All were in favor and the motion was carried.

**13<sup>th</sup> Item on the Agenda: Executive Session**

Dennis Barron made a motion to come out of executive session with Jim Klein giving a second. All were in favor. Motion was carried.

Following the Executive Session, Dennis Barron made a motion to reject Roger Wall's proposal and Dan Dulyea seconded the motion. All were in favor and the motion was carried.

Also, Darryl Bryarly made a motion to change Office Manager position hours from 25hrs per week to 30hrs per week. Steve Cox seconded that motion. All were in favor. The motion was carried.

Ken Collinson made a motion to adjourn the meeting with Maria Lorensen giving a second. All were in favor. Motion was carried.

The meeting was adjourned at 9:50pm.