

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING
FOR TUESDAY – DECEMBER 3, 2013

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

Member Absent: George Cornwell

Also Present: Bill Walkup, Joyce McDonald, Tom McKenzie, Mike Keller, John McVey, Larry Kump, Elaine Mauck, Major Poland, and Kin Sayre.

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

He stated that Mr. Cornwell had to work this morning.

1st Item on the Agenda: Meeting Minutes Approval

The members were sent November meeting minutes for their review prior to this meeting. Rick had one correction on page 2 item # 6, the first line should read ‘employees had not received an increase of salary in the last five years’.

Hunter Wilson made a motion to approve the EWVRAA Meeting minutes of November 5, 2013 with the aforementioned correction with Col. Reuss giving a second. All were in favor.

2nd Item on the Agenda: General Bank Account Balance

Joyce McDonald gave the bank balance in the general account of \$ 18, 138.31.

3rd Item on the Agenda: Petitions from Citizens

There were no Petitions from Citizens.

4th Item on the Agenda: Airport Improvement Project Update

Bill Walkup reported that due to the decrease in outdoor temperatures, the painting and crack sealing would have to wait until spring when the weather permits. Documents are being drafted for a winter shut down. The start- up date will be in April or May 2014.

5th Item on the Agenda: Old Business

- a. Equipment Purchase Update – Bill Walkup stated that the New Holland Tractor has been delivered and is here in the Maintenance Hangar.
- b. P-Card Application Update – Joyce McDonald reported that she got to meet with Gary Cogle of the WV Auditor’s office and he is helping with the application process. There are a few documents to review and sign. The Airport Authority should be in the program sometime in January.
- c. Ethics Commission Opinion on By-Laws – Joyce reported that she received a letter from the Ethics Commission informing the Airport Authority of a change in their meeting date from December 3, 2013 to December 12, 2013. We should be hearing something from them in the later part of December.

6th Item on the Agenda: New Business

- a. Budget Requests for City and County – Joyce stated that the Airport Authority received the letter from the County for Budget Requests. It will be due around January 17, 2014. This can be placed on the agenda for the January meeting. Bill wanted to make the Authority aware that the Aeronautics Commission may only pick up 5% instead of 10% for the matching share for the FAA grants. This needs to be taken into consideration when making the City and County Requests.

OTHER BUSINESS:

Bill Walkup reported that the FAA will be getting ready to request projects for the next fiscal year. He recommended that there is still Taxiway Rehabilitation work that will need to be done. There also will be the acquiring property for Through the Fence Operators. Bill stated that he does not know how FAA will prioritize the projects. He would recommend that the Airport Authority should take care of the pavement work needed on the Airport before acquiring any other property at this time.

Joyce McDonald reported that the Audit which was done by Leland O'Neal CPA is complete. She stated that Mr. O'Neal told her it was a very clean audit and he saw no discrepancies in the report. She will send copies of the Audit report to the government entities and anyone wanting a copy can get one in her office.

Richard Talbott stated that he thought he would have a statement about the employee bonuses but only got a verbal no from the lady he talked in the Governor's office. He asked her to send documents to that affect. He said he received some documents that didn't pertain to his inquiry. He didn't think she understood his request. So he didn't have any answer to the employee bonus question.

There has been no word from the Berkeley County Fire Board pertaining to the revision of the Lease.

Rick asked Bill about changing the entry gate pass code. Bill stated that it could be expensive sending out the change to everyone and a new code usually gets out within a month any way. It is hard to keep that code from getting out.

Rick Wachtel stated that Mr. Mike Keller, the airport attorney for at least the last 25 years, will go into semi-retirement and will work in the Morgantown office. Rick Wachtel commended Mike Keller on the good job he did. His diligence, hard work and timely answers to anything the Authority needed was a great asset to the Airport Authority and wished him well for the future.

Mr. Floyd M. "Kin" Sayre III was introduced to the Authority who is with Bowles Rice Attorneys at Law and will be the chosen attorney for the Airport Authority.

The next meeting will be on January 7, 2014.

Hunter Wilson made a motion to adjourn the meeting with Col. Reuss seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 8:30 a.m...