

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY DECEMBER 1, 2015

Members Present: Rick Wachtel, P J Orsini, Daryl Bryarly, Tana Burkhart, Ken Collinson, Dennis Barron, Jason Barrett, Steve Cox, Maria Lorensen, Betty Gunnoe.

Members Absent: Dan Dulyea and George Cornwell.

Also Present: "Kin" Sayre, Bill Walkup, Joyce McDonald, Elaine Mauck, Larry Kump, Christine Thiel, Andre' Frye, Rhea Kief, and Jeff Grove.

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

1st Item on the Agenda: November 2015 Meeting Minutes Approval

The members were sent, via email, the Eastern WV Regional Airport Authority meeting minutes for November 2015, prior to this meeting, for their review.

Dennis Barron made a motion to approve the EWVRAA meeting minutes for November 3, 2015 with Ken Collinson giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: October 2015 Budget Report Approval

The members were sent, via email, the EWVRAA budget report for October 2015, prior to this meeting, for their review. The beginning balance as of October 1, 2015 was \$ 146,703.20. The Income for the month was \$ 31,493.98 and the expenses for the month were \$ 55,226.42. The bank balance as of October 31, 2015 is \$ 122,970.76.

Richard Talbott suggested having a 'hangar construction fund' line item in the budget.

Daryl Bryarly asked if there was a lease for the Tie Down based aircraft. Bill Walkup answered no.

Dennis Barron made a motion to approve the EWVRAA Budget Report for October 2015. Steve Cox seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: Petitions from Citizens

There were no petitions from citizens.

4th Item on the Agenda: BCPSWD Water Tower Lease

The Water Tower Lease between Berkeley County Public Service Water District and EWVRAA was revised for approval. The revisions to the lease were, the year term was reduced to 20 years with a \$ 1.00 fee and the right to exercise a 200 foot easement for tower improvements with the Right of Way to the Tower. The Lease would be dated November 1, 2015.

Daryl Bryarly did not understand why the EWVRAA was not going to charge them a lease fee each month.

Dennis Barron explained that we have discussed this item at the last meeting and the Authority agreed to these revisions at the last meeting.

Jason Barrett wanted some more history on the water tower. Bill Walkup explained when and how the infrastructure for the utilities, to include the water tower, came to be constructed and how these utilities were paid for. All of the infrastructure was constructed for the Airport Industrial Park and to be utilized by the Industrial Park tenants.

4th Item on the Agenda continued

Dennis Barron made a motion to approve the lease as presented and to authorize the chairman to execute the BCPSWD Water Tower Lease. Steve Cox seconded the motion. Richard Talbott and Daryl Bryarly opposed the motion. The motion was carried by majority vote.

Dennis Barron made a motion to approve the amended Bill of Sale for the Water Tower with Steve Cox seconding the motion. Richard Talbott and Daryl Bryarly opposed the motion. The motion was carried by majority vote.

5th Item on the Agenda: BCPSWD Easement Proposal

Christine Thiel representing the Berkeley County Public Service Water District, proposed a 2,000 foot Easement on Airport property for approval by the EWVRAA, at the last EWVRAA meeting, which was tabled. Bill Walkup, along with the BCPSWD representatives, physically looked the area for this easement and found the easement to be correct.

Jason Barrett made a motion to approve the BCPSWD Easement with Steve Cox giving a second. All were in favor of the motion. The motion was carried.

7th Item on the Agenda: Airport Improvement Project Update

Bill Walkup reported that Valentine Electric has been working on the electrical system at the airport. There have not been any significant break and/or findings in the electrical system to date.

The Taxiway Rehabilitation project is complete and the FAA is working on closing this project.

6th Item on the Agenda: Berkeley County Council Budget Request

The Berkeley County Council sent a request to the EWVRAA to submit the Budget Request for funding, for Fiscal Year 2016-2017, before January 8, 2016.

Bill Walkup gave the funding history between the EWVRAA and the BC Council for the last few years. Last year's request was for \$ 34,285.00.

Bill Walkup's recommendation was to ask for the member contribution funds in the amount of \$ 30,000.00.

Dennis Barron made a motion to request funding from the Berkeley County Council and the City of Martinsburg in the amount of \$ 34,285.00 with P J Orsini seconding the motion. Richard Talbott opposed the motion. The motion was carried by majority vote.

8th Item on the Agenda: Audit Update

"Kin" Sayre reported that he did not get to talk with the representative from Perry and Associates this week. It was his understanding that Perry and Associates were going to review the final audit and amend the audit under the correct State Code. The EWVRAA has not received a revised audit to date.

9th Item on the Agenda: Committee Reports

There was no Technology report.

T Hangar Committee Report -Bill Walkup has some information from the Berkeley County Planning Commission. He was told that there would need to be a site plan, a storm water management plan, and a complete topo map. The Authority needs to determine how many hangars to build and the location of the proposed hangars. After much discussion, it was determined that the EWVRAA, Engineers and members from the BC Planning and/or Engineering departments, need to meet, to get an understanding on what is exactly needed to build hangars.

OTHER BUSINESS

Col. Neely was present and had no issues to bring to the EWVRAA.

Rick Wachtel reported that he met with Hamish Harding, owner of the Emivest building, to give him updates on the airport.

Rick Wachtel also stated that he invited Delegate Gary Howe to this meeting but got no reply.

Rick Wachtel reported that the EWVRAA received a letter from the Governor's Office awarding funding for the Development/Marketing Study.

Rick Wachtel was also invited to the Development Authority to give a very brief update pertaining to the ARC Grant Application for the Development and Marketing Study.

The next meeting will be on January 5, 2016.

Richard Talbott suggested that the Airport look at the fuel prices on the field. He felt they were much higher than competitors.
He also stated goals he would like to make for next year to include more T hangars and self-serve fuel.

10th Item on the Agenda: Executive Session for AC Investment Properties Presentation, Schwab Presentation and Arcadia Hangar Lease Presentation

Steve Cox made a motion to go into Executive Session with Maria Lorensen seconding the motion. All were in favor. The motion was carried.

Executive Session began at 7:55 p.m...

Dennis Barron made a motion to come out of executive session and back into regular session with Maria Lorensen seconding the motion. All were in favor. The motion was carried.

Dennis Barron made a motion that the EWVRAA approve the request from the WV Air National Guard for the use of the Arcadia hangar facility for an aviation related business. P J Orsini seconded the motion. All were in favor. The motion was carried.

Maria Lorensen made a motion to adjourn the meeting with Tana Burkhart seconding the motion.