

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – DECEMBER 6TH, 2016**

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

**Also Present:** Chris Peterson for Kin Sayre, Neil Doran, Deana Bittorie, Tom McKenzie, Rich Talbott, Bill Clark, John Poland, Jeff Grove, and Kathy Brosius.

*Everyone stood for the Pledge of Allegiance.*

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

The members were sent the November 14th, 2016, EWVRAA special meeting minutes, prior to this meeting, via email, for their review. Rick Wachtel asked if there were any additions or corrections as presented. Denny voiced a correction or verification as far as beer and wine being purchased or provided by the Authority for the Chamber Mixer in January. It was verified that the beer and wine will be donated by an outside source, not provided nor purchased by the Airport Authority.

Dennis Barron moved to accept the November 14th, 2016 special meeting minutes as corrected with Steve Cox giving a second. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: Approval of November 2016 Meeting Minutes**

The members were sent, via email, the November 1<sup>st</sup>, 2016 meeting minutes, for their review, prior to this meeting.

Maria Lorensen, asked for her last name to be corrected, from Lorensen to Lorensen.

Dennis Barron made a motion to approve the November 1<sup>st</sup>, 2016 meeting minutes as amended, with Dan Dulyea 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: Approval of the October 2016 Budget Report**

The members were sent, via e-mail, the October 2016 Budget Reports, for their review prior to this meeting.

Rick Wachtel asked Deana Bittorie to speak concerning the reports presented. Deana explained each report individually in detail of what changes had been made and which reports needed further work. Dan Dulyea asked about the individual accounts that were showing over budget and how they would be adjusted. Deana requested for the Budget Committee to work with her in making the necessary changes that needed to be made. She also expressed concern for the non-consistency of the previous billing and how it reflected on the reports. She stated that her goal was to create a consistent billing process, as well as investigating and correcting the incorrect amounts that were still showing on the A/R and A/P aging reports, in order for the accrual based reports to be reflected accurately. She expressed that some of the changes may need the assistance of an accountant. Deana asked that with the assistance of the Budget Committee and Board Members, the next fiscal year chart of accounts be more detailed. PJ Orsini agreed and supported the change. Dan Zappe requested lists of the committees and their members to be available to the board members. Deana stated that she had been going through previous minutes to find the information about the committees and their members, with no success thus far. She stated that she has not found this information available and would like any direction or assistance in previous decisions or discussions about the committees.

Steve Cox moved to accept the October 2016 Budget Report and Tana Burkhart seconded the motion. All were in favor. The motion was carried.

***Rich Wachtel asked to rearrange the agenda by moving the 8<sup>th</sup> agenda item before the Executive Session, so that our guest, Bill Clark from Region 9 could speak earlier to allow more travel time considering the bad weather.***

**8<sup>th</sup> Item on the Agenda: Discussion with Region 9 Administrator, Bill Clark, regarding Development/Marketing Study**

Rick introduced Bill Clark, the Executive Director from Region 9 Planning and Development Council, and explained the ARC Grant he has been attempting to get, to match the \$30,000 Community Participation Grant, through the State of WV, for the Development/Marketing Study. Rick asked Bill to elaborate on their e-mail communication of the failed attempts to match this grant, but to share his suggestions that he may have to assist the Authority, in order to salvage the \$30,000 they have already been awarded. Bill offered to assist by connecting the Authority to the on-call consulting services they use. Bill stated the chance of losing that grant award by June 30<sup>th</sup>, 2017. He also offered assistance in our own bidding process if we choose to go that route. Rick Wachtel again explained his concern for losing the \$30,000 Community Participation Grant. He reviewed the offers that stand from Bill Clark and his organization, by re-stating their assistance in writing the RFP's, or avoid the RFP process if the Authority would prefer to accept the use of their on-call consulting firm, Michael Baker. Rick suggested to move forward as soon as possible and get an interview of this consultant on our next meeting agenda. Dan Zappe asked about the process of the match and Bill stated that he's hoping only a \$10,000 local match would satisfy the grant. Discussions continued with Bill answering questions.

**5<sup>th</sup> Item on the Agenda: Executive Session – Restaurant Lease Proposals – Presentation by Sylvanus Group**

Steve Cox motioned to go into Executive Session with Betty Gunnoe seconding the motion. All were in favor. The motion as carried.

Dennis Barron motioned to come out of Executive Sessions with Daryl Bryarly seconding the motion. All were in favor. The motion was carried.

**6<sup>th</sup> Item on the Agenda: Proposal to provide DBE update services, Ken Wheedon & Assoc.**

Neil Doran provided the board members with an explanation of the DBE and the dates that the reports are due and how we are not currently compliant. He and Rick Wachtel discussed the recent changes of the DBE process and how they were not communicated with the Airport Authority. Rick stated that the Authority was always in compliance previous to these changes. Neil stated that we were exempt from this report previous to the Master Plan. Rick and Neil asked for approval for the assistance of Ken Wheedon & Associates to bring the Authority back into compliance at a price of up to \$10,000.

Denny Barron asked for further explanation. Dan Zappe asked about the disadvantage businesses. Neil explained them and how they affect the future of the Authority. Neil and Rick expressed their concern of not getting future grants from the FAA unless we get the DBE back into compliance and catch up on the late reporting. Further discussion continued. Dan Dulyea asked where the money would be pulled from. Rick stated it would be moved from the Inter-model money. Denny asked if the State Aeronautics Commission would fund this. Rick stated that history shows they would not.

Dennis Barron made a motion to approve the up to \$10,000 to get the Airport Authority back into compliance as a one-time fee. Steve Cox seconded the motion. All were in favor. The motion was carried.

**7<sup>th</sup> Item on the Agenda: Collection of Landing Fees – Proposal for Aero-Smith to act as collection agent in behalf of the EWVRAA**

Neil shared the reasoning for this proposal and for Aero-Smith to act as the collection agent on behalf of the EWVRAA. Neil presented the proposal of giving Aero-Smith 20% of the landing fee collections based on what is previously or currently, as well as presenting a simplification of the current landing fees. Neil presented the current landing fee scale vs the one being proposed and how it affects our income by the weight of the planes. Neil shared that according to the current Quickbooks information, the Authority collected approximately \$4,300. He feels that if the FBO collects the fees at the time of their visit to our airport, it gets paid immediately, so collections will be more abundant.

Dan Zappe motioned for the new landing fee schedule to be effective as of January 1<sup>st</sup>, 2017. Steve Cox seconded the motion. All were in favor. The motion was carried.

Steve Cox motioned for Aero-Smith to collect the landing fees with a 12 month contract effective January 1<sup>st</sup>, 2017. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

**8<sup>th</sup> Item on the Agenda: Previously discussed – please see above**

**9<sup>th</sup> Item on the Agenda: Request for Proposals for Accounting Services**

Rick suggested tabling this and to give Deana and Neil time to get a handle on the accounting before the Authority decides to pay a monthly accounting fee.

Daryl Bryarly motioned to table the accounting Services. Steve Cox seconded the motion. Dan Dulyea, and others agreed, it was nice to see progression in the reports. All were in favor. The motion was carried.

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

Dennis Barron reminded the members that this was tabled in last month's meeting indefinitely and stated that it was decided that this would not be discussed until further notice.

Dennis Barron again motioned to table this item. Steve Cox seconded the motion. All were in favor. The motion was carried.

**11<sup>TH</sup> Item on the Agenda: Self-Serve Fuel**

Rick expressed his thoughts and concerns. He stated that Aero-Smith currently is not interested in providing or assisting in this service, but was willing to meet with the Authority members to discuss. Discussion among the members continued. Rick again asked if the Authority wanted to talk with him. They agreed that an invitation would be extended for George Smith to attend the January meeting.

**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, but did highlight a few items.

Rick added his concerns of Knauf Insulation building two towers. (Information was provided in monthly packet.) He felt a letter of concern needed to be addressed, even if only to express the possible impediment to navigation and to be on record as saying so. Members discussed their thoughts. Rick reminded the members that this suggestion also came from Delta Airport Consultants and he felt it was important to follow their recommendation. Rick stated that this item would need to be on the January agenda to move forward.

Rick also told members of a meeting on Tuesday, December 13<sup>th</sup>, 2016, at 10am at Shepherd University Martinsburg Campus, concerning the discussion with the MPO about the leg road coming from Route 9 to Tabler Station Road using Novak Drive. Rick asked for the Authority to show their support.

Rick then shared the thoughts or suggestions of Authority members moving the Board Meeting times to 5pm instead of 7pm. Other members expressed their concerns of changing the times. Rick asked for all members to simply give it some thought.

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

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

Daryl Bryarly made a motion to come out of executive session with Betty Gunnoe giving a second. All were in favor. Motion was carried.

Following the Executive Session, Daryl Bryarly made a motion for the Authority to pay 70% of the employee health insurance benefit premium, and 70% of their family/dependents effective January 1<sup>st</sup>, 2017. Betty Gunnoe seconded the motion. All were in favor and the motion was carried.

Daryl Bryarly made a motion to adjourn the meeting with Dan Zappe giving a second. All were in favor. Motion was carried.

The meeting was adjourned at 9:50pm.