

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR FEBRUARY 16, 2007- FRIDAY**

MEMBERS PRESENT: Rick Wachtel, Steve Cox, Bob Burkhart, and Hunter Wilson.

ALSO PRESENT: Bill Walkup, Joyce McDonald, Sarah Via, Ron Porterfield, George Smith, Col. Bill Burkhart, Bob Sagers, Mr. Kaz, Kurt Widmer, Bill Crum, Bobbie Miller, Mrs. Burkhart, and Willie Johnson.

Rick Wachtel brought the meeting to order at 8:10 in the terminal conference room.

He asked for a moment of silence in memory of Mr. Russell L. Howard.

After the moment of silence Rick stated that Russ would be greatly missed.

The members received the January meeting minutes prior to this meeting. Bob Burkhart made a motion to approve as written and submitted the Airport Authority meeting minutes of January 3, 2007 with Hunter Wilson giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the current general account bank balance of \$ 2,157.02. She also mentioned that Sino Swearingen has paid its land lease payment of \$ 10,033.04.

Rick mentioned that there was a sign in sheet for those who wish to speak to the Airport Authority after the agenda items were discussed.

1ST ITEM OF BUSINESS: AIP PROJECT UPDATE

Bill Walkup stated that all of the current projects are in a shut-down. Some work needs to be complete on the fuel farm re-location and should begin again in March.

Steve Cox made a motion to proceed to prepare the bids for the Minimum Operating Standards project and to be awarded when FAA Grant funds will be made available with Bob Burkhart giving a second. All were in favor.

2ND ITEM OF BUSINESS: CROSSWIND RUNWAY DESIGN CONTRACT

Chapman Technical Group has sent a contract to be executed for the work to be performed for the Design of the Crosswind Runway in the amount of \$ 149,943.00. Rick mentioned that much of the work has been done but the contract is a 50 day contract from the time of execution.

Bob Burkhart made a motion to authorize the Chairman to execute the Chapman Technical Group contract for Design work on the Crosswind Runway in the amount of \$ 149,943.00 with Steve Cox giving a second. All were in favor. The motion was carried.

3RD ITEM OF BUSINESS: PROCEDURES FOR PUBLIC ADDRESS

Bob Burkhart requested that procedures be established to the public for addressing the Airport Authority at its meetings. He requested that a sign up sheet is placed on the podium which needs to be filled out completely by the person wanting to speak to the Airport Authority. The sign up sheet would be placed on the podium before the meeting and the public will have 30 minutes after the start of the meeting to sign the sheet.

Bob Burkhart made a motion to adopt these procedures for the public addressing the Airport Authority. A Sign In Sheet would be placed on the podium for the public to sign if they would like to address the Airport Authority during the meeting. The sign-in sheet will be available until 30 minutes after the start of the meeting to be filled out in its entirety. At the time for the public addresses, the person speaking will be asked to go to the podium to speak. They will have a time limit of 5 minutes to speak to the Airport Authority. This procedure will become effective March 1, 2007. Steve Cox seconded the motion. All were in favor. The motion was carried.

It was also mentioned at this time, that the Airport Authority has had in place a procedure for getting on the Agenda. The Airport Authority would like a written request to be placed on the agenda, seven (7) days prior to the scheduled meeting date.

4TH ITEM OF BUSINESS: ARCADIA AVIATION SIGN RELOCATION

George Smith representing Arcadia Aviation presented a drawing of the Phillips sign with the measurements. Mr. Smith was requesting that the sign be relocated to the east side of the terminal building between the building and the first lighted pole. The sign would be changed from the current single pole sign to a double pole sign and would be a lighted sign. A 7460 form has been submitted to the FAA and has been approved by FAA. Steve Cox made a motion to approve the relocation of the Arcadia Aviation Phillips fuel sign with Hunter Wilson giving a second. All were in favor. The motion was carried.

5TH ITEM OF BUSINESS: 2ND QUARTER BUDGET REPORT

Each member received a copy of the 2nd Quarter Budget Report prior to this meeting for their review. The 2nd Quarter Budget Report is for the period between October 1, 2006 to December 31, 2006. The Income for this quarter was \$ 36,200.99 and the Expenses for this quarter were \$ 34,533.83. A beginning balance was \$ 1,484.78. The balance as of December 31, 2006 was \$ 3,151.94.

Steve Cox made a motion to approve the 2nd Quarter Budget Report as submitted and to send to the City and County entities with Hunter Wilson giving a second. All were in favor. The motion was carried.

6TH ITEM OF BUSINESS: CARDINAL AIR –ROBERT SAGERS REQUEST

Cardinal Air made a request to be put on the March 7, 2007 Agenda.
The Airport Authority agreed to this request.

OTHER BUSINESS:

Bill Walkup stated that the Air National Guard has sent the final documents releasing the piece of land the Airport Authority requested.
Bob Burkhart made a motion to notify Mr. Jim Whitacre that the Airport Authority now has that piece of property and to ask him to present his plans for the use of that property to the Authority in detail. Steve Cox seconded the motion. All were in favor. The motion was carried.

Rick mentioned that he is still in communications with General Tackett pertaining to the Crosswind Runway construction.

Joyce mentioned that the Auditors from Tetrick & Bartlett would be performing the audit on February 19, 2007. They are going to send two or three people from Clarksburg to do the field work in one day.

Joyce also mentioned that Airport Improvement Project No 020 for 2004 which was \$ 200,000.00 for the Terminal building work will be closed out this week by the FAA. Also the Taxiway E Construction Grant will be closed out in the next month.

The next meeting will be on March 7, 2007.

Ron Porterfield spoke to the Airport Authority about the old history of the Airport and had questions about the plaque that was in the old terminal building and asked about the Shepherd Field name. Joyce stated that Bart Rogers was working with an artist that is helping with the design of the lobby museum and that the plaque will be incorporated into the design.

Rick Wachtel suggested adding Shepherd Field to the logo on the Airport Authority Stationary.

Steve Cox made a motion to go into executive session with Bob Burkhart giving a second. All were in favor. The motion was carried.

Rick requested a 5 minute recess before going into executive session.

EXECUTIVE SESSION

Hunter Wilson made a motion to come out of executive session and to adjourn the regular Airport Authority meeting with Steve Cox giving a second. All were in favor. The motion was carried.

No motions or decisions were made in executive session.

The meeting was adjourned.