

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR APRIL 4, 2007 – WEDNESDAY**

**Members Present:** Rick Wachtel, Bob Burkhart, Col. Jim Reuss, Hunter Wilson, and Steve Cox.

**Also Present:** Mike Keller, Bill Walkup, Joyce McDonald, Tom McKenzie, John Lease, Rob Garrett, George Smith, Bobbie Miller, Bob Sagers, Rich Talbott, Jim Whitacre, David Brinson, Bill Crum, Sherman Lambert, and Col. Bill Burkhart.

Rick Wachtel the Chairman brought the meeting to order at 8:00 a.m. in the terminal conference room.

The members were mailed the minutes of the last meeting prior to this meeting. Bob Burkhart made a motion to approve as written and submitted the Airport Authority meeting minutes of March 14, 2007 with Steve Cox giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the current general bank account balance of \$ 3,717.21. No check for the Tiger Land Lease Agreement has been received to date.

**1<sup>ST</sup> ITEM OF BUSINESS: A.I.P. UPDATE**

Bill Walkup reported that the Fuel Farm Relocation project is still in winter shut down. He mentioned that the next Airport Improvement Project (in which funds have not been awarded to FAA to date) will consist of Taxiway E design between Taxiways B, C & D to connect with Taxiway E. The design phase for Taxiways adjacent to the T Hangar areas to be constructed and refurbished will be included in this project. Chapman Technical Group is approximately 20% complete on the design phase of the Crosswind Runway. They may have to re-survey the due to the 8/26 elevation change. This design phase should be complete by the end of June 2007. The Minimum Operating Standards request for proposals has been advertised and is to be submitted on April 25, 2007.

**2<sup>ND</sup> ITEM OF BUSINESS: RICHARD TALBOTT REQUEST FOLLOW-UP**

Richard Talbott just wanted to get a follow up on his request from the last meeting pertaining to the change of Airport Authority meeting time and date. He requested that the Airport Authority change its meeting time to the evening hours for the public to be more able to attend. The members discussed this issue in length about the employee's liability, what night and what time. Col. Jim Reuss made a motion to leave the time and day of the Airport Authority meetings as they currently are and not change with Steve Cox giving a second. All were in favor. The motion was carried.

**3<sup>RD</sup> ITEM OF BUSINESS: CARDINAL AIR PROPOSAL**

At this time the council for Cardinal Air was not present.

The Airport Authority continued with other business.

**OTHER BUSINESS:**

Bill Walkup reported that Mr. Hank Williard is setting up a web site for the Airport. The new web site (which is still being developed) will be [www.wvairport.org](http://www.wvairport.org) at a cost of \$ 50.00 per month. Bill also mentioned that this address was one that could be obtained. There were other names that would have identified the Martinsburg Airport or Shepherd Field but were already taken. This web site will steer people right to our airport when looking at West Virginia Airports.

Bill Walkup also reported that the Development Authority is beginning new development in the Tablers Station Industrial Park. He received a call from the contractors developing this park requesting a right of way to encroach heavy equipment on Airport property. Bill will talk with them further about more details.

Also on Thursday April 12<sup>th</sup> at 3:00 p.m. the Development Authority would like to hold a reception after the Ground Breaking Ceremony in the Terminal Lobby.

Bob Burkhart made a motion to allow the Development Authority the use of the Terminal Lobby for the reception with Jim Reuss giving a second. All were in favor. The motion was carried.

Joyce McDonald mentioned that the Audit is complete and the report was available for review. Copies will be sent to the City and County governments.

Bob Burkhart wanted to state for the record that the furniture in the Restaurant Lobby was purchased by the Restaurant operator and not by airport funds.

Rick stated that May 2<sup>nd</sup> will be the next scheduled meeting date.

Joyce also mentioned that the Airport Authority made a final pay request to the EDA Grant. An audit may be requested by the EDA for this grant. All the members were in favor of an audit.

**3<sup>RD</sup> ITEM OF BUSINESS: CARDINAL AIR PROPOSAL**

At this time council for Cardinal Air arrived and was ready to begin this item of business. The request made from Cardinal Air to the Airport Authority was to be allowed to perform maintenance services in the hangar as listed in the EWVRAA current Minimum Operating Standards. This request also includes using oil and fluids needed for the maintenance of these aircraft. Maintenance is only to be performed on the aircraft which is in the hangar only. There are no intentions of providing fuel or selling fuel. These maintenance tasks will be performed by licensed mechanics to be employed by Cardinal Air. Cardinal Air is seeking a waiver with respect to the office space, separate restrooms and phone for the public. All of the maintenance services would be by appointment only. The Proposal Request will be attached to these minutes which state

all of the services to be provided and the waivers that are requested. The attorney stated that the insurance is in place, credit reports have been provided, resumes of Bob Sagers and Phil Gum as owners of Cardinal Air have been provided, copies of the mechanics licenses will be provided. No improvements to the hangar are to be made. The hangar is 13,750 square feet.

The Airport Authority asked for the status of the arbitration between Aero Smith and Cardinal Air. At this time the attorney stated that the arbitration is complete but that this case moved to Federal Court for a further ruling.

Cardinal Air would like an Agreement to mirror the storage agreement that is now in place which states the length of time and fee. They would like the fee waived as they understand is waived for Arcadia Aviation.

Rick Wachtel stated for the record that no fees have been waived for Arcadia Aviation.

Hunter Wilson made a motion to deny this proposal because of the facts presented to the Airport Authority from the Arbitration Hearing with Bob Burkhardt giving a second. Jim Reuss voted no and Steve Cox abstained from voting due to possible conflict of interest. The motion was carried by a two to one vote.

Steve Cox made a motion to go into executive session for real estate matters with Col. Jim Reuss giving a second. All were in favor. The motion was carried.

Executive session began at 9:00 a.m. at the request of Jim Whitacre for real estate matters.

Col. Jim Reuss made a motion to come out of executive session and to adjourn the regular meeting with Hunter Wilson giving a second. All were in favor. The motion was carried.

Meeting Adjourned.