

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – JANUARY 5, 2016

Members Present: Rick Wachtel, Richard Talbott, Tana Burkhart, P.J. Orsini, Maria Lorensen, Dennis Barron, Dan Dulyea, Ken Collinson, Daryl Bryarly, Betty Gunnoe, and Jason Barrett.

Member Absent: George Cornwell

Also Present: Bill Walkup, Joyce McDonald, ‘Kin’ Sayre, Larry Kump, Tom McKenzie, John McVey, Arillia Kief, Shelton Davis, Lt. Col. John Poland 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: December 2015 Meeting Minutes

The members were sent, via email, the December meeting minutes, prior to this meeting, for their review. Dennis Barron thought the “Air” should be deleted on page three in the last paragraph when stating the WV Air National Guard.

Richard Talbott also wanted to see in the minutes that he asked about any rents being in arrears.

Dennis Barron made a motion to approve the December 1, 2015 meeting minutes with the above aforementioned corrections. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: November 2015 Budget Report

There has been a question about the Jefferson County Airport Authority appointee participation. Mr. Cornwell has stated to Rick Wachtel, that he should resign because of his job schedule. There is also a question on whether Jarrod Esselman was appointed to the Authority. Rick Wachtel stated that Mr. Esselman is checking to see if his appointment was a conflict of interest due to his job. Bill Walkup stated that there has been no correspondence from Jefferson County on either appointee. Jefferson County has paid their allocation through June 30, 2016.

Kin Sayre suggested asking George Cornwell to put something in writing about his resignation. Then in turn, ask Jefferson County if they will reappoint a member.

Dennis Barron asked about the audit. Kin Sayre said he spoke to Cindy Evans in the Auditor’s Office and she said she would contact Perry & Associates. No other word has been received.

The November Budget Report was sent to each member, via email, prior to this meeting, for their review. November 1, 2015 balance was \$ 122,970.76. The income for the month was \$ 13,868.18 and the expenses for the month were \$ 21,613.69. The ending bank balance on November 30, 2015 was \$ 115,225.25.

Dennis Barron made a motion to approve the November 2015 Budget Report for the EWVRAA. Ken Collinson seconded the motion. Richard Talbott opposed. The motion was carried with majority vote.

3rd Item on the Agenda: Petitions from Citizens

There were no petitions from Citizens. Larry Kump did state that Jane Tabb was the Jefferson County Commission President.

4th Item on the Agenda: Airport Improvement Project Update

- a. Bill Walkup reported on the Electrical Project. He stated that the Guidance Signs and Regulator have been installed. The project is complete. The engineers found no break in the electrical

system when doing the loop resistance tests. Bill did state that the regulator cost was higher than anticipated. It was estimated at \$ 18,000.00 and will most probably be around \$ 32,000.00

The engineers do suggest replacing all the wiring in the system on the airport field for a future project.

- b. Bill Walkup also stated that the bids for the selection of Engineer Consultants will be received on January 20th. The Pre-Selection process will begin soon after that date. The members who volunteered on the pre-selection committee were Richard Talbott, Ken Collinson, Betty Gunnoe, Maria Lorensen and Jason Barrett.

Bill Walkup stated that he will let everyone know when a date is set for pre-selection process.

5th Item on the Agenda: Development Study Update

Rick Wachtel reported that Region 9 filed the ARC Grant for the EWVRAA Development Study on December 29, 2015. The members got a copy of the letter from the City of Martinsburg stating that the EWVRAA will receive a \$ 30,000.00 Community Participation Grant from the State. This is for the local match for the ARC Grant.

6th Item on the Agenda: Audit Update

This was discussed previously in the meeting.

7th Item on the Agenda: Committee Reports

Technology Report - P.J. Orsini stated that he wants to get with Bill Walkup in the terminal to go over plans in the conference room.

T Hangar Report- Bill Walkup stated that he knows that there needs to be a storm water plan to move forward with T hangar construction. Shawn Tucker of Chapman Technical Group can give us a written statement on an estimate to do a storm water plan.

OTHER BUSINESS:

Rick Wachtel stated that all of the documents for the Berkeley County Public Service Water District have all been signed. These documents were for the Water Tower Lease and the Easement for the Water District on Novak Drive.

The next meeting will be February 2, 2016.

Tana Burkhart asked if the Airport Authority has a Mission Statement. Rick answered that we do not have formal mission statement and maybe that can be part of the Development Study.

Tana Burkhart volunteered to chair a committee to draft a Mission Statement for the Airport Authority.

Daryl Bryarly stated that he feels the Operating Standards should be modified in reference to the criteria needed to start a business on the airport.

He still would like to see the Airport Authority pursue the interest in self- service fueling at the airport.

Betty Gunnoe stated that she keeps hearing about Hagerstown and Winchester airports. She suggested, in the spring, of taking a road trip and touring these airports to see the facilities.

8th Item on the Agenda: Executive Session for AC Investment Properties

Daryl made a motion to go into executive session with P.J. Orsini seconding the motion. Richard Talbott recused himself from the executive session.

Executive Session

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

Dan Dulyea made a motion to adjourn the meeting with Tana Burkhart giving a second. All were in favor. The motion was carried.

The meeting was adjourned at 8:05 p.m...