

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR MAY 7, 2008**

**Members Present:** Rick Wachtel, Hunter Wilson, Steve Cox, and Bob McMillan.

**Members Absent:** Col. Jim Reuss and Bob Burkhart.

**Also Present:** Mike Keller, Bill Walkup, Joyce McDonald, Rob Garrett, George Smith, David Mitchell, Paul Jackson, Hank Willard and Jenni Vincent.

Rick Wachtel, Chairman, brought the meeting to order at 8:00 a.m. in the terminal conference room on the 2<sup>nd</sup> floor.

The members were given meeting minutes of the previous meeting for their review. Hunter Wilson made a motion to approve as written and submitted to the Airport Authority meeting minutes for April 2, 2008 with Steve Cox giving a second. All were in favor. The motion was carried.

Joyce McDonald gave the current general account bank balance of \$ 43,108.35. She mentioned that land lease payments were received from the trustees for Tiger Aircraft and from Ralph Lauren Polo Distributing Center (Schwab building). She stated that Sino Swearingen had not paid their land lease to date. Bob McMillan made a motion that upon review of the Sino Swearingen lease to authorize Mike Keller to write a letter informing Sino Swearingen of their delinquency and to authorize Rick Wachtel to sign such letter. Hunter Wilson seconded the motion. The motion was carried.

**1<sup>ST</sup> ITEM ON THE AGENDA: PETITIONS TO CITIZENS**

No one signed the sheet for Petitions to Citizens.

**2<sup>ND</sup> ITEM ON THE AGENDA: CAPITAL JET LLC.**

Mr. Paul Jackson of Capital Jet which is a subsidiary of Capital Aviation submitted a letter to the Airport Authority dated March 19, 2008 making a request to speak to the Airport Authority. Mr. Jackson stated that his company does 90% of their charter business with the government. The aircraft that Capital Jet would like to operate at the airport is a Cessna 310. He has found lease space for an office and does lease from Arcadia Aviation for aircraft storage. He does not want to be an FBO at this time and has only one plane but would like to expand. He is requesting to operate at the airport for a minimum annual fee. Bill Walkup stated that his request is unique and recommended a six month to a one year agreement which would later be under the new Minimum Operating Standards. Rick Wachtel suggested that he submit a proposed agreement for attorney review for possibly June's meeting.

**3<sup>RD</sup> ITEM ON THE AGENDA: AIP PROJECT UPDATES**

Bill Walkup updated the members on the Minimum Operating Standards. The committee submitted a few comments and/or changes to the latest draft. Revised copies including these latest changes will be given to the members to review. Then the Airport Authority

3<sup>RD</sup> ITEM ON THE AGENDA: CONTINUED

members will have the opportunity to change or question the document. Then it will go before the public to review. A payment fee for the through-the-fence operator will be the hardest to draft.

Bill Walkup reported that the next FAA Grant request will be in the amount of \$ 534,902.00 for a total project amount of \$ 563,055.00. This grant may be received before the next meeting. This grant project will be to conduct an Aeronautical Survey for a WAAS Approach; to rehabilitate Taxiways in the T hangar area and to install an Airport Beacon. Steve Cox made a motion to approve as submitted and to authorize the Chairman to execute the FAA Grant Offer for AIP 3-54-0014-024-2008 in the amount of \$ 534,902.00 with Hunter Wilson giving a second. All were in favor. The motion was carried. Rick stated that he may be out of the country and won't be able to sign the Grant. Steve Cox made a motion to amend the previous motion to authorize the Airport Manager to execute the FAA Grant offer with Hunter Wilson seconding this motion. All were in favor. The motion was carried.

David Mitchell who is the resident inspector for Chapman Technical Group reported that the paving is complete on the first phase of the Taxi lanes at the T Hangar area. Taxiway E drainage will be completed this week. Paving on Taxiway E will begin next week. The only thing left to complete will be taxiway lighting and clean up work.

4<sup>TH</sup> ITEM ON THE AGENDA: AIR SHOW UPDATE

The Co-Chairman George Smith thanked Hank Willard and Bill Walkup for conducting the last Air Show Committee meeting. He reported that Penn National donated \$ 10,000.00 and Hunter Company donated \$ 20,000.00. Mr. Smith thanked Hunter Wilson of the Hunter Company publicly for his generous support in the Air Show. George also mentioned that Bill Finagin fronted the funds for the 2008 acts to include Viper East ; two F-16s; two P51s and a C-5. George also commended the 167<sup>th</sup> for their continuing support of the Air Show. Along with the aforementioned aircraft, there will be skydivers, aerobatic aircraft, a wing walker; 1 Blackhawk helicopter and a C-130 from Charleston.

Hank Willard has been working on the web site which is [www.martinsburgairshow.com](http://www.martinsburgairshow.com). He also reported that there is still the need to work on sponsorship. The United Way will be the fiscal agent with 75% of profit going to United Way and 25% to the Airport Authority.

5<sup>TH</sup> ITEM ON THE AGENDA: 3<sup>RD</sup> QUARTER BUDGET REPORT

The members received the 3<sup>rd</sup> Quarter Budget report prior to this meeting for their review. This Budget report covers Fiscal Year 3<sup>rd</sup> Quarter to include the months of January, February and March. The income this quarter was \$ 55,610.53 and the expenses this quarter were \$ 61,502.77. A beginning balance of \$ 4,757.87 and an ending balance of -1,134.37. Steve Cox made a motion to approve this budget as submitted and subject to audit and send to the governmental agencies. Bob McMillan seconded the motion. All were in favor. The motion was carried.

OTHER BUSINESS:

On the subject of the Foreign Trade Zone Status, Bill Walkup contacted David Warner of the WV Development Authority who did some research on the FTZ status. He reported that the Airport Authority is a designated FTZ but not active. The Airport Authority FTZ number is 240.

OTHER BUSINESS CONTINUED

Col. Nye, Col. Truman and George Smith have all contacted the Port Authority to gain the status for the Airport. Bill Walkup explained that FTZ status is much different from immigration and customs. The airport does not have immigration or customs which requires a customs agent. It was recommended that the Guard needs to go the Government representatives to ask for help in getting an active status for customs and immigration.

Rick Wachtel also recommended getting Cem Martin to update the Authority on Port Authorities and Foreign Trade Zones.

Rick reported that he and Bill Walkup attend the Chamber Breakfast in which Rick gave an Airport update to the group which was well received.

Rick recognized Bob Burkhart, who was absent, as receiving the Distinguished West Virginia Award from the Governor during a dedication of the new pavilion at the south bound WV rest area.

Rick announced that he was elected as the Chairman of the WV Aeronautics Commission for another two years.

The next meeting is set for June 4, 2008.

Bob McMillan made a motion to go into executive session for a brief report on a legal matter with Steve Cox giving a second. All were in favor. The motion was carried.

Executive session began at 8:58 a.m.

Bob McMillan made a motion to come out of executive session and to adjourn the regular meeting with Steve Cox giving a second. All were in favor. The motion was carried. There was no action taken during the executive session. The meeting was adjourned at 9:03 a.m.