Minutes for the Elkins-Randolph Co. Regional Airport Authority for February 14, 2017

The meeting was canceled due to lack of a quorum.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for March 14, 2017

The meeting was called to order at 5:20 pm. By roll call those present were: Robert Woolwine, Craig Hyre, Dick Chaney, Mark Scott, Randolph County Commissioner and Shawn Tucker, of Chapman Technical Group. Nils Heinke was present via speaker phone. Steve Barnett and Larry Wing were absent.

Shawn Tucker reported on the obstruction removal project. He stated that the survey has been done. The subcontractors are now working on finishing the timber appraisals and the State Historic Preservation Office (SHPO) survey. When these are complete the Environmental Assessment (EA) can be finished and submitted for approval. The next step will be to negotiate with the property owners for easements. Mr. Tucker submitted FAA Grant #023 Draw #3 in the amount of $47,285.00 for approval and signature. Craig Hyre moved to approve the request and to authorize the President to sign the documents upon his return on Friday. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes. Mr. Tucker then presented WVAC Draw #2 in the amount of $2,262.90 for approval and signature. Craig Hyre moved to approve the request and to authorize the President to sign the documents upon his return on Friday. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes. Mr. Tucker presented the updated Disadvantaged Business Enterprise (DBE) plan for the Authority's files.

Mark Scott presented a draft of the proposed lease and funding agreement for the lease of the Emerson Phares Building to the Randolph County Commission for use as the Randolph County Emergency 911 Center. After discussing the document, the Airport Authority requested a couple changes. Mark Scott will have the attorney make the necessary changes. A Special Meeting of the Randolph County Airport Authority will be held on Wednesday March 22, 2017 at 5:00 pm to review and approve the agreement. Once the agreement is approved by the Commission and the Authority it will be sent to the Federal Aviation Administration (FAA) for review to make sure it complies with the FAA Grant Assurances. Once the FAA approves the agreement, it will be signed by the Commission and the Airport Authority.

With no other business to discuss and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 6:37 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for April 11, 2017

Nils Heinke, President called the meeting to order at 5:06 pm. By roll call those present were: Nils Heinke, Larry Wing, Robert Woolwine, Dick Chaney, Mark Scott, Randolph County Commissioner, Shawn Tucker and Brian Huffman, of Chapman Technical Group and Morgan Haymond. Absent were: Craig Hyre and Steve Barnett.

Minutes for the March 14, 2017 meeting were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

Larry Wing reported on the financials. He indicated that income from leases and fuel sales were above what was predicted.

Shawn Tucker and Brian Huffman reported on the obstruction removal project. Shawn has received a letter from the State Historic Preservation Office (SHPO) indicating that they had not found anything that would interfere with the project. He indicated that Phase 1, the Environmental Assessment, should be completed and submitted to the FAA by mid May. He also stated that the property surveys and the property appraisals have been completed. One item that may dictate the timing of the construction phase is the Indiana Bat. A survey will be completed to examine that issue. The next step is to meet with the property owners and obtain easements. A planning meeting to determine a worst case scenario and a minimum case scenario to present to the property owners will be held on Wednesday April 19, 2017 at 4:00 pm at the airport. An easement will be tailored to each of the property owners needs after meeting with them. Shawn submitted FAA Grant #023 Draw #3 in the amount of $54,855.00 for approval and signature. Larry Wing moved to approve the request and to authorize the President to sign the documents. Bob Woolwine seconded the motion and the motion passed with Wing, Woolwine and Heinke voting aye and 0 nay votes. Shawn then submitted WVAC Draw #2 in the amount of $3,047.50 for approval and signature. Bob Woolwine moved to approve the request and to authorize the President to sign the documents. Larry Wing seconded the motion and the motion passed with Woolwine, Wing and Heinke voting aye and 0 nay votes. The local share will be $3,047.62. Shawn presented the updated 'Capital Improvement Project Data Sheet' (CIP) for approval and signature. Larry Wing moved to approve the request and to authorize the President to sign the documents. Bob Woolwine seconded the motion and the

motion passed with Wing, Woolwine and Heinke voting aye and 0 nay votes. Shawn then presented the 'Scope of Professional Services' agreement for the Authority to review. The FAA is also requiring an independent fee estimate for the scope of professional services.

Dick Chaney reported that all the available office space in the terminal building has been rented and all but two of the available hangar spaces are rented.

The Airport Authority discussed the 'Memorandum of Understanding' for the lease of the Emerson Phares building to the Randolph County 911 Services. A draft of the agreement was sent to the FAA for review to determine if it complies with the Grant Assurances. An email from Connie Boley-Lilly, of the Beckley FAA Field Office, outlined the concerns of the FAA. • The FAA would require a land release for a long term lease of the building that would be non-aeronautical use. • A Market Rent Analysis for the fair market value would need to be preformed to satisfy Grant Assurance #24. • The section under 'Rental', (c)ii and (c)iii needs to be clarified. • A FAA Form 7460 'Notice of Proposed Construction or Alteration' would be needed for any changes to the outside of the building or additional structures that may be required. After receiving the email, President Heinke obtained a 'Market Rental Analysis' from Hart Appraisal Services. The analysis indicated that after reviewing the local market rent rate data the appraiser feels that a fair rent rate for the property would be $14.50 per sq.ft. After discussing the information, the Airport Authority and the Randolph County Commission decided that it would be in everyone's best interest to compile all the information concerning the Emerson Phares Building and meet with the FAA in Beckley to discuss the issues.

With no other business to discuss and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Larry Wing the meeting was adjourned at 7:05 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for May 9, 2017

Nils Heinke, President call the meeting to order at 5:07 pm. By roll call those present were: Nils Heinke, Larry Wing, Robert Woolwine, Craig Hyre, Dick Chaney and Shawn Tucker, of Chapman Technical Group. Steve Barnett was absent.

Minutes of the April 11, 2017 meeting were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

Larry Wing reported on the financial status of the airport. Craig Hyre moved to except the financial report. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

Shawn Tucker reported on the obstruction removal project. He indicated that there needs to be a survey for endangered species of flowers and grasses. He also reported that the initial survey for bat habitat found approximately 18 trees that may be suitable for bat habitation. There are two options. One is to mitigate the trees by constructing bat houses and monitor them for two years, or an acoustical survey can be conducted, at a cost of $6,000, to check for bats in the area. If the acoustical survey is positive, we will still have to install the bat houses. The cost of the bat houses and monitoring the houses for two years is approximately $40,000. The Authority instructed Mr. Tucker to see how many of the 18 trees penetrate the flight zone and will have to be cut and to mitigate those with bat boxes. Mr. Tucker reported that all the property owners have been contacted and only a couple issues are left to be worked out. Mr. Tucker recommended that the tree stumps be removed by grinding rather than grubbed out. This would minimize the disturbance to the ground and cause less erosion.

The Emerson Phares Building was discussed. Nils Heinke and Bob Woolwine, along with Mark Scott met with the FAA in Beckley and discussed the lease of the Emerson Phares Building by the County Commission for use as the 911 Emergency Communications Center. There needs to be an appraisal done for the amount of the lease per sq. ft. and a request made to the FAA for a land release to change the building from aeronautical to non-aeronautical use. Dick Chaney is working on the land release request. Shawn Tucker agreed to help put together the request. Nils Heinke will contact Hart Appraisals for an appraised value for the lease of the building. The County Commission would like to conclude the paperwork and begin renovations as soon as possible.

Dick Chaney submitted a proposed budget for fiscal year 2017/2018. The Authority reviewed the proposed budget and made a couple of line item changes to bring the budget more in line with expenses. Bob Woolwine moved to approve the budget. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre and Wing voting aye and 0 nay votes.

Airport Authority members were discussed. Due to declining health of Member Steve Barnett, Craig Hyre moved to make Steve Barnett a member emeritus of the Airport Authority. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing

voting aye and 0 nay votes. Bob Woolwine moved to nominate Frank Heffernan to the Randolph County Commission for appointment to fill the unexpired term of Steve Barnett which ends June 31, 2019. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre and Wing voting aye and 0 nay votes. A letter of nomination will be sent to the Randolph County Commission.

Nomination for Election of Officers of the Airport Authority for the upcoming fiscal year was discussed. Craig Hyre moved to continue the same officers in their position for the next year. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes. Officers will be voted on at the next meeting.

Dick Chaney advised the Authority members that he would be retiring as Airport Manager next year and that the Authority should start thinking of a replacement to begin training for the position.

Dick Chaney reported that it is time to renew the insurance for the Airport and that he had found insurance for the airport with another provider at a savings of $2,000 per year for the same coverage. The new insurance company would also lock in the premium for a 3 year period. After discussing the insurance, Larry Wing moved to approve the request and to authorize the President to sign the application documents. Craig Hyre seconded the motion and the motion passed with Wing, Hyre and Woolwine voting aye and 0 nay votes. Mr. Chaney also discussed the liability of the fuel storage tanks on the airport. At this time the fuel storage tanks are not insured and in case of a fuel spill the Authority would be liable for all clean up and EPA costs. The cost of liability insurance for the fuel storage tanks would be approximately $8,000 per year. The Authority will check with other airports to see how they address the insurance and to see if an insurance pool could be formed to purchase the insurance.

Dick Chaney reported that the WV Aviation Conference would be held at Snowshoe Resort this year on August 6 – 8, 2017. The Authority recommended that the manager attend the conference and authorized the registration fee of $250.

With no other business to discuss and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Larry Wing the meeting was adjourned at 6:55 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for June 13,2017

The June 13, 2017 meeting was canceled due to a lack of a quorum.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for July 12, 2017

Nils Heinke, President called the meeting to order at 5:06 pm. By roll call those present were: Nils Heinke, Larry Wing, Robert Woolwine, Craig Hyre, Dick Chaney, Mark Scott, Randolph County Commissioner, Shawn Tucker, of Chapman Technical Group and Pat Smith, of Universal Engineering and Contracting. Frank Heffernan was absent.

Mark Scott reported on the progress of the 911 Communications Center. The architects working on completing the renovation plans. The County is ready to sign a lease as soon as the Public Comment Period is over.

Minutes for the May 9, 2017 were reviewed. With no objections or corrections, the minutes were approved by unanimous consent. The meeting on June 13, 2017 was cancelled due to a lack of a quorum.

Larry Wing reviewed the financial statements for the end of the fiscal year. He indicated at income was above what was anticipated for the budget due to increased fuel sales and increased rental space income. Bob Woolwine moved to approve the financial statements as presented. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre and Wing voting aye and 0 nay votes.

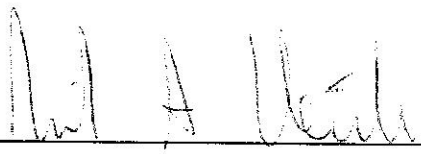
Shawn Tucker reported on the obstruction removal project. He indicated that he had met with property owner Alan Cashell and his wife. They have concerns about removing the trees on his property and around his house. Mr. Tucker suggested using a drone to better survey the area of concern. Runway 5/23 will have to be closed during the survey with the drone, in compliance with FAA regulations. He also reported the Mr. Stout has forbidden anyone associated with the project to enter upon his land. If we cannot light the obstructions on Mr. Stout's property, the Authority will have to go to Court to resolve the issue. Mr. Tucker then presented FAA # 023 Request #6 in the amount of $9,909.00 for approval and signature. Craig Hyre moved to approve the request and to authorize the President to sign the documents. Larry Wing seconded the motion and the motion passed with Hyre, Wing and Woolwine voting aye and 0 nay votes. Mr. Tucker presented WVAC Request $3 in the amount of $550.49 for

approval and signature. Larry Wing moved to approve the request and to authorize the President to sign the documents. Bob Woolwine seconded the motion and the motion passed with Wing, Woolwine and Hyre voting aye and 0 nay votes. Mr. Tucker indicated that someone needs to contact Mr. Bud Cupp to see where he stands on the silo obstructions. President Heinke asked Mr. Tucker about repainting the lines and numbers on Runway 14/32. The threshold on the 14 end of the runway will have to be displaced. Mr. Tucker will put together the requirements for the repainting and obtain a quote. If over $25,000 the project will have to be put out for bids.

President Heinke reported that it is a new fiscal year and that the election of officers for the Authority need to be held. Bob Woolwine moved to leave the present officers in their respective position for another year. Larry Wing seconded the motion and the motion passed with Woolwine, Wing and Hyre voting aye and 0 nay votes.

Pat Smith presented a proposal to partition off part of the lobby to make a storage area for the Civil Air Patrol (CAP). He would then rent the space now used by the CAP for storage as office space. The other alternative is to remodel the baggage room. Larry Wing moved to grant Mr. Smith approval to construct a partition in the lobby as long as Mr. Smith covered all expenses incurred and the CAP was alright with moving their articles to the new storage room. Craig Hyre seconded the motion and the motion passed with Wing, Hyre and Woolwine voting aye and 0 nay votes.

With no other business to conduct and no request for Executive Session, upon a request by Larry Wing and seconded by Bob Woolwine the meeting was adjourned at 6:18 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for August 8, 2017

Nils Heinke called the meeting to order at 5:05 pm. By roll call those present were: Nils Heinke, Robert Woolwine, Craig Hyre, Frank Heffernan and Dick Chaney. Larry Wing was absent.

Minutes of the July 12, 2017 were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

Financials for the first month of the new fiscal year were reviewed. Frank Heffernan moved to except the financial report. Bob Woolwine seconded the motion and the motion passed with Heffernan, Woolwine and Hyre voting aye and 0 nay votes.

President Heinke reported that he had talked with Shawn Tucker, of Chapman Technical Group, and that Mr. Tucker had indicated that he had completed the aerial survey, of the properties of concern, of the obstruction project. He will plot the findings on a map to help with negotiations with the property owners.

Dick Chaney informed the Authority that the Elkins Pilots Club, along with the local chapter of the Experimental Aircraft Association (EAA), is planning an Aviation Community picnic on Sunday September 3, 2017. All members of the airport community are welcome to attend. Mr. Chaney also stated that the EAA is planning a "Young Eagles" day to promote aviation and to give kids airplane rides on Saturday September 23, 2017.

The Land Release from the FAA for the Emerson Phares Building was presented for approval and signature. The land release is necessary for the Authority to lease the Emerson Phares Building to the Randolph County Commission for use as the 911 Emergency Communications Center. After discussing the document, Craig Hyre moved to approve the Land Release and to authorized the President to sign the document. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Heffernan voting aye and 0 nay votes.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for August 8, 2017

With no other business to discuss and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 5:42 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for September 12, 2017

Nils Heinke, President called the meeting to order at 5:02 pm. By roll call those present were: Nils Heinke, Robert Woolwine, Craig Hyre, Dick Chaney and Shawn Tucker, of Chapman Technical Group. Larry Wing and Frank Heffernan were absent.

Minutes of the August 8, 2017 meeting were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

Shawn Tucker reported on the obstruction removal project. He indicated that the survey work has been completed. President Heinke asked Mr. Tucker to put together an illustration chart to show the projections for trimming and removal of trees on the Cashell and Stout property. A meeting with Mr. Cashell will then be scheduled. Mr. Stout will likely force a court action, unless some form of compromise can be achieved.

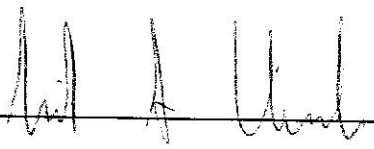
Mr. Chaney discussed the West Virginia Aeronautics Commission reimbursement grants. The consensus is that the West Virginia Legislature may recapture the funds in those grants at the next session of the Legislature. With that in mind, Mr. Chaney suggested that the Authority authorize the purchase of the following items: A new 15' flex wing mower, replacing 5 sets of single pane windows in the terminal building and replacing the HVAC unit that services the upstairs offices in the terminal building. Mr. Chaney has received 3 quotes for a mower for $15,200, $15,800 and $19,000. He is still waiting on quotes for the windows and HVAC system. Craig Hyre moved to authorize Mr. Chaney to purchase a Bush Hog 2215 Flex Wing mower for $15,200. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes.

Mr. Chaney reported that he had been contacted by the West Virginia Leasing Office concerning the renewal of the Veterans Assistance office lease. The current lease rate is $350 / month and expires December 31, 2017. After discussing the issue and a review of the utility bills, Craig Hyre moved to ask for the lease to be renewed at a rate of $400 / month for a period of 3 years. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for September 12, 2017

Mr. Chaney reported that the Sheriff of Randolph County has seized the aircraft belonging to Randolph Brent in Hangar 13 by a Writ of Execution Order of the Circuit Court of Randolph County. Mr. Chaney also reported that Mr. Brent owed the Airport $568.52 for back rent of the hangar. Bob Woolwine moved for Mr. Chaney, as Airport Manager, to file for a judgement against Mr. Brent for the amount owed the Airport. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre and Heinke voting aye and 0 nay votes.

With no other business to conduct and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 6:22 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for October 17, 2017

Nils Heinke, president call the meeting to order at 5:11pm. By roll call those present were: Nils Heinke, Larry Wing, Craig Hyre, Frank Heffernan, and Dick Chaney. Robert Woolwine was absent.

Minutes for the September 12, 2017 and for the Special Meeting for September 27, 2017 were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

President Heinke discussed the situation that has arisen from the Sheriff of Randolph County seizing the aircraft belonging to Randy Brent. Mr. Brent is more than 6 months behind on his hangar rent. After discussing the matter, the Authority instructed the manager to terminate the lease for non-payment. The Sheriff will also be notified and given the option to assume the lease. If another customer wants to rent the hangar, the aircraft will be pulled out and parked on the ramp.

The airport financials were discussed. Fuel sales were up significantly due to the National Guard operating out of the airport for the month of September.

The obstruction clearing project was discussed. Nils Heinke presented an updated photo map of the area of obstructions needed clearing on the Cashell property. After redesigning the clearing area, it shows that a buffer area may be left between the clearing area and Mr. Cashell's house. A meeting with Mr. Cashell will be scheduled to discuss the changes in the plan.

Nils Heinke presented, on behalf of Chapman Technical Group, FAA Draw #7 in the amount of $9,039.00 for approval and signature. Larry Wing moved to approve the request and to authorize the President to sign the documents. Craig Hyre seconded the motion and the motion passed with Wing, Hyre and Heffernan voting aye and 0 nay votes. President Heinke then presented WVAC Draw #4 in the amount of $502.14 for approval and signature. Frank Heffernan moved to approve the request and to authorize the President to sign the documents. Larry Wing seconded the motion and the motion passed with Heffernan, Wing and Hyre voting aye and 0 nay votes.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for October 17, 2017

Dick Chaney reported that he had received a bid of $8,188.00 from Davis Electric to replace the roof mounted HVAC unit that supplies heat and a/c to the upstairs offices. This unit was installed when the building was constructed and is the last of the three units to be replaced. David Davis Electric (a separated company) was contacted to submit a bid, but has not done so at this time. Larry Wing moved that due to a short time for construction before winter, Davis Electric bid be accepted. Frank Heffernan seconded the motion and the motion passed with Wing, Heffernan and Hyre voting aye and 0 nay votes. Mr. Chaney also reported that he will advertise for bids for the old Bush Hogg flex-wing mower that is being replaced. Beginning minimum bid will be $2,000.00.

With no other business to conduct and no request for Executive Session, upon a motion duly made by Larry Wing and seconded by Craig Hyre the meeting was adjourned at 6:44 pm.

Approved by: _____

Nils Heinke, President called the meeting to order at 5:00 pm. By roll call those present were: Nils Heinke, Larry Wing, Robert Woolwine, Craig Hyre, Frank Heffernan, Dick Chaney, Mark Scott, Randolph County Commissioner and Brian Huffman, of Chapman Technical Group.

Minutes for the October 17, 2017 meeting were reviewed. With no objections or corrections, the minutes were approved by unanimous consent.

Larry Wing reviewed the financial statements for the airport. Craig Hyre moved to approve the financial statements. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine, Heffernan and Wing voting aye and 0 nay votes.

Dick Chaney reported that he has sent a certified letter to Randolph Brent stating that he was more than six months behind in his hangar rent and that the lease would be terminated in 30 days from the date of the letter. The US Postal Service returned the letter as undeliverable. Mr. Chaney was instructed to obtain a Writ-of-Execution against Mr. Brent before the aircraft is sold at auction.

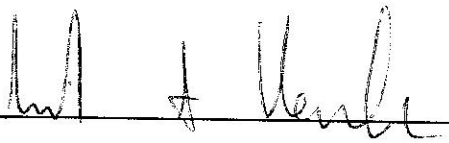
Brian Huffman discussed the obstruction removal project. He reported that the lidar survey has been completed. He presented a map of the area with the revised data. Some of the area could be trimmed down to 15' from the top, but anything more than 15' would most likely kill the tree and should be clear cut. He estimated that the area to be trimmed down to 15' would be 10.63 acres and the area to be clear cut was 13.57 acres. This is about 8 acres less than originally estimated. Mr. Huffman reported that there needs to be a pre-appraisal and a post-appraisal for the easements to determine how much the easement is worth. This would be used as a starting offer to the property owner for the easement. The cost for the pre-appraisal and post appraisal would be $47,000.00. The Authority has already obtained a pre-appraisal on the properties, so the cost should be less. With the new lidar survey, some of the clearing the property belonging to Mr. Stout could possibly be mitigated with a light instead of cutting. Mr. Huffman was instructed to explore this. Mr. Huffman also reported that with the areas to be cleared being more defined and less area disturbed, Shawn Tucker is working on revising the Environmental Assessment.

Mark Scott has the reversionary clause and will take it to Nils for signature. After discussing the issue, Craig Hyre moved to authorize the President to sign the document. Larry Wing seconded the motion and the motion passed with Hyre, Wing, Woolwine and Heffernan voting aye and 0 nay votes.

Dick Chaney previously informed the Authority of his intent to retire in October 2018. With that in mind, the Authority needs to decide how to pay him for his vacation and sick days. Mark Scott indicated that he would check with the counties CPA to determine the best way to proceed. He also informed the Authority that due to health issues he would like to cut back to four days a week and that Nick Dillon, who is off on medical leave, will be quitting around the first of the year due to his wife taking a job in North Carolina.

With the manager retiring and the lineman resigning, the Authority needs to hire replacement ~~personal~~ to fill the positions. There is an immediate need for a weekend lineman position to be filled. Frank Heffernan will meet with the Manager to come up with a job description for a weekend person and the position will then be advertised. There was also some discussion on how to start the process of how to fill the manager and the lineman positions.

With no other business to conduct and no request for Executive Session, upon a motion duly made by Larry Wing and seconded by Craig Hyre the meeting was adjourned at 7:05 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for December 12, 2017

Larry Wing, Treasurer called the meeting to order at 5:17 pm. By roll call those present were: Larry Wing, Robert Woolwine, Craig Hyre, Frank Heffernan, Dick Chaney, Mark Scott, Randolph County Commissioner, Shawn Tucker, of Chapman Technical Group and Peter Zurbuch, of Busch, Zurbuch & Thompson, PLLC. Nils Heinke was absent.

Minutes of the November 14, 2017 meeting were reviewed. With one spelling correction, the minutes were approved by unanimous consent.

Larry Wing reported on the financial statements of the Airport. Bob Woolwine moved to approve the financial statements. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre, Heffernan and Wing voting aye and 0 nay votes.

Shawn Tucker reported on the obstruction removal project. Alan Cashell, a property owner, has received the updated survey of the obstructions to be cleared on his property. He does not approve of the project and wants to address the Authority in March 2018. He will be put on the Agenda for that meeting. Mr. Tucker presented the Airport Layout Plan for approval and signature. Craig Hyre moved to approve the request and that Larry Wing, Treasurer, be authorized to sign the documents in the Presidents absence. Frank Heffernan seconded the motion and the motion passed with Hyre, Heffernan, Woolwine and Wing voting aye and 0 nay votes.

Dick Chaney reported on the West Virginia Aeronautics Reimbursement Grants. The total money available through the grants is $55,038.22. The lowest quote for the fire alarm system was $11,900.00 and the lowest quote for the replacement of 5 windows was $13,244.00. Bob Woolwine moved to authorize Mr. Chaney to purchase the fire alarm system and the windows as quoted. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre, Heffernan and Wing voting aye and 0 nay votes.

A request was made to move Agenda item 10A under New Business, Airport Personnel Matters, up on the Agenda. The request was granted by unanimous consent.

Minutes for the Elkins-Randolph Co. Regional Airport Authority for December 12, 2017

Bob Woolwine made a request to move the meeting into Executive Session to discuss Airport Personnel Matters. Larry Wing, meeting Chairman, authorized the Executive Session at 5:34 pm under WV Code §6-9A-4. Executive Session ended at 6:07 pm with no decisions made and no action being taken.

Mark Scott presented the "Partial Termination of Deed Covenant and Partial Surrender of Reversionary Interest" document for approval and signature. This is in conjunction with the "Lease and Funding Agreement" for the Emerson Phares Building. Craig Hyre moved to approve the request and to authorize the Treasurer to sign the documents in the absence of the President. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine, Heffernan and Wing voting aye and 0 nay votes. Mr. Scott then presented the "Lease and Funding Agreement" between The County Commission of Randolph County, the Randolph County Building Commission and the Elkins-Randolph Co. Regional Airport Authority for the lease of the Emerson Phares Building beginning December 1, 2017 for approval and signature. Craig Hyre moved to approve the request and to authorize the Treasurer to sign the documents in the absence of the President. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine, Heffernan and Wing voting aye and 0 nay votes.

Craig Hyre moved to give a year end stipend to the Airport employees. The amount given to the Manager will be $1,000.00, the amount given to the full-time employees will be $500.00 and the amount given to the part-time employees will be $250.00 with the appropriate payroll deductions being taken out. Bob Woolwine second the motion and the motion passed with Hyre, Woolwinw, Heffernan and Wing voting aye and 0 nay votes.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 6:31 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for January 9, 2018

Craig Hyre called the meeting or order at 5:13 pm. By roll call those present were: Craig Hyre, Robert Woolwine, Frank Heffernan, Dick Chaney, Shawn Tucker, of Chapman Technical Group, and Nils Heinke, via speaker phone. Larry Wing was absent.

Minutes for the December 12, 2017 meeting were reviewed. With no additions or corrections, the minutes were approved by unanimous consent.

Dick Chaney reviewed the financial statements. Fuel sales were above what was projected and the Airport has received the yearly support payment from the Randolph County Commission. Frank Heffernan moved to except the report and Bob Woolwine seconded the motion. The motion passed with Heffernan, Woolwine, Hyre and Heinke voting aye and 0 nay votes.

Shawn Tucker discussed the obstruction project. He reported that the updated changes for the Environment Assessment (EA) for the project have been completed. Once the bat study is finished the EA will be complete. Mr. Tucker discussed the appraisals for the properties involved in the project. He reported that Upshur Agency, LLC land services had quoted a price of $47,000 to do 56 appraisals (28 properties that require before and after appraisals). Since Hart Appraisals have completed the before appraisals, Mr. Tucker suggested that Hart be contacted to see if he could do the after appraisals. For consistency both appraisals should be done by the same company. The Alan Cashell property was discussed. Mr. Cashell has requested to be put on the March Agenda to address the Authority. He would like to sell all his property to the Authority instead of just an easement. Mr. Tucker will check with Matt DiGiulian, of the FAA, to see if this is possible.

Dick Chaney reported that the annual audit was in progress and nearing completion. The Auditor issued a verbal reprimand to the Authority for not consistently complying with WV Code as to providing quarterly and yearly financial reports to the Randolph County Commission and the City of Elkins. Also, the financial report needs to be published in the newspaper as a Class II advertisement within 60 days of the end of the fiscal year. Since the county and city representatives are provided with the financial reports on a monthly basis for

the Authority meetings, the Auditor indicated that could suffice for the quarterly reports.

With the current Airport Manager retiring this year, the Authority discussed the hiring of personnel to replace him. Mary Alice Ricottilli, who has worked part-time for the Authority as bookkeeper for the past six years, would like to submit a proposal to the Authority for the position. The Authority would like to review the proposal in the next couple weeks and possibly set up an interview at the next Authority meeting.

Mr. Chaney discussed the Emerson Phares Building Maintenance checking account. Since the Randolph County Commission has leased the building for the 911 Emergency Services and has assumed the maintenance of the building, there is no longer a need for this account. The Authority instructed Mr. Chaney to check with other airports and with Edward Jones Investments to see what options are available to invest this money.

With no other business to discuss and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Frank Heffernan the meeting was adjourned at 6:22 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for February 13, 2018

Craig Hyre called the meeting to order at 5:00 pm. By roll call those present were: Craig Hyre, Robert Woolwine, Frank Heffernan, Dick Chaney, Mark Scott, Randolph County Commissioner, Shawn Tucker, of Chapman Technical Group, Rhett Dusenberry and Nils Heinke, by conference call. Larry Wing was absent.

Mark Scott announced that the Randolph County Commission would close on the Bond loan for the Emerson Phares Building / 911 Emergency Communications Center renovations on March 5, 2018. Construction should start in early April 2018.

Minutes for the regular meeting on January 9, 2018 were reviewed and approved by unanimous consent. Minutes for the Special Meeting on January 25, 2018 were reviewed and were approved as amended by unanimous consent. Minutes for the Special Meeting on February 8, 2018 were reviewed and approved by unanimous consent.

The Financials for the Airport were reviewed. Bob Woolwine moved to approve the financials as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan, Hyre and Heinke voting aye and 0 nay votes.

Shawn Tucker reviewed the obstruction removal project. He indicated that the Habitat Assessment was complete and sent to the WV Fish and Wildlife for review and approval. Once it is approved a Public Hearing will need to be held. The before and after appraisals for the properties were discussed. Wayne Hart Appraisals did the pre-appraisals, but is somewhat reluctant to do the post-appraisals. Shawn will contact Hart to see if a solution can be worked out. Mr. Tucker presented FAA Draw #8 in the amount of $7,602.00 for Grant #023 for approval and signature. Bob Woolwine moved to approve the request and to authorize Craig Hyre to sign the documents in the absence of the President. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan, Heinke and Hyre voting aye and 0 nay votes. Mr. Tucker also presented WVAC Draw #5 for Grant #023 in the amount of $422.38 for approval and signature. Bob Woolwine moved to approve the request and to authorize Craig Hyre to sign the documents in the absence of the President. Frank

Heffernan seconded the motion and the motion passed with Woolwine, Heffernan, Heinke and Hyre voting aye and 0 nay votes.

Dick Chaney informed the Authority that RNAV GPS 5 Approach operations at night have been reinstated for straight in approaches. Circling to land is still not authorized. Also, RNAV GPS 23 Approach is still not authorized at night.

Bob Woolwine moved to enter into Executive Session for personnel matters. Frank Heffernan seconded the motion and Executive Session was authorized by unanimous consent at 5:36pm. The Authority exited Executive Session at 6:49 pm with no actions taken and no decisions made.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Frank Heffernan the meeting was adjourned at 7:00 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for March 20, 2018[Document title]

Nils Heinke, President called the meeting to order at 5:07 pm. By roll call those present were: Nils Heinke, Frank Heffernan, Robert Woolwine, Craig Hyre, Dick Chaney, Mary Alice Ricottilli, Stanley Ricottilli, and Shawn Tucker, of Chapman Technical Group. Larry Wing was absent.

Minutes for February 13, 2018 were reviewed and approved by unanimous consent. Minutes for the Special Meeting on March 6, 2018 were reviewed and approved by unanimous consent.

Nils Heinke reviewed the financials for the airport. The financial statements were approved by unanimous consent.

The Authority received a text from Jessica Sutton, Clerk for the City of Elkins, requesting that the Airport Authority give a presentation to include past activities, future plans and the financial status of the airport to Council. The President and Treasurer will give a presentation at the end of the fiscal year. In other communications, the Authority received a text from Alan Cashell. Mr. Cashell had asked to address the Authority concerning the obstruction removal project that impacts his property. The manager sent a text to Mr. Cashell as a meeting reminder and received back the following text: "Thank you but I will still be in Virginia. Our home in Elkins is for sale and we have accepted an offer on it. The buyers are aware that the FAA wants to cut down most of the trees."

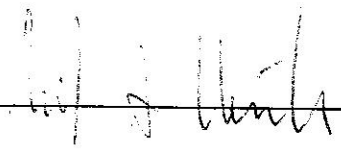
Shawn Tucker reported that the US Fish and Wildlife has completed the Habitat Assessment of the bat survey study and indicated that if there is at least 15' of the tree uncut that the bat house midigation and study does not apply. He also indicated that a public meeting will have to be held with regard to the Environmental Assessment of the project. Mr. Tucker stated that Upshur Agency, LLC land services did not want to use the before appraisals compiled by Wayne Hart. Wayne Hart will not do the after appraisals and comparisons due to not having any experience in that field. Mr. Tucker will try to find an agency that will use the already completed before appraisals and do the after appraisals and comparisons due to the financial costs.

Dick Chaney presented the job description for Airport Manager and Operations Manager for review and approval. Craig Hyre moved to approve the

documents and if the new manager concurs, they be sent to the Attorney for incorporation into the Employee Manual. Frank Heffernan seconded the motion and the motion passed with Hyre, Heffernan, Heinke and Woolwine voting aye and 0 nay votes.

Dick Chaney reported that since the Emerson Phares Building has been leased to the Randolph County Commission for the Emergency 911 Center and the County has taken over the maintenance of the building, the building maintenance checking account maintained by the Authority is no longer needed. He requested that the monies in the account be transferred to the savings account and the account be closed. The account contains $61,059.43. Bob Woolwine moved to transfer the funds to savings and close the account. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan, Hyre and Heinke voting aye and 0 nay votes.

With no other business to conduct and no request for Executive Session, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 6:13 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for April 10, 2018

Nils Heinke, President called the meeting to order at 5:04 pm. By roll call those present were: Nils Heinke, Robert Woolwine, Craig Hyre, Larry Wing, Shawn Tucker, of Chapman Technical Group, Peter Zurbuch, Attorney for the Authority, and Mary Alice Ricottilli.

Minutes for the meeting on March 20, 2018 were reviewed. Craig Hyre moved to approve the minutes as presented. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

Larry Wing discussed the airport financials. Craig Hyre moved to accept the financial report. Larry Wing seconded the motion and the motion passed with Woolwine, Hyre and Wing voting aye and 0 nay votes.

Shawn Tucker reported the Habitat Assessment of the bat study has been submitted. Mr. Tucker has been searching for an agency to perform the after easement appraisals and feels he may have found an agency willing to use the before easement appraisals compiled by Wayne Hart.

Craig Hyre moved to go into Executive Session for Personnel Matters. Bob Woolwine seconded the motion. By unanimous consent, President Nils Heinke authorized the session under WV Code §6-9A-4 at 5:22 pm. Members of the Authority exited Executive Session at 6:00 pm. While in Executive Session no decisions were made.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre the meeting was adjourned at 6:10 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for May 8,2018 [Document title]

Nils Heinke, President called the meeting to order at 5:04 pm. By roll call those present were: Nils Heinke, Robert Woolwine, Larry Wing, Craig Hyre, Dick Chaney, Mark Scott, Randolph County Commissioner, Brian Huffman and Melisa Defibaugh, of Chapman Technical Group, Mary Alice and Stanley Ricottilli. Frank Heffernan was absent.

Minutes for the April 10, 2018 meeting were reviewed. Craig Hyre moved to approve the minutes as presented. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine, and Wing voting aye and 0 nay votes.

Larry Wing reviewed the financials. He asked that the WV Aeronautics Commission Grant money (shown as income), be shown in the Expenses (when paid out) instead of Fixed Assets. Craig Hyre moved to approve the Financials. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

Brian Huffman informed the Authority that Shawn Tucker would be off work for a period of time due to illness. Melisa Defibaugh will be assuming Shawn's duties as project manager and Brian would be assisting her. Brian reported that he had contacted Mr. Goldman in Charleston to see if he would do the post construction property appraisals. He will continue to look for other appraisers in case Mr. Goldman is not interested in doing them. Mr. Huffman reported that after the new lidar survey was done, the area involved in clearing was diminished somewhat. The Environmental Assessment Bat Conservation Plan had to be redone due to the smaller area. The new plan has been sent to the WV Fish and Wildlife for approval.

Dick Chaney advised the Authority that employee Nick Dillon would be resigning effective May 18, 2018. The Authority will hold interviews for a part-time person to work weekends and holidays.

Mr. Chaney reported that the WVDEP had inspected the above ground fuel storage tanks. This was the first inspection since the state passed the WV ATS law. There were a couple issues: • We need to place a sign on each tank with the tank registration number, the WVDEP phone number and an Emergency contact number. • The "Fit for Service" inspection was not up to date. • Tank spill

insurance is required. Fit for Service inspection is required every 3 years and the Spill Plan update is required every 5 years. Mr. Chaney presented an insurance application for pollution and spill coverage of the above ground fuel tanks required by the WVDEP for approval and signature. The annual premium for $1,000,000 pollution coverage with $10,000 deductible would be $8,819.44. The Authority can purchase a 3-year policy for $20,141.56 (which would be a $6,316.76 savings). Craig Hyre moved to approve the purchase and to authorize the President to sign the application. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes. Mr. Chaney also reported that he had contacted Core Environmental Services of Morgantown, WV to due the "Fit for Service" tank inspections. The cost will be $2,100. Core had done the initial inspections and compiled the "Spill Prevention and Response Plan" that is required.

Mr. Chaney reported that the Emerson Phares Building maintenance account money had been transferred to the savings account and the maintenance account was closed. Mr. Chaney suggested investing most of the savings account in Edward Jones Investment CDs to generate more interest. At this time a 6-month CD yields 1.95% and a 1-year CD yields 2.3%. Larry Wing moved to purchase a $100,000 CD for 6 months and a $100,000 CD for 1 year. Also, that any two of the following board members be required to manage and withdraw from the account. The following members are authorized: Nils Heinke, Larry Wing, Craig Hyre, Robert Woolwine and Frank Heffernan. Bob Woolwine seconded the motion and the motion passed with Wing, Woolwine, and Hyre voting aye and 0 nay votes."

Craig Hyre requested Executive Session to discuss Personal Matters. At 6:37pm Nils Heinke, President authorized the Executive Session under WV §6-9A-4. The Authority exited the session at 7:10 pm with no decisions made and no action taken.

With no other business to conduct, upon a motion duly made by Craig Hyre and seconded by Larry Wing the meeting was adjourned at 7:14 pm.

Approved by: _____

Minutes for the Elkins=Randolph Co. Regional Airport Authority for June 12, 2018

Nils Heinke, President called the meeting to order at 5:05 pm. By roll call those present were: Nils Heinke, Frank Heffernan, Craig Hyre, Dick Chaney, Stanley Ricottilli, Mary Alice Ricottilli, Brian Huffman and Melissa Defibaugh. Robert Woolwine and Larry Wing were absent.

Minutes of the May 8, 2018 meeting were reviewed. Frank Heffernan moved to approve the minutes as presented. Craig Hyre seconded the motion and the motion passed with Heinke, Heffernan and Hyre voting aye and 0 nay votes.

Brian Huffman reported that he is still trying to secure an appraiser to preform the post construction property appraisals. There was discussion that due to the requirements of having the executed easements submitted to the FAA before beginning 'construction' phase of this project, the airport will be forced to forfeit allotted grant funding.; therefore, the authority is going to request of the FAA to allow a design-construct grant for next year. Melissa Defibaugh reported that the Fish and Wildlife indicated they will approve the plan with an increase in the number of bat boxes.

Nils Heinke discussed the airport financials. Craig Hyre moved to accept the financial report. Frank Heffernan seconded the motion and the motion passed with Heinke, Hyre and Heffernan voting aye and 0 nay votes.

Mary Alice Ricottilli reported a need to update the signature cards and accounts at all financial institutions. Craig Hyre made a motion to have such cards and accounts updated at Citizens Bank of West Virginia, Mountain Valley Bank, N.A., Davis Trust Company and a new account with Edward Jones to reflect the following signatory names: Nils Heinke, Craig Hyre, Larry Wing, Bob Woolwine, Frank Heffernan and Mary Alice Ricottilli. The accounts shall require two signatures for transactions and any of two of the six are authorized. Frank Heffernan seconded the motion and the motion passed with Heinke, Hyre and Heffernan voting aye and 0 nay votes.

Craig Hyre moved to hire Ronald Cutright on a part-time basis as an Airport Attendant. Frank Heffernan seconded the motion and the motion passed with Hyre and Heffernan voting aye and 0 nay votes.

Minutes for the Elkins=Randolph Co. Regional Airport Authority for June 12, 2018

Craig Hyre moved to amend the motion of the May 8, 2018 meeting which stated, "Larry Wing moved to purchase a $100,000 CD for 6 months and a $100,000 CD for 1 year. Also, that any two of the following board members be required to manage and withdraw from the account. The following members are authorized: Nils Heinke, Larry Wing, Craig Hyre, Robert Woolwine and Frank Heffernan. Bob Woolwine seconded the motion and the motion passed with Wing, Woolwine, and Hyre voting aye and 0 nay votes."; and reflect the change, to purchase a $125,000.00 CD for 1 year. The account(s) shall require two signatures for transactions and any of two of the six are authorized. The six authorized to sign are Nils Heinke, Craig Hyre, Larry Wing, Bob Woolwine, Frank Heffernan and Mary Alice Ricottilli. Frank Heffernan seconded the motion and the motion passed with Heinke, Hyre and Heffernan voting aye and 0 nay votes.

A budget for the 2018-2019 fiscal year was presented for discussion. Craig Hyre moved to adopt the balanced budget. Frank Heffernan seconded the motion and the motion passed with Heinke, Hyre and Heffernan voting aye and 0 nay votes.

Frank Heffernan moved to accept the follow slate of officers for a one-year term or until their successors are elected and qualified, Nils Heinke-President, Craig Hyre-Vice President, Larry Wing-Treasurer and Bob Woolwine-Secretary. Craig Hyre seconded the motion and the motion passed with Heinke, Hyre and Heffernan voting aye and 0 nay votes.

With no other business to conduct, and no request for Executive Session, upon a motion make by Craig Hyre and seconded by Frank Heffernan the meeting was adjourned at 7:02 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for July 10, 2018

Nils Heinke, President, called the meeting to order at 5:05 pm. By roll call those present were: Nils Heinke, Frank Heffernan, Bob Woolwine, Craig Hyre, Larry Wing, Dick Chaney, Stanley Ricottilli, Mary Alice Ricottilli, Brian Huffman, Melissa Defibaugh, of Chapman Technical Group, and Rhett Dusenbury, District Representative for Hon. Alex X. Mooney.

During the Public Comment period, Rhett Dusenbury expressed support to the airport which facilitates growth and usage to the aviation community.

Minutes of the June 12, 2018 meeting were reviewed. Frank Heffernan moved to approve the minutes as presented. Craig Hyre seconded the motion and the motion passed with Heffernan, Woolwine, Hyre and Wing voting aye and 0 nay votes.

Larry Wing, treasurer, had some comments about the Year End Profit and Loss. He noted the WV Aeronautical Commission Grant Income was not in the budget, the Lease Income was less than projected and the liability insurance and licenses/permits were over budget which all combined threw off the profit & loss budget vs. actual. Bob Woolwine noted that the Percentage of Budget projected in QuickBooks should reflect a negative amount if expenses are over budget. Mary Alice Ricottilli explained the WV Aeronautical Commission Grant, if approved, is awarded in August-after our budget is set, the lease income was less than projected due to a change in tenants in the Emerson Phares Building, and the increase in the liability insurance and licenses/permits was due to the requirements of the DEP concerning our fuel farm. The liability insurance increase for the DEP requirements was unexpected but the policy was written for a three-year period for a savings of approximately $6,000.00. Members of the Board explained that the Percentage of Budget for an expense item is reported correctly, it will reflect a number under 100% if item comes in under budget, 100% if budget is on target and a number over 100% if item is over budget. Bob Woolwine moved to accept the financial report, Craig seconded the motion and the motion passed with Heffernan, Woolwine, Hyre and Wing voting aye and 0 nay votes.

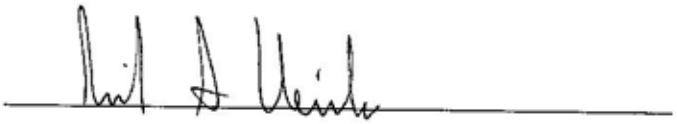
Brian Huffman spoke about securing an appraiser to perform the pre and post construction property appraisals. He needs to confirm a few items and would like to move this along as quickly as possible. Brian indicated the Authority would bear the cost of the appraisals temporarily because the FAA requires the executed easements in hand before the grant would be awarded, when awarded the Authority would be reimbursed for the cost. Melissa Defibaugh reported a change in the Fish & Wildlife policy about bat boxes and the monitoring of the boxes. When this project started the requirement was one box per ten trees. The requirement has changed to one box per four trees plus two-year monitoring. There is a Mist Netting procedure that is available. This procedure is used to monitor the affected properties for the Indiana Bat. If no bat is found there is no need for the boxes and monitoring thus a monetary savings for the project. Again, the Authority would bear the cost of the Mist Netting temporarily until grant approval. Melissa indicated the window of time the Mist Netting can be executed is

quickly approaching. She will double check with the FAA to make sure this expense is allowable in the scope of this project. Due to the time sensitivity of both issues Larry Wing moved to call a Special Meeting Friday July 13, 2018 at 5:00 pm. Bob Woolwine seconded the motion and the motion carried with Heffernan, Woolwine, Hyre and Wing voting aye and 0 nay votes.

Nils Heinke presented the Personnel Policy Manual for approval. Craig moved to adopt the Personnel Policy Manual dated July 10, 2018. Frank Heffernan seconded the motion and the motion passed with Heffernan, Woolwine, Hyre and Wing voting aye and 0 nay votes.

New Business, Nils Heinke gave a report on the need to replace Hangar 17 & 18. He and Dick Chaney have discussed the parameters of the project. Dick Chaney is going to research the project and report to the board at a later date.

With no other business to conduct, and no request for Executive Session, upon a motion made by Craig Hyre and seconded by Frank Heffernan the meeting was adjourned at 7:15 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority Special Meeting for July 13, 2018

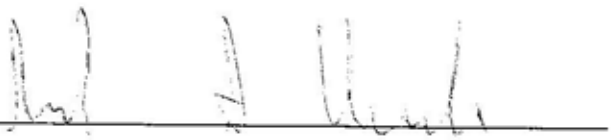
Nils Heinke, President called the special meeting to order at 5:01 pm. By roll call those present were: Nils Heinke, Frank Heffernan, Bob Woolwine, Craig Hyre, Larry Wing, Stanley Ricottilli, Mary Alice Ricottilli, Brian Huffman and Melissa Defibaugh of Chapman Technical Group.

Nils Heinke informed the board that he had spoken to the FAA concerning funding the Misted Net pre-project requirements. He indicated the FAA understood the need and was favorable to funding the project. Melissa Defibaugh presented the project proposal from Third Rock Consultants, LLC. She explained the scope of the project and answered questions from the board. Larry Wing moved to accept the proposal from Third Rock Consultants, LLC., Phase 2 Presence/Probable Absence Survey for the Indianan bat by mist net survey pre-project of the Obstruction Removal Project for Runways 5 and 23-Phase 1, Craig Hyre seconded the motion. The motion was withdrawn upon information from Chapman Technical Group stating that Matt DiGiulian of the FAA requested a second proposal for a mist net survey.

Craig Hyre moved to authorize Nils Heinke, President to execute a grant that pays for and pertains to the Phase 2-Bat Presence/Probable Absence Survey. Larry Wing seconded the motion and the motion carried with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes.

Brian Huffman reported he continues to work on securing an appraiser to perform the pre and post construction property appraisals for Phase1-Obstruction Removal Project of Runways 5 and 23. He had no action item for this meeting but hopes to have a proposal prior to the August 14, 2018 regular meeting of the authority.

With no other business to conduct, upon a motion made by Larry Wing and seconded by Frank Heffernan the meeting was adjourned at 5:43 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for August 14, 2018

Nils Heinke, President, called the meeting to order at 5:04 pm. By roll call those present were: Larry Wing, Craig Hyre, Bob Woolwine, Frank Heffernan, Nils Heinke, Dick Chaney, Stanley Ricottilli, Mary Alice Ricottilli, Melissa Defibaugh of Chapman Technical Group, Joe Gonzalez, project manager for 911 Communication Center and Marion Dougherty of Premier Construction Group.

Joe Gonzalez requested approval to place two 2' round microwave antennas on the antenna farm located on the roof of the terminal building. The antenna would not interfere with the radio systems required to operate the airport. He further explained that one antenna would get signal from the 911 Communication Center and the other antenna would send the signal to an antenna on Rich Mountain-Beverly Site. He also requested the approval to remove one tree near our equipment garage in order to get clear line of site to Rich Mountain. Craig Hyre made a motion to allow two 2' antennas to be mounted to the existing antenna farm on the terminal building and to allow the removal of the tree. Frank Heffernan seconded the motion and the motion passed with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes.

Mark Scott reported that the 911 Communication Center project is on budget and on schedule. Completion date is slated for February 2019.

Minutes of the July 10, 2018 Regular Meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Craig Hyre seconded the motion and the motion passed with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes. Minutes of the July 13,2018 Special Meeting were reviewed. Craig Hyre moved to approve the minutes as presented. Frank Heffernan seconded the motion and the motion passed with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes.

Nils Heinke thanked Stanley Ricottilli and Ronald Cutright for removing the overgrown scrubs that were surrounding the gazebo, commenting that it increased the visibility within the airport.

Craig Hyre moved to accept the financial report as presented. Bob Woolwine seconded the motion and the motion passed with Wing, Hyre, Woolwine, and Heffernan voting aye and 0 nay votes.

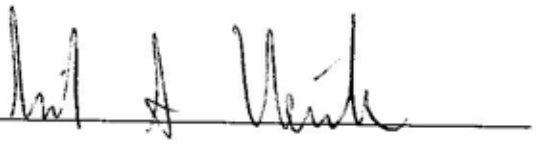
Melissa Defibaugh reported that the Mist Net Survey was a success with no Indiana Bats caught in nets. Melissa requested that the Authority submit payment for the Mist Net Survey directly to Skybax instead of using Chapmans invoicing system. Bob Woolwine moved to pay Skybax directly. Craig Hyre seconded the motion and the motion carried with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes. She confirmed submission of the Application for Federal Assistance for FAA AIP Project No. 3-54-0007-024-2018. This grant is for Phase 1-Mist Net Survey for the Obstruction Removal Project for Runways 5-23 Approaches.

Melissa Defibaugh also reported on the status of securing an appraiser to perform the pre and post construction property appraisals and suggested running an advertisement in newspapers. She went on to discuss the financial considerations for the next phase of the project; pre and post construction appraisals and preparation of easements. This work has to be done prior to applying for a FAA grant. Craig Hyre moved to advertise, in the newspapers, for an appraiser to perform the needed work and for the Elkins-Randolph Co. Regional Airport Authority to make available the money to fund the pre and post appraisals and easement documents which will be reimbursed through a FAA grant. Bob Woolwine seconded the motion and the motion passed with Wing, Hyre, Woolwine and Heffernan voting aye and 0 nay votes.

Mary Alice Ricottilli asked for the appointment of a committee to score audit proposals for ICPA firms interested in preforming annual audits for FYE 2018 and 2019. Nils Heinke appointed Larry Wing, Craig Hyre and Frank Heffernan.

Dick Chaney gave a report on the proposed replacement of Hangar 17 & 18. Casey Electric gave a turn key bid of $188,500.00 for a 75' x 70' metal building using the existing bifold door. This bid includes demolition of existing hangar, electric, lighting, insulation and concrete. Casey Electric also bid a 50' x70' metal building including a door, (three sided to attach to first bid building) for $88,500.00. Dick also had a quote from Freedom Buildings for materials to build a 75' x 70' building shell for $147,860.00. Coastal Steel Structures submitted a price of $90,810.00 for a steel building shell but Dick was unsure if Coastal fully understood the scope of the project. No action was taken.

With no other business to conduct, and no request for Executive Session, upon a motion made by Bob Woolwine and seconded by Larry Wing the meeting was adjourned at 6:25 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for September 11, 2018

Nils Heinke, President, called the meeting to order at 5:10 pm. By roll call those present were: Craig Hyre, Bob Woolwine, Nils Heinke, Larry Wing, Mark Scott, Dick Chaney, Stanley Ricottilli, Mary Alice Ricottilli, Melissa Defibaugh of Chapman Technical Group and Rhett Dusenbury, District Representative for the Honorable Alex Mooney of the U.S. House of Representatives.

Minutes of the August 14, 2018 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Craig Hyre seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

Craig Hyre moved to accept the financial report as presented. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

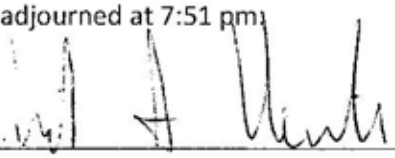
Melissa Defibaugh presented FAA #024 Request #1 in the amount of $17,550.00 for approval and signature. Craig Hyre moved to approve the request and authorize the President to sign the documents. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes. She then presented WVAC Grant Application for FAA Grant #024 in the amount of $2,003.00 which is 5% of the total project cost of $40,056.00. Craig Hyre moved to approve the application and authorize the President to sign the documents. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes. The Authority will match 5% in the amount of $2,003.00. Ms. Defibaugh then presented a request for approval of the engineering contract to Conduct Environmental Study (Mist Net Survey) for the Indiana Bat habitat. Craig Hyre moved to approve the request and authorize the President to sign the documents. Larry Wing seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

President Heinke reported the Replacement of Hangar 17 & 18 is still ongoing with the gathering of price comparisons at this time.

Craig Hyre moved to go into Executive Session for Personnel Matters. Bob seconded the motion and by unanimous consent entered into Executive Session. President Heinke authorized the Session under WV Code §6-9A-4 at 6:10 pm. Members of the Authority exited the session at 6:48 pm. President Heinke announced there were no decisions made while in executive session.

Craig Hyre moved to approve and authorize the President to sign two payment requests relating to the retirement of Dick Chaney as stipulated in the Personnel Policy. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes. Craig Hyre moved to pay a Retirement Bonus to Dick Chaney in the amount of $8,000.00. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Larry Wing, the meeting was adjourned at 7:51 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for October 8, 2018

Nils Heinke, President, called the meeting to order at 5:01 pm. By roll call those present were: Bob Woolwine, Frank Heffernan, Nils Heinke, Larry Wing, Craig Hyre, Mark Scott, Mary Alice Ricottilli, Stanley Ricottilli, and Melissa Defibaugh of Chapman Technical Group.

Mark Scott reported that the 911 Communication Center project is on schedule with a completion date slated for February 2019.

Minutes of the September 11, 2018 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Craig Hyre seconded the motion and the motion passed with Woolwine, Heffernan, Wing and Hyre voting aye and 0 nay votes.

Craig Hyre moved to accept the financial report as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan, Wing and Hyre voting aye and 0 nay votes.

Concerning the Obstruction Removal Project of Runways 5 and 23, Melissa Defibaugh presented a Notice To Appraisers And Review Appraisers, to the board for review. Melissa will publish this notice in newspapers after Matt DiGiulian is able to review the posting.

Mary Alice Ricottilli discussed the preparations made to accommodate a FAA Fight Check. The lighting on the Cupp silo, Ward property tower and Kelly Mountain tower have all been repaired and working properly. The MIRL, REIL and PAPI lights are also operational. She requested from Mark Scott, an As Built set of blueprints for the Emerson Building to have for the files.

The Unfinished Business concerning the Replacement of Hangar 17 & 18 is on hold at the present time.

Nils Heinke reported on the poor condition of the aircraft tug and suggested the board consider replacing the tug if mechanical repairs were unsuccessful. He suggested bringing a UTV (Utility Task Vehicle) on the field to demonstrate the capability of tugging aircraft.

Craig Hyre moved to go into Executive Session for Personnel Matters. Bob Woolwine seconded the motion and by unanimous consent entered into Executive Session. President Heinke authorized the Session under WV Code §6-9A-4 at 5:50 pm. Members of the Authority exited the session at 6:03 pm. President Heinke announced there were no decisions made while in executive session.

Craig Hyre moved to purchase a car cover for Richard Chaney as a retirement gift not to exceed $150. Larry Wing seconded the motion and the motion carried with Woolwine, Heffernan, Wing and Hyre voting aye and 0 nay votes.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre, the meeting was adjourned at 6:13 pm.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport

Authority for November 13, 2018

Nils Heinke, President called the meeting to order at 5:00 pm. By roll call those present were: Frank Heffernan, Nils Heinke, Craig Hyre, Bob Woolwine, Mark Scott representing the Randolph County Commission, Stanley Ricottilli, Mary Alice Ricottilli, Melissa Defibaugh of Chapman Technical Group and Rhett Dusenbury, District Representative for the Honorable Alex Mooney of the U.S. House of Representatives.

Minutes of the October 8, 2018 meeting were reviewed. Craig Hyre moved to approve the minutes as presented. Frank Heffernan seconded the motion and the motion passed with Heffernan, Hyre and Woolwine voting aye and 0 nay votes.

The airport financials were reviewed. Craig Hyre moved to accept the financial report as presented. Frank Heffernan seconded the motion and the motion passed with Heffernan, Hyre and Woolwine voting aye and 0 nay votes.

Melissa Defibaugh presented FAA Grant #024 (Phase I-Mist Net Survey for the Obstruction Removal Project for Runways 5-23 Approaches) Request #2 in the amount of $9,793.00 for approval and signature. Bob Woolwine moved to approve the request and to authorize the President to sign the documents. Craig Hyre seconded the motion and the motion passed with Heffernan, Hyre, and Woolwine voting aye and 0 nay votes.

Ms. Defibaugh then gave a report on FAA Grant #023 Phase I-Environmental Assessment for the Obstruction Removal Project for Runways 5-23 Approaches. The U.S. Fish and Wildlife Service is concerned that the Small-Whorled Pogonia, a threatened species, could be growing in the areas outlined in the Obstruction Removal Project. Ms. Defibaugh will continue to research this issue and report to the board with the findings.

Ms. Defibaugh reported that several submissions for, Request for Qualifications for Appraisal Services and Appraisal Review Services, were received. Melissa and Mary Alice reviewed the applications and will conduct phone interviews and report back to the board with the findings.

Mary Alice Ricottilli reported that Bud Cupp asked permission to run electric service to the garage that he currently uses that belongs to the Airport which is located on what is referred to as the Ward Property which boarders the Cupp property. Nils Heinke is going to confer with the FAA due to the fact that this particular property is part of the Obstruction Removal Project for Runways 5-23. Mary Alice informed the board a Supplemental Appropriation AIP Grant to rehabilitate Taxiway B, Taxiway C and the Main Apron has been submitted. There was discussion of clearing the perimeter fencing and how to dispose of the wood debris. Mary Alice will investigate what size of wood

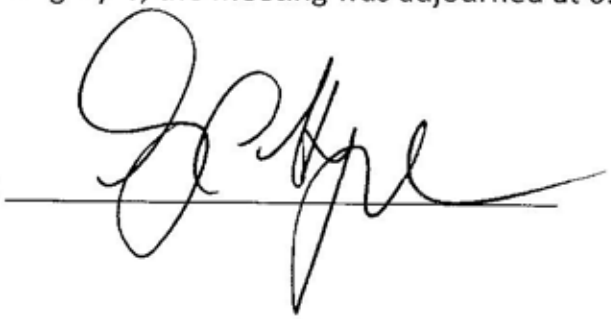
chipper could be utilized for this project and report back to the board. Mark Scott reported that the disposal of the old generator is permitted. If there are proceeds from the disposal, the check is to be made to the Randolph County Commission, the Commission would then donate the proceeds back to the Airport for having stored the generator. Mr. Scott discussed signage for the 911 Communications Center and The Airport. Signs at the entrance of Airport Road, at the entrance of the 911 Center and a sign on the terminal building are needed. He'll present the layout for review when they become available.

The unfinished business concerning the replacement of hangar 17 & 18 is on hold at the present time.

Bob Woolwine discussed the possibility of future annexation of airport property. It is not on the table at present, just something for the Authority to be thinking about.

Stanley Ricottilli gave a report on the repair of the aircraft tow tug. It has been put back in service after extensive repair to the braking system. Finding a replacement for the tug is suggested.

With no other business to conduct, upon a motion duly made by Bob Woolwine and seconded by Craig Hyre, the meeting was adjourned at 6:58 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for December 11, 2018

Craig Hyre, Vice President, called the meeting to order at 5:00 pm. By roll call those present were: Craig Hyre, Bob Woolwine, Larry Wing, Frank Heffernan, Nils Heinke-via speaker phone, Mark Scott, Stanley Ricottilli, Mary Alice Ricottilli, Melissa Defibaugh of Chapman Technical Group and Rhett Dusenbury, district representative for Alex Mooney of the U.S. House of Representatives.

During the Public Comment period, Mr. Dusenbury expressed support to the airport which facilitates growth and usage to the Elkins-Randolph County community. Mark Scott reported on the progress of the 911 Communication Center. The infrastructure has been completed on the section of the building that contains offices and they have begun painting. The infrastructure has begun on the section of the building that contains the call center. Move in date is May 2019.

Minutes of the November 13, 2018 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

The airport financials were reviewed. Larry Wing presented questions regarding categorization of income and expense items and the budgeting-reporting process. Mary Alice Ricottilli explained that the categorization, budgeting and reporting process has not changed during the transition period between Airport Managers and would get the answers Mr. Wing is requesting. Larry Wing made a motion to table the Financial Report until the next meeting due to unanswered questions. Bob Woolwine seconded the motion and the motion carried with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

Melissa Defibaugh reported on Phase I-Environmental Assessment of the Obstruction Removal Project for Runways 5-23 Approaches. On December 03, 2018 Ms. Defibaugh initiated a conference call with the U.S. Fish and Wildlife Service concerning the Small Whorled Pogonia, a threatened species, and Running Buffalo Clover, newly identified to our project. The purpose of the conference call was to clarify and narrow the project or sampling area for the two plants. The U.S. Fish and Wildlife Service agreed to consider, from the FAA, a letter of concedere to isolate certain areas within the avigation easement properties to sample for the plants in question. Melissa reiterated that the Mist Net Survey is still pending USFWS approval.

Ms. Defibaugh presented the board with a proposal from Chico Appraisal Services to perform the Appraisal Services and a proposal from Jennings Bradford for Review Appraisal Services for the Obstruction Removal Project for Runways 5-23 for approval and signature. Larry Wing moved to approve both of the proposals and to authorize the Vice President to sign the documents. Frank Heffernan seconded the motion and the motion carried with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

During the Manager's Report Mary Alice Ricottilli notified the board that Davis Trust Company has initiated a conversion from Passbook Savings to Statement Savings account. Benefits

include a higher interest rate, monthly statements on active accounts and discontinuation of the Passbook. Larry Wing made a motion to authorize Mary Alice Ricottilli to execute the paperwork necessary for the conversion. Frank Heffernan seconded the motion and the motion carried with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes. Mrs. Ricottilli spoke of the need for a backup generator for the light vault which operates all of the airfield lighting. In the event of a power outage no aircraft can safely land on the airport after dark. This is critical especially in the event of a wide spread power outage for Healthnet and other Emergency Responders. She presented the board with three options of accomplishing this goal. No action was taken but the board took the information under consideration. She then reported on the progress of cleaning out Hangar #18. Three trailer loads of rubbish have been removed and although the project is not complete it's a good start. Mary Alice and Stanley continue to strategize on the most feasible route to bring the fuel tanks into compliance per Core Engineering specs. And lastly Mary Alice explained to the board, Governor Justice declared Wednesday, Dec. 5 a state holiday in observance of the National Day of Mourning for President George H.W. Bush. Both Stanley and Mary Alice worked that holiday and will receive compensatory time as per the Personnel Policy.

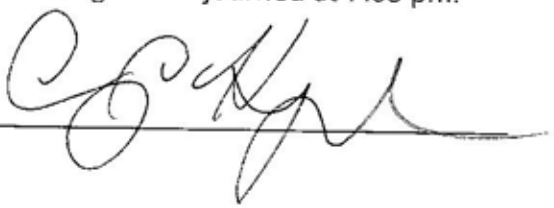
The Unfinished Business concerning the Replacement of Hangar 17 & 18 is on hold at the present time.

Bob Woolwine moved to go into Executive Session for personnel matters. Frank Heffernan seconded the motion and by unanimous consent entered into Executive Session. Vice President Hyre authorized the Session under WV Code §6-9A-4 at 6:50 pm. Members of the Authority exited the session at 6:57 pm. Vice President Hyre announced there were no decisions made while in executive session.

Bob Woolwine made a motion to provide the employees with a stipend in the next payroll cycle in the amounts as follows: Mary Alice Ricottilli $750.00, Stanley Ricottilli $750.00 and Ronald Cutright $250.00. Larry Wing seconded the motion and the motion carried with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

The board discussed a request from Bud Cupp. Mr. Cupp would like to have electric service installed in the garage located on the old Ward Property. The board does not have adequate information to grant the request at this time but will continue toward a resolution.

With no other business to conduct, upon a motion duly made by Frank Heffernan and seconded by Larry Wing, the meeting was adjourned at 7:08 pm.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for January 8, 2019

Craig Hyre, Vice President, called the meeting to order at 5:00 PM. By roll call those present were: Bob Woolwine, Larry Wing, Frank Heffernan, Craig Hyre, Nils Heinke-via speaker phone, Mark Scott, Mary Alice Ricottilli, Stanley Ricottilli and Melissa Defibaugh of Chapman Technical Group.

Upon unanimous consent, Vice President Craig Hyre presented a change to the agenda allowing Chapman Technical Group to give their Committee Report.

Melissa Defibaugh reported the following:

The U.S. Fish and Wildlife Service is in receipt of a letter from the FAA asking to isolate certain areas to sample for small whorled pogonia. (FAA Grant 023)

The Mist Net Survey is still pending USFWS approval. (FAA Grant 024)

Chico Appraisal Services requested a Notice to Proceed after January 7, 2019 with an estimated completion within 90 days. Review Appraiser, Randy Bradford, estimates completion of 30 days or less after receiving appraisals. Landmark Forestry has been contacted about completing the timber appraisals.

Bob Woolwine moved to approve the minutes of the December 11, 2018 meeting as presented. Larry Wing seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

The airport financials were reviewed. Bob Woolwine moved to accept the financial report as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

Manager Mary Alice Ricottilli reported on the recent breaking without entering and presented information on replacing the window that was damaged. She also suggested renovating the baggage room in the Terminal Building to increase usable space and to make the room energy efficient. Bob Woolwine moved to renovate the baggage room, including window installation from Ware's Glass & Awning for $3,252.00. Larry Wing seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

Bob Woolwine moved to take from the table the motion relating to the Financial Report of the December 11, 2018 meeting. Frank Heffernan seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes. After a brief discussion Larry Wing moved to accept the December 11, 2018 Financial Report. Frank Heffernan seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

The Complaint filed in Randolph County Magistrate Court against Randolph Brent is set to expire. Counsel for The Airport, Peter G. Zurbuch spoke with Mary Alice Ricottilli inquiring if The

Airport wished to reinstate the complaint or drop the complaint. Further examination of the fees associated to reinstate and the probability of collecting the outstanding debt prompted a motion by Larry Wing to drop the complaint. Bob Woolwine seconded the motion and the motion passed with Woolwine, Wing, Heffernan and Heinke voting aye and 0 nay votes.

The Records Retention Schedule is in progress but not completed for action at this time.

With no other business to conduct, upon a motion made by Bob Woolwine and seconded by Larry Wing, the meeting was adjourned at 6:35 PM.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority for February 12, 2019

Craig Hyre, Vice President, called the meeting to order at 5:02 PM. By roll call those present were Bob Woolwine, Frank Heffernan, Craig Hyre, Nils Heinke-via speaker phone, Mary Alice Ricottilli and Melissa Defibaugh of Chapman Technical Group.

Bob Woolwine moved to approve the minutes of the January 8, 2019 meeting as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan and Heinke voting aye and 0 nay votes.

The airport financials were reviewed. Bob Woolwine moved to accept the financial statements as presented. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan and Heinke voting aye and 0 nay votes.

Manager, Mary Alice Ricottilli presented the Board with the completed audit information from BHM CPA Group, Inc. The correspondence states 'For the audit for the year ended June 30, 2018, there were no issues to report to management.' Bob Woolwine made a motion to accept the auditors report and authorize Vice President Craig Hyre to sign the audit documents. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan and Heinke voting aye and 0 nay votes.

Melissa Defibaugh reported the following:

The Mist Net Survey is still pending USFWS approval. (FAA Grant 024)

The Environmental Assessment is still pending USFWS approval. (FAA Grant 023)

Mrs. Defibaugh has spoken to all of the landowners that will be impacted by Obstruction/Removal Grant. Chico Appraisal Services will begin the appraisal process and Landmark Forestry is moving forward with the Timber Appraisals.

FAA Grant #023 Request #9 in the amount of $4,223.75 was presented for approval and signature. Bob Woolwine moved to approve the request and to authorize Vice President Craig Hyre to sign the documents. Frank Heffernan seconded the motion and the motion passed with Woolwine, Heffernan and Heinke voting aye and 0 nay votes. Then presented was WVAC Grant #ELRA0412017 Request #6 in the amount of $212.00 for approval and signature. Bob Woolwine moved to approve the request and to authorize Vice President Craig Hyre to sign the documents. Frank Heffernan seconded the motion and the motion passed with Heinke, Heffernan and Woolwine voting aye and 0 nay votes.

The Unfinished Business of Replacement of Hangar 17 & 18 and the Records Retention Schedule are on hold at this time.

Bob Woolwine moved to go into Executive Session for personnel matters. Frank Heffernan seconded the motion and by unanimous consent entered into Executive Session. Vice President Hyre authorized the Session under WV Code §6-9A-4 at 6:30 PM. Members of the Authority

exited the session at 7:03 PM. Vice President Hyre announced there were no decisions made while in executive session.

With no other business to conduct, upon a motion duly made by Frank Heffernan and seconded by Bob Woolwine, the meeting was adjourned at 7:05 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority for March 12, 2019

Vice President Craig Hyre called the meeting to order at 5:04 PM. By roll call those present were Craig Hyre, Bob Woolwine, Mark Scott-Randolph County Representative, Mary Alice Ricottilli, Melissa Defibaugh of Chapman Technical Group and joining the meeting at 6 PM, Nils Heinke via phone.

During Public Comment, visitors Linda Little and Joe Kisner voiced their concerns about the removal of trees on their property during the Obstruction Removal Project for runway 5-23 approaches. At that time, Ms. Little and Mr. Kisner expressed passive threats of shooting trespassers.

Approved by unanimous vote by the Authority, County Representative Mark Scott was given voting privileges to create a quorum.

Bob Woolwine moved to approve the minutes of the February 12, 2019 meeting as presented. Mark Scott seconded the motion and the motion passed with Hyre, Woolwine and Scott voting aye and 0 nay votes.

Bob Woolwine moved to accept the financial statements as presented. Mark Scott seconded the motion and the motion passed with Hyre, Woolwine and Scott voting aye and 0 nay votes.

Melissa Defibaugh reported the following:

The Mist Net Survey is still pending USFWS approval. (FAA Grant 023)

The Environmental Assessment is pending USFWS approval. (FAA Grant 024)

Landmark Forestry has completed the Timber Appraisals and Chico Appraisal Services will be beginning the Property Appraisals.

Mary Alice Ricottilli reported that all payments from WV state agencies are now done through Electronic Fund Transfers. (EFT) The Airport has an account set up through WV Oasis to accept such payments. This Oasis account utilizes one bank account to make such deposits and for the Airport that account is #11371, the 'Regular/Operating' account. Recently the West Virginia Aeronautics Commission submitted payment for a Grant into that account. That deposit and future Grant deposits need to be transferred into the Airport Improvement Plan (AIP) account #1204823. Mark Scott moved to allow Mary Alice Ricottilli to Electronically Transfer funds from account #11371 to #1204823 and further acknowledges the amount of this specific transfer is $212.00 for WVAC Grant #ELRA0412017. Nils Heinke seconded the motion and the motion passed with Woolwine, Scott and Heinke voting aye and 0 nay votes.

The Unfinished Business of Replacement of Hangar 17 & 18 and the Records Retention Schedule continue to be in process.

With no other business to conduct, upon a motion made by Nils Heinke and seconded by Bob Woolwine, the meeting was adjourned at 6:38 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority
Regular Meeting April 2, 2019

President Nils Heinke called the meeting to order at 5:07 PM. By roll call those present were Nils Heinke, Craig Hyre, Bob Woolwine, Larry Wing, Stanley Ricottilli and Melissa Defibaugh of Chapman Technical Group. Frank Heffernan, Mark Scott and Mary Alice Ricottilli were absent.

Craig Hyre moved to approve the minutes of the March 12, 2019 meeting as presented. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.

Nils Heinke discussed the proposed expansion of the EVERS MOA and the possible problems that may affect the Elkins-Randolph County Airport.

Stanley Ricottilli read from a document that Mary Alice Ricottilli had prepared for the meeting asking the Authority to approve a transfer of funds from the savings account to the regular/operating account as per our 2018-2019 budget. Larry Wing moved to transfer up to $44,000.00, as needed, from the Mountain Valley Savings Account to the Citizens Bank of West Virginia Regular/Operating Account upon the discretion of the Airport Manager. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine and Wing voting aye and 0 nay votes.
Craig Hyre moved to approve the financial report as presented. Bob Woolwine seconded the motion and the motion passed with Wing, Woolwine and Hyre voting aye and 0 nay votes.

Melissa Defibaugh reported the following:

U.S. Fish and Wildlife Service recommend that a qualified botanist be selected to conduct a rare plant survey during the appropriate survey window. The botanist should look for small whorled pogonia, running buffalo clover and other rare plants throughout the entire project area. (FAA Grant 024)

Chico Appraisal Services has requested a 45-day extension to complete the property appraisals. Larry Wing made a motion to grant a 45-day extension. Craig Hyre seconded the motion and the motion passed with Woolwine, Wing and Hyre voting aye and 0 nay votes. Chico Appraisal Services has had 8 property owners who have denied them access to perform the appraisals.

Landmark Forestry has completed the timber appraisals and most of the shade tree appraisals. Craig Hyre made a motion to permit Mary Alice Ricottilli to pay two invoices: $8,900.00 for the Timber Appraisals and $2,510.00 for the Shade Tree Appraisals. Larry Wing seconded the motion and the motion passed with Woolwine, Hyre and Wing voting aye and 0 nay votes. The FAA will issue a Grant once the Avigation Easements are in place, at which time The Authority will be reimbursed.

The Unfinished Business of Replacement of Hangar 17 & 18 and the Records Retention Schedule continue to be in process.

A policy for Public Participation at Authority Meetings was discussed.

With no other business to conduct, upon a motion made by Larry Wing and seconded by Craig Hyre, the meeting was adjourned at 6:27 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority
Regular Meeting May 14, 2019

President Nils Heinke called the meeting to order at 5:04 PM. By roll call those present were Bob Woolwine, Craig Hyre, Nils Heinke, Melissa Defibaugh of Chapman Technical Group, Mary Alice Ricottilli and Stanley Ricottilli. Absent were Larry Wing, Frank Heffernan and Mark Scott.

Bob Woolwine moved to approve the minutes of the April 2, 2019 Regular meeting as presented. Craig Hyre seconded the motion and the motion passed with Woolwine, Hyre and Heinke voting aye and 0 nay votes. Craig Hyre moved to approve the minutes of the April 18, 2019 Special meeting as presented. Bob Woolwine seconded the motion and the motion passed with Heinke, Hyre and Woolwine voting aye and 0 nay votes.

Nils Heinke informed the board that Frank Heffernan has chosen to relinquish his seat on the Authority Board when his term ends on June 30, 2019.

Bob Woolwine moved to approve the financial report as presented. Craig Hyre seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes. Bob Woolwine moved to transfer $115,000.00 from the Mountain Valley Bank Savings Account to the Citizens Bank AIP Account to cover upcoming costs of the AIP Obstruction Removal Project for Runways 5-23. Craig Hyre seconded the motion and the motion passed with Hyre, Woolwine and Heinke voting aye and 0 nay votes. Mary Alice Ricottilli reported: paying the annual liability policy premium in the amount of $27,010.59, the City of Elkins has paid their half of the premium in the amount of $13,505.30, received a letter from the City of Elkins confirming an appropriation of $19,000.00 in support for Fiscal Year 2019/2020.

The Authority received a letter from the Randolph County Commission to confirm the re-appointment of Nils Heinke to The Authority from July 1, 2018 thru June 30, 2021.
The Authority also received a Resolution of Common Council signed by Mayor Van Broughton reappointing Robert 'Bob' Woolwine to The Authority for a term that ends on June 30, 2021.

Melissa Defibaugh of Chapman Technical Group reported the following:

The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

USFWS is requiring a Rare Plant Survey throughout the entire Obstruction Removal for Runway 5-23 project area to include the Small Whorled Pogonia and Running Buffalo Clover. Melissa is waiting on an updated plant surveyor list in order to obtain quotes for the survey. Due to the time constraints, the board directed Melissa to retain a plant surveyor and continue with the project. Ms. Defibaugh has coordinated with Busch, Zurbuch and Thompson, Attorneys for the Authority, to develop a letter to assist in obtaining entry onto the obstruction removal areas. (FAA Grant 023)

Chico Appraisal Services has the majority of the appraisals completed. Craig Hyre made a motion to pay Invoice #P1901002 in the amount of $31,500.00, Invoice #P1901002A in the amount of $17,000.00, Invoice #P1901002B in the amount of $12,500.00 and Invoice #P1901002C in the amount of $5,000.00. Bob Woolwine seconded the motion and the motion passed with Woolwine, Hyre and Heinke voting aye and 0 nay votes. Chico Appraisal Services and Landmark Forestry will complete their appraisals during the Rare Plant Survey access period. Review Appraisals will be submitted to Randy Bradford after preliminary comments from FAA.

The Board asked Melissa to find out how long the Rare Plant Survey, Timber Appraisals and Property Appraisals are valid for use in this project. The Mist Net Survey is valid for 5 seasons, until May 2023. The Environmental Assessment must be completed and Easements signed before the FAA will allow a grant to be written. The Airport Authority will be reimbursed for expenses incurred, such as legal, advertisement, appraisals, surveys, etc. at that time.

During the Manager's Report the board was presented with a list of Airport Projects that need attention; ditching and draining, paint lines on Runway 32-14, roof repair, retrofit lighting in terminal building, clear and repair fence lines, locate and inspect septic tank, just to mention a few. A budget for FY 2019-2020 is in process. A ladder was found at the fence behind hangar #17 with obvious signs of entry and exit.

The Unfinished Business of Replacement of Hangar 17 & 18 and the Records Retention Schedule continue to be in process. Craig Hyre moved to approve the Public Participation at Authority Meetings Policy omitting the "Placing an Item on the Agenda". Bob Woolwine seconded the motion and the motion passed with Woolwine, Heinke and Hyre voting aye and 0 nay votes.

Nominations were discussed for the upcoming Election of Officers. No action was taken.

With no other business to conduct, upon a motion made by Craig Hyre and seconded by Bob Woolwine, the meeting was adjourned at 6:55 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority
Regular Meeting June 4, 2019

President Nils Heinke called the meeting to order at 5:15 PM. By roll call those present were Nils Heinke, Larry Wing, Bob Woolwine, Craig Hyre (for a portion of the meeting), Melissa Defibaugh of Chapman Technical Group and Mary Alice Ricottilli. Absent were Frank Heffernan and Mark Scott.

Bob Woolwine moved to approve the minutes of the May 14, 2019 regular meeting as presented. Larry Wing seconded the motion and the motion passed with Heinke, Wing and Woolwine voting aye and 0 nay votes.

Nils took a moment to review the many accomplishments of the board in the past 10 years. Establishing ownership of the Airport properties, securing funding, updating Runways 5/23 to include a grooved surface and leasing the Emerson Phares Building-twice are just a sampling of the work that has been accomplished by the board and former manager Dick Chaney.

Bob Woolwine made a motion to approve the financial report as presented. Larry Wing seconded the motion and the motion passed with Woolwine, Wing and Heinke voting aye and 0 nay votes.

Melissa Defibaugh of Chapman Technical Group reported the following:

The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

Melissa has been working with Peter Zurbuch, Attorney for the Authority, to compose a letter to be presented to the landowners who will be affected by the Obstruction Removal for Runway 5-23 grant. This letter gives a layout of the project and cites W.Va. Code §54-1-3 & W.Va. Code §54-1-3a authorizing access to private property. Melissa has secured a bid from Skybax in the amount of $3,600.00 to perform a Rare Plant Survey looking for Small Whorled Pogonia and Running Buffalo Clover. She will coordinate mailing the letters with Skybax and Chico Appraisal work schedules. Tentative time frame is July 15-19, 2019. Larry Wing moved to approve the Skybax proposal and to authorize the President to sign the contract. Bob Woolwine seconded the motion and the motion passed with Wing, Heinke and Woolwine voting aye and 0 nay votes. (FAA Grant 023)

Melissa presented Invoices P1901002D in the amount of $7,000.00 & P1901002E in the amount of $10,500.00 from Chico Appraisal Services for payment. Included in this billing are three Shade Tree Timber Appraisals which have not yet been completed. Larry Wing moved to pay invoices excluding 50% of the three incomplete appraisals. Bob Woolwine seconded the motion and the motion passed with Woolwine, Wing and Heinke voting aye and 0 nay votes.

The Unfinished Business of Replacement of Hangar 17 & 18 and the Records Retention Schedule continue to be in process.

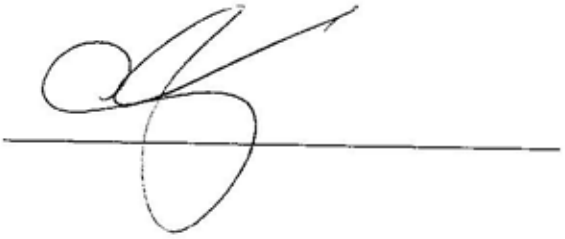
The appointed term for Airport Authority member Craig Hyre (member-at-large) expires on June 30, 2019. Larry Wing moved to reappoint Craig Hyre to another three-year term ending June 30, 2022. Bob Woolwine seconded the motion and the motion passed with Heinke, Wing and Woolwine voting aye and 0 nay votes.

The 2019-2020 Budget was discussed. Bob Woolwine moved to approve the budget as presented. Larry Wing seconded the motion and the motion passed with Woolwine, Wing and Heinke voting aye and 0 nay votes.

Larry Wing moved to elect the following slate of officers: President-Craig Hyre, Vice President-Bob Woolwine, Treasurer-Larry Wing, Secretary-Nils Heinke. Bob Woolwine seconded the motion and the motion passed with Heinke, Wing and Woolwine voting aye and 0 nay votes.

Craig Hyre moved to accept the revised Financial Segregation of Duties Policy as presented. This policy will supersede the policy that was approved August 9, 2016. Bob Woolwine seconded the motion and the motion passed with Hyre, Woolwine, Heinke and Wing voting aye and 0 nay votes.

With no other business to conduct, upon a motion made by Larry Wing and seconded by Bob Woolwine, the meeting was adjourned at 6:43 PM.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority

Regular Meeting July 9, 2019

President Craig Hyre called to meeting to order at 5:00 PM. By roll call those present were Craig Hyre, Larry Wing, Nils Heinke, Bob Woolwine, Mark DeMotto; Melissa Defibaugh of Chapman Technical Group; Rebecca Judy of Judy Law Office as council for Jennifer Crickard and Emory Tschetter; Rhett Dusenbury, district representative for Alex Mooney of the U.S. House of Representatives and Mary Alice Ricottilli.

President Hyre welcomed Mark DeMotto to the Authority Board. Mr. DeMotto was appointed by the Randolph County Commission for a term beginning July 1, 2019 and ending June 30, 2022 to the seat previously held by Frank Heffernan.

Rebecca Judy, council for Jennifer Crickard and Emory Tschetter spoke during the Public Comment portion of the meeting. She explained she was seeking information for Crickard/Tschetter concerning the Obstruction Removal Project for Runways 5-23. Trees on the Crickard/Tschetter property have been marked with blue paint and they wanted to know why they were marked and who marked them. They would like documentation from the FAA that identifies the obstruction and the need for the removal/trimming of the obstructions. They would like contact information for the FAA.

Rhett Dusenbury expressed support to the airport, which facilitates growth and usage to the Elkins-Randolph County Community.

Minutes of the June 4, 2019 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Nils Heinke seconded the motion and the motion passed with Hyre, Wing, Heinke, Woolwine and DeMotto voting aye and 0 nay votes.

Larry Wing commented that we had a pretty good year despite some of the obstacles we faced and the fiscal year-end report looks good. Larry Wing moved to accept the financial report as presented. Nils Heinke seconded the motion and the motion passed with Hyre, Wing, Heinke, Woolwine and DeMotto voting aye and 0 nay votes.

Melissa Defibaugh of Chapman Technical Group reported the following:

The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

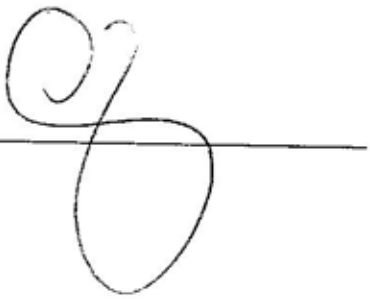
The Rare Plant Survey, to determine if Running Buffalo Clover and Small Whorled Pogonia are present in areas where trees will be cleared or trimmed, is scheduled for July 16 – July 24, 2019. Melissa presented the agreement with Skybax Ecological Services for execution, the proposal had been approved by the Authority on June 4, 2019. Chapman Technical sent letters to all landowners on June 20, 2019 to garner signatures of approval to enter properties

to preform the Rare Plant Survey. Some landowners did not respond, Peter Zurbuch will be consulted on this matter. (FAA Grant 023)

Nils Heinke moved to go into Executive Session to consider matters involving purchase, sale or lease of real property relating to the Obstruction Removal for Runways 5-23 Approaches Project. Bob Woolwine seconded the motion and by unanimous consent, entered into Executive Session at 5:45 PM. The session concluded at 6:01 PM, President Craig Hyre announced that no decisions were made while in executive session.

Bob Woolwine moved to pay Randy Bradford $16,800.00 for the completed Review Appraisals for the Obstruction Removal of Runway 5-23 Approaches Project. Larry Wing seconded the motion and the motion passed with Wing, Heinke, Woolwine and DeMotto voting aye and 0 nay votes.

With no other business to conduct, upon a motion made by Nils Heinke and seconded by Bob Woolwine, the meeting was adjourned at 6:20 PM.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority

Special Meeting July 22, 2019

Vice-President Bob Woolwine called the meeting to order at 5:02 PM. By roll call those present were Bob Woolwine, Mark DeMotto; Nils Heinke and Craig Hyre via phone, Larry Wing arrived at 5:30 PM, Mark Scott; Melissa Defibaugh and Brian Huffman of Chapman Technical Group; Peter Zurbuch, attorney for the Authority; Cindy Hart, Director of Randolph County Office of Emergency Management and Mary Alice Ricottilli.

Bob Woolwine reported the Randolph County Office of Emergency Management/911 Communication Center requested to install two 2' round microwave antennas on the antenna farm located on the roof of the terminal building at the August 14, 2018 Regular Meeting, the Authority Board approved the request. He also reported that The Randolph County Office of Emergency Management/911 Communication Center recently requested to install two 6' round microwave antennas instead of two 2' antennas. Mark Scott supplied the board with a structural analysis performed by Mead & Hunt which states the existing structure is adequate for supporting the proposed appurtenances and equipment. He also indicated he would provide the board with the declaration page of the insurance policy for the Randolph County Office of Emergency Management/911 Communication Center which indemnifies the Elkins-Randolph Co. Regional Airport Authority from any damage which may occur as a result of the placement of the antennas. Craig Hyre moved to allow two 6' round microwave antennas to be installed on the antenna farm located on the terminal building. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto, Hyre and Heinke voting aye and 0 nay votes.

Melissa Defibaugh then gave a report on the Obstruction Removal Project for Runways 5-23 Environmental Assessment specific to the Rare Plant Survey. The Rare Plant Survey has been completed on a number of parcels and there are a few landowners which have not granted permission for the survey. The plant survey must be completed by September 30, 2019 in order to remain on the targeted time frame of the project. Mr. Zurbuch acknowledged the attempt of Chapman Technical Group to contact the landowners impacted by the project. He suggested his office mail letters to the remaining landowners, asking for permission to access their property. If that isn't successful, an injunction would need to be filed in Circuit Court. Craig Hyre moved to have Mr. Zurbuch secure August 19, 2019 with the Circuit Court of Randolph County in case there is a need to file an injunction. Larry Wing seconded the motion and the motion passed with Woolwine, DeMotto, Hyre, Heinke and Wing voting aye and 0 nay votes.

With no other business to conduct, upon a motion made by Larry Wing and seconded by Mark DeMotto, the meeting was adjourned at 7:45 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority

Regular Meeting August 13, 2019

President Craig Hyre called the meeting to order at 5:09 PM. By roll call those present were members Mark DeMotto, Nils Heinke, Bob Woolwine and Craig Hyre; Randolph County Commission Representative Mark Scott; Melissa Defibaugh of Chapman Technical Group and Airport Manager Mary Alice Ricottilli. Member Larry Wing was absent.

Mark Scott reported the 911 Communication Center should be up and running in September. The Center is currently testing the communication systems.

Minutes of the July 9, 2019 regular meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Mark DeMotto seconded the motion and the motion passed with DeMotto, Heinke and Woolwine voting aye and 0 nay votes. Minutes of the July 22, 2019 special meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Nils Heinke seconded the motion and the motion passed with Heinke, DeMotto and Woolwine voting aye and 0 nay votes.

During the officer's report portion of the meeting, Nils Heinke reported meeting with Peter Zurbuch, attorney for the Authority, to compile data for the Petition for Declaratory and Injunctive Relief and prepare for the hearing scheduled for August 19, 2019 in the Circuit Court of Randolph County, West Virginia.

Bob Woolwine moved to accept the financial report as presented. Nils Heinke seconded the motion and the motion passed with Woolwine, Heinke and DeMotto voting aye and 0 nay votes.

Melissa Defibaugh of Chapman Technical Group reported the following:

The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

She has met with Peter Zurbuch, attorney for the Authority, to compile date for the Petition for Declaratory and Injunctive Relief and prepare for the hearing scheduled for August 19, 2019 in the Circuit Court of Randolph County, West Virginia. Skybax Ecological Services will conduct a survey, prior to the hearing, on all property owners who have given consent. Another survey will be scheduled after the hearing if applicable. (FAA Grant 023)

Mary Alice Ricottilli, airport manager, reported the following:

Attending the 17th West Virginia Aviation Conference at The Resort at Glade Spring August 4-6, 2019 was a good networking opportunity for both she and the Airport Operations Manager, Stanley Ricottilli. Sean Hill, Director of the West Virginia Aeronautics Commission and Matt DiGiulian, manager for the FAA Beckley Airports Field Office were both in attendance, along with airport managers from across the state.

CORE Environmental Services provided an on-site analysis to update our Spill Prevention, Control, and Countermeasure Plan (SPCC). This plan is prepared for the Airports Above Ground Storage Tanks (AST) to meet the requirements of Title 40, *Code of Federal*

Regulations, Part 112 (40 CFR part 112) as well as West Virginia's Spill Prevention and Response Plan (SPR) Level 2 tank requirements consequent to WV Code §22-30-9 and 47 CSR 62-4, Appendix C.

There was a short discussion of the lack of a written policy relating to mileage reimbursement. The Board directed Mary Alice to prepare a draft policy for board discussion.

The Unfinished Business of Replacement of Hangar 17 & 18 shall be removed from the agenda for the time being. The Board realizes the need and also the lack of funding at this time due to the Obstruction Removal AIP Project. The Records Retention Schedule continues to be in process.

With no other business to conduct, upon a motion made by Nils Heinke and seconded by Bob Woolwine, the meeting was adjourned at 6:30 PM.

Approved by: _____

Minutes for the Elkins-Randolph Co. Regional Airport Authority

Regular Meeting September 10, 2019

President Craig Hyre called the meeting to order at 5:02 PM. By roll call those present were members Nils Heinke, Bob Woolwine, Larry Wing, Mark DeMotto and Craig Hyre; Randolph County Commission Representative Mark Scott; Melissa Defibaugh of Chapman Technical Group and Airport Manager Mary Alice Ricottilli.

With the board's consent, the President moved Committee Reports to follow Public Comments.

Melissa Defibaugh of Chapman Technical Group reported the following:
The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

Skybax Ecological Services has completed the rare plant survey. They will compile a report and submit it to the U.S. Fish and Wildlife Service. At that point the Environmental Assessment for the Obstruction Removal for Runway 5-23 will be updated and put on a 30-day public comment period. (FAA Grant 023)

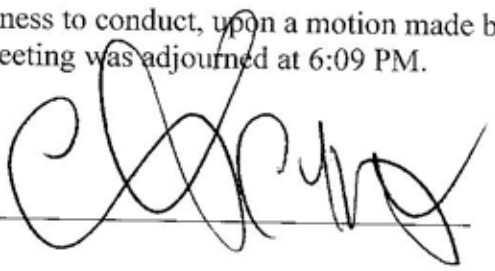
Minutes of the August 13, 2019 were reviewed. Bob Woolwine moved to approve the minutes as presented. Mark DeMotto seconded the motion and the motion passed with Woolwine, Heinke, Wing and DeMotto voting aye and 0 nay votes.

Bob Woolwine moved to approve a budge revision for FY 2019-2020 in the amount of $4,828.00. Nils Heinke seconded the motion and the motion carried with DeMotto, Heinke, Wing and Woolwine voting aye and 0 nay votes. Bob Woolwine moved to accept the financial report as presented. Mark DeMotto seconded the motion and the motion passed with Woolwine, Wing, Heinke and DeMotto voting aye and 0 nay votes.

Elkins Chapter EAA is hosting a Young Eagles Event at the Elkins Airport September 28, 2019.

No action was taken on the new business item, Memorandum of Understanding with RTC/Elkins High School.

With no other business to conduct, upon a motion made by Bob Woolwine and seconded by Larry Wing, the meeting was adjourned at 6:09 PM.

Approved by: 

Elkins-Randolph Co. Regional Airport Authority

Regular Meeting October 8, 2019

Canceled

Minutes for the Elkins-Randolph Co. Regional Airport Authority

Regular Meeting November 12, 2019

President Craig Hyre called the meeting to order at 5:01 PM. By roll call those present were members Nils Heinke, Mark DeMotto, Larry Wing, Bob Woolwine and Craig Hyre; Randolph County Commission Representative Mark Scott; Melissa Defibaugh of Chapman Technical Group and Airport Management Mary Alice and Stanley Ricottilli.

Mark Scott reported the microwave antennas have been removed from the antenna farm located on the roof of the terminal building and the 911 Communication Center located in the Emerson Phares Building is getting good signal from their roof to Rich Mountain tower.

Minutes of the September 10, 2019 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Nils Heinke seconded the motion and the motion passed with Heinke, DeMotto, Wing and Woolwine voting aye and 0 nay votes.

The board reviewed the financial report for September 2019. Bob Woolwine moved to accept the report as presented. Mark DeMotto seconded the motion and the motion passed with Heinke, DeMotto, Wing and Woolwine voting aye and 0 nay votes. The board then reviewed the financial report for October 2019. Bob Woolwine moved to accept the report as presented. Mark DeMotto seconded the motion and the motion carried with Woolwine, Wing, DeMotto and Heinke voting aye and 0 nay votes.

Melissa Defibaugh reported:

The Mist Net Survey is pending USFWS approval. (FAA Grant 024)

The Rare Plant Survey has been submitted to the U.S. Fish and Wildlife Service. When both the Mist Net and Rare Plant Surveys are approved, the Environmental Assessment (FAA Grant 024) will be prepared to go out for a 30-day comment period in regard to the Obstruction Removal for Runway 5-23 AIP Project.

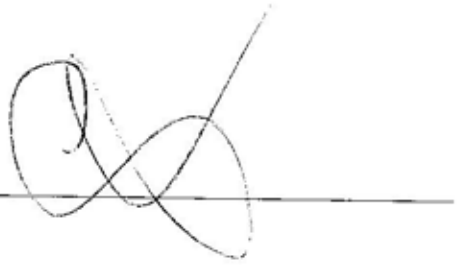
Bob Woolwine moved to pay Skybax Invoice # 2019-20 in the amount of $4,227.00. Larry Wing seconded the motion and the motion passed with DeMotto, Wing, Woolwine and Heinke voting aye and 0 nay votes. Bob Woolwine moved to transfer $4,227.00 from the Mountain Valley Bank Savings Account to the Citizens Bank of West Virginia AIP Account. Larry Wing seconded the motion and the motion passed with Heinke, DeMotto, Wing and Woolwine voting aye and 0 nay votes.

No action was taken on the Memorandum of Understanding with RTC/Elkins High School.

Bob Woolwine moved to accept and authorize President Hyre to sign the Memorandum of Understanding with the Aeronautical Services of the FAA. Mark DeMotto seconded the motion and the motion passed with Wing, Heinke, Woolwine and DeMotto voting aye and 0 nay votes. This action will provide the Elkins Airport to have access to the Airport Direct-entry Digital NOTAM System from the Aeronautical Information Management of the FAA, to improve the

quality and timeliness of the important flight information at the Airport. The FAA will provide Elkins Airport with a web-based direct-entry digital NOTAM system which allows the Airport to submit electronic airport surface area NOTAMs directly into the US NOTAM System rather than going through the existing air traffic facility within the FAA, Flight Service.

With no other business to conduct, upon a motion made by Bob Woolwine and seconded by Nils Heinke, the meeting was adjourned at 6:10 PM.

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority
Regular Meeting December 10, 2019

President Craig Hyre called the meeting to order at 5:00 PM. By roll call those present were members Mark DeMotto, Bob Woolwine and Craig Hyre; Airport Management Mary Alice and Stanley Ricottilli.

Minutes of the November 12, 2019 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto and Hyre voting aye and 0 nay votes.

The board reviewed the financial report. Bob Woolwine moved to accept the report as presented. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto and Hyre voting aye and 0 nay votes.

Melissa Defibaugh of Chapman was unable to make the meeting but sent the following report:
The Environmental Assessment (FAA Grant 024) has been approved by the U.S. Fish and Wildlife Service. The FAA is reviewing the plan. The next step will be to put it out for a 30 public comment period.

No action was taken on the Memorandum of Understanding with RTC/Elkins High School.

Bob Woolwine moved to go into Executive Session for personnel matters. Mark DeMotto seconded the motion and by unanimous consent entered into Executive Session. President Hyre authorized the Session under WV Code §6-9A-4 at 6:13 PM. Members of the Authority exited the session at 6:19 PM. President Hyre announced there were no decisions made while in executive session.

Bob Woolwine moved to provide the employees with a stipend in the next payroll cycle in the amounts as follows: Mary Alice Ricottilli $1000.00, Stanley Ricottilli $750.00 and Ronald Cutright $750.00. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto and Hyre voting aye and 0 nay votes.

With no other business to conduct, upon a motion made by Mark DeMotto and seconded by Bob Woolwine, the meeting was adjourned at 6:21 PM.

Approved by: 