Minutes for the Elkins-Randolph Co. Regional Airport Authority

Regular Meeting January 14, 2020

President Craig Hyre called the meeting to order at 5:07 PM. By roll call those present were members Bob Woolwine, Craig Hyre and Mark DeMotto; Melissa Defibaugh of Chapman Technical Group and Airport Management Mary Alice and Stanley Ricottilli.

Bob Woolwine presented the dates available for a presentation to the City of Elkins. The City asks the entities they fund to present their progress over the past year. The Authority chose August 20, 2020 for the presentation.

With the board's consent, the President allowed Chapman Technical to give their Committee Report.

Melissa Defibaugh of Chapman Technical Group reported the following:
The Mist Net Survey (FAA Grant 024) closeout paperwork is in process.

The Draft Environmental Assessment (FAA Grant 023) will be put out for a 30-day comment period; January 24, 2020 -February 23, 2020. In addition, all property owners will be mailed a copy of the Public Notice for the EA. A Public Hearing will be held Wednesday, February 12, 2020 at 6 PM local time in the Randolph County Commission Chambers at the James F. Cain Annex. The Request for Qualifications for the Property/Easement Acquisition Services advertisement will run in the paper with the Statement of Qualifications due by February 14, 2020.

Melissa Defibaugh presented the CIP Data Sheet for fiscal year 2020; Phase 2-Easement Acquisition for the Obstruction Removal Project for Runways 5-23. Bob Woolwine moved to approve the CIP Data Sheet and to authorize the President to sign. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto and Hyre voting aye and 0 nay votes.

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

The board reviewed the financial report. Looking at the Balance Sheet, Bob Woolwine asked if the fixed assets listing was up to date, if and when the amounts listed per asset would change? Mary Alice Ricottilli explained: The *AIP Construction* fixed asset listing is used while the AIP project is in process. When the project is closed out, that line item amount plus any other funds in the current year, transfer to *AIP Improvements* and is depreciated over the assets useful life expectancy using the straight-line method. The other listed *Fixed Assets* are categories which we use to list depreciable assets. The Balance Sheet now reflects GASB 75 to report OPEB (Other Post-Employment Benefits) as required. Bob Woolwine moved to accept the financial report as presented. Mark DeMotto seconded the motion and the motion passed with DeMotto, Hyre and Woolwine voting aye and 0 nay votes.

Mary Alice reported:

Aviation Day at the West Virginia Capitol in Charleston is January 16, 2020 in addition to the West Virginia Aeronautics Commission Regular Meeting. Stanley Ricottilli will be attending and all board members are encouraged to attend.

The lighting in the terminal building has reached its useful life and needs replaced. Research and price comparison between fixing and replacing has led to the conclusion that replacing with LED fixtures is the best choice. Bob Woolwine moved to upgrade the inside lighting in the terminal building from the old fluorescent fixtures to LED fixtures. This replacement will provide a cost savings in electric and will be less expensive than repairing the antiquated fixtures. Mark DeMotto seconded the motion and the motion passed with Woolwine, DeMotto and Hyre voting aye and 0 nay votes.

Balestra, Harr & Scherer, CPAs, Inc. will audit the financial statements of the Elkins-Randolph County Regional Airport Authority January 15-17, 2020. This is the yearly audit required by the WV Secretary of State.

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

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

Approved by: 

Minutes for the Elkins-Randolph Co. Regional Airport Authority
Regular Meeting February 11, 2020

President Craig Hyre called the meeting to order at 5:06 PM. By roll call those present were members Mark DeMotto, Bob Woolwine and Craig Hyre; Melissa Defibaugh of Chapman Technical Group and Airport Management Stanley Ricottilli.

Minutes of the January 14, 2020 meeting were reviewed. Bob Woolwine moved to approve the minutes as presented. Mark DeMotto seconded the motion and the motion passed with Hyre, DeMotto and Woolwine voting aye and 0 nay votes.

The board reviewed the financial report. Bob Woolwine moved to accept the financial 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 Technical Group presented the following:

FAA Grant 024-Mist Net Survey (Obstruction Removal Runways 5-23):

FAA Request #3-FINAL in the amount of $3,265.00. Bob Woolwine moved to approve the request and to authorize the President to sign the documents. Mark DeMotto seconded the motion and the motion passed with Woolwine, Hyre and DeMotto voting aye and 0 nay votes.

WVAC Request #1-FINAL in the amount of $1,700.00. Mark DeMotto moved to approve the request and authorize the President to sign the documents. Bob Woolwine seconded the motion and the motion passed with Hyre, DeMotto and Woolwine voting aye and 0 nay votes.

FAA Grant 023-Environmental Assessment (Obstruction Removal Runways 5-23):

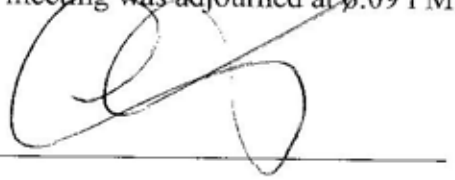
The Public Meeting concerning the Environmental Assessment will be February 12, 2020 at the County Commission Chambers.

The 30-Day Public Comment Period for the Environmental Assessment ends February 23, 2020.

The Statement of Qualifications for the Property/Easement Acquisition Services are due February 14, 2020.

The auditors report from BHM CPA Group, Inc was presented to the Board. The correspondence states 'For the audit for the year ended June 30, 2019, there were no issues to report to management.' Mark DeMotto moved to accept the auditor's report and authorize the president to sign the audit documents. Bob Woolwine seconded the motion and the motion passed with Woolwine, Hyre and DeMotto voting aye and 0 nay votes.

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

Approved by: 

Elkins-Randolph Co. Regional Airport Authority
Special Meeting February 12, 2020

President Craig Hyre called the Special Meeting to order at 6:00 PM. By roll call those present were members Mark DeMotto, Bob Woolwine, Craig Hyre; Randolph County Commission Representative Mark Scott; Melissa Defibaugh of Chapman Technical Group and Airport Management Stanley Ricottilli.

After a brief introduction and discussion of the meeting purpose, the meeting was opened up to the public for comments. Signed up to speak were:

Bonnie Branciaroli
Mark Branciaroli
Linda Little

Additional comments were given by:

Ed Gum
Bud Cupp

In summary these were the concerns of those who spoke:

Largely, the public comments centered on the relevancy, need and timing of the project. Commenters indicated that they have lived in the vicinity of the airport for many years and the airport has never taken issue with any obstructions or other airport issues relative to their properties previously.

Commenters questioned the validity of the airport operations and forecasts contained in the Environmental Assessment document.

A commenter questioned whether the types of trees in the project areas had been quantified and evaluated for trimming based on their types.

Commenters expressed concerns with obstruction removal operations and effects to the ground surfaces once the obstruction removal is complete.

A commenter expressed a concern with the tree trimming operations and the impacts on migratory birds.

Several questions were asked about the timeline for the review and approval or disapproval of the Environmental Assessment document, as well as the reviewing agency, and the relationship to the commencement of the physical obstruction removal upon approval.

Commenters also questioned the comment submission procedure and timeline.

With not other business to conduct, upon a motion made by Bob Woolwine and seconded by Mark DeMotto, the meeting was adjourned at 6:50 PM.

Approved by: _____