

Buckhannon-Upshur Airport Authority  
Regular Meeting Minutes – March 9, 2011

Members Present: Richard Clemens, Glenn Davis, Alan Tucker, Charles Anderegg, Bill Wellings, Phil Loftis,  
Members Absent: Bob Baker, Weston City Manager  
Others Present: Brian Huffman (Chapman Technical Group), Dr. Joe Reed, Roy Goff, Helen Heater, Leona Goff, Bobby Gompers

The regular meeting of the Airport Authority was called to order at 7:30 am by Bill Wellings in the Upshur County Commission’s chambers.

Minutes from the regular meeting in February, 2011 were distributed with the meeting announcement. **Rich Clemens moved, seconded by Alan Tucker, to accept the minutes as presented; motion carried.**

Phil Loftis presented the treasurer’s report. Bills submitted for payment since the last Treasurer’s report (2/9/2011) include:

Date Sub.	Vendor	Current Amt.	Total Amt.
2/13/2011	Middletown Tractor Sales (John Deere repairs & parts)	\$3,519.54	\$3,519.54
2/13/2011	Mountaineer Gas	\$409.94	\$409.94
2/13/2011	Allegheny Power	\$45.57	\$45.57
2/20/2011	Phil Loftis – Expense Reimbursement Request (\$44.00 postage, \$10.58 business window envelopes)	\$54.98	\$54.98
2/27/2011	Jenkins Ford reminder notice	\$791.21	\$791.21
2/27/2011	Purvis Brothers (4000 g. 100LL)	\$17,178.00	\$17,178.00
2/27/2011	Purvis Brothers (3750 g. Jet-A)	\$13,713.38	\$13,713.38
2/27/2011	Allegheny Power	\$343.10	\$343.10
2/27/2011	Allegheny Power	\$346.49	\$346.49
2/27/2011	Allegheny Power	\$14.27	\$14.27
2/27/2011	Allegheny Power	\$99.31	\$99.31
3/6/2011	Martin Oil (69.06 g. 87UL fuel)	\$228.59	\$228.59
3/6/2011	Utility Boards, City of Buckhannon past due notice	\$117.30	\$117.30
3/6/2011	Middletown Tractor Sales statement	\$3,519.54	\$3,519.54
3/6/2011	The LPA Group (Airport Master Plan project)	\$4,483.30	\$4,483.30
3/6/2011	Suddenlink	\$89.95	\$183.90
3/6/2011	Utility Boards	\$187.11	\$187.11
3/6/2011	Fibernet	\$230.63	\$233.11

Statements for charge account customers will be mailed weekend of 3/12/2011. **Glenn Davis moved, seconded by Charles Anderegg, to approve the report as presented; motion carried.**

Brian Huffman reported on the Disadvantaged Business Enterprise (DBE) plan status. The DBE plan is nearing completion, and will require signatures from the President and Vice-President. **Phil Loftis moved, seconded by Glenn Davis and Alan Tucker, to authorize the President and Vice-President to execute and file the Plan when completed; motion carried.**

Bill Wellings reported on discussions regarding the pending Healthnet hangar and facilities lease. A replacement lease has been signed with MountainAir LLC, which releases part of Hangar B. Healthnet is now reviewing its lease in preparation for execution. The Pilot's Lounge building purchase, in the amount of \$90,000, was completed and paid via loan proceeds in the amount of \$100,000, to be repaid out of funds anticipated from the Governor's Contingency Fund (via WV EDA).

Bill Wellings reported on Stantec's status; they await revisions to the plan being considered by Healthnet.

Bill reported on progress by Baker on the master plan update. They plan to be on site the end of March to do a site survey/inventory of Airport assets. An advisory committee is needed to meet with Baker as part of their information collection process. Rich Clemens and Glenn Davis will organize the advisory committee.

Bill reported on the GCO Outlet facility, which is up and running (providing communications between aircraft on the ground and the cognizant air traffic control facility). **Glenn moved, seconded by Rich, to purchase a sign visible from the ramp containing the GCO, ATIS and local communications frequencies; motion carried.**

Dr. Joe Reed presented an airport landscaping plan developed by the Fred Brooks Garden Club. Total cost is estimated to be \$1500.00 for plants (labor is contributed). Helen Heater discussed details of the plan. Dr. Reed also discussed options for embedding a welcome sign visible from the traffic pattern. **Rich moved, seconded by Glenn, to approve implementation of the plan as presented; motion carried.**

Willie Parker requested a meeting with Bill Wellings and Phil Loftis to discuss changes in accounting and recordkeeping procedures requested by the County's independent auditor. Phil and Bill will send dates in April to meet with the auditor for outbrief.

Next meeting will be **Wednesday, April 13, 2011**, in the Upshur County Commission chambers.

**Meeting adjourned at 9:30.**

Submitted by Philip D. Loftis, Secretary/Treasurer, the BUAA

Attachment: landscaping plan

Airport Plantings: presentation to the Airport Authority Mar 9, 2011

1. Invite from Bud Wellings and Dick Bennett
2. Plantings around the Pilot's Lounge
  - Front (north side)
  - Back (south-parking side)
  - In front of the small white building west of the Pilot's Lounge
  - Laura Rusmishell, Mary Thorp, Joe Reed from the leadership academy; Roy and Leona Goff, Helen Heater, Naomi Matthey and Al Tucker from the Garden Club, and later joined by Bobby Gompers from Highland Landscaping. Dick Bennett and Bud Wellings have been involved in the meetings.
3. A meeting of garden club members including Helen Heater, Dee Heater Tomblyn, Libby Randal, Vickie Black, Yvonne Foster made specific recommendations for plantings as presented. Helen Heater will discuss.
4. Planners from Alcon and Central Supply inspected our proposals and made suggestions.
5. Dates for planting have been set:
  - a. Apr. 29 4:30 PM and Apr 30 1PM for trees and shrubs
  - b. May 16,17 for annuals and perennials with a rain date of May 27,28
6. Debbie Miller has anticipated 6-8 4-Hers will be available to help the April dates.
7. Underpinning of the Pilot's Lounge , removal of some inferior dirt, and placement of topsoil will need to be completed prior to April 29.
8. We are ready to plant if things are in order.

"Welcome to Upshur County" sign

9. Placement on the bank parallel to the main runway
10. Desire to read from 1000 feet in the air and on the ground
11. Mr. Floyd , Floyd signs suggest for a sign to be read at 1000 ft. going at 35 mph., the letters need to be 10 ft. high with a stroke of 2 ft., making "Upshur County" 129 ft. long and a sign 42 ft high
12. After placing 10 ft. plastic strips on the bank, Mary and I think the letters need to be more than 2 times that size, considering the location, and should stretch nearly from one drainage area east over to in line with the road coming up from the Brushy Fork Road.
13. Our discussions have suggested stone rather than plantings to minimize maintenance and that using large red walk stones would be the most visible and easiest to install.
14. We have considered a living border around the sign

Airport Plant Estimated Order  
(Type/Volumes/Costs)

Dwarf Alberta Spruce	\$40.00	x 8	\$320.00
Junipers	\$25.00	x 6	\$150.00
Hostas	7./\$10.00	x 4	\$40.00
Liriope(variegated)	\$10.00	x 12	\$120.00
Dwarf Yellow Stellas	\$10.00	x 12	\$120.00
Fountain Grass	\$20.00	x 1	\$20.00
Russian Sage Or Shrub Rose	\$12.00	x 1	\$12.00
Smoke Tree /Bush	\$25.00	x1	\$25.00
Gold needled Cedar	\$30.00	x1	\$30.00
Arborvitae 4'	\$30.00	x 6	\$180.00
Marigolds	15.00(4 flats)		\$60.00
Geraniums	\$2.00 ( 18 )(1 flat)		\$36.00
Pampas Grasses	\$7./ 10.00	x 5	\$50.00
Begonias	\$15.00(2 flats)		\$30.00
Daffodils	\$10.00 bags of 50 @		<u>\$60.00</u>
			\$1,253.00
Extra built in for shrubs for the little white bldg and for the back not determined what was exactly wanted or how many was needed.			<u>\$250.00</u>
Grand Total (rounded )			\$1500.00

## Airport Landscape Project Estimated / Itemized Budget Amounts

Top Soil	\$700.00
Plants/Shrubs	\$1500.00*-\$1750.00
Blocks/Retaining Wall	\$1300.00
or Wood /Retaining Wall	\$800.00*
Mulch	\$200.00
Weed Block	\$110.00
Stepping Stones	\$100.00
Labor	<u>\$3000.00</u>

Total \$6,410.00

Note: The total include the lower amounts with \*

