

Buckhannon-Upshur Airport Authority  
Regular Meeting Minutes – April 13, 2011

Members Present: Richard Clemens, Bob Baker, Glenn Davis, Charles Anderegg, Bill Wellings, Phil Loftis,  
Members Absent: Weston City Manager  
Others Present: Robert Kazul (Chapman Technical Group), Richard Osburne (LPA/Baker), Tom O’Niell, Taylor Foster (WVWC), Willie Parker

The regular meeting of the Airport Authority was called to order at 7:35 am by Bill Wellings in the Upshur County Commission’s chambers.

Minutes from the regular meeting on March 9, 2011 were distributed. **Glenn Davis moved, seconded by Rich Clemens, 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 (3/9/2011) include:

Date Sub.	Vendor	Current Amt.	Total Amt.
3/14/2011	US Postal Service (annual mailbox rental)	\$44.00	\$44.00
3/20/2011	Interstate Communications (GCA communications equip.)	\$235.00	\$235.00
3/20/2011	Mountaineer Gas	\$284.61	\$284.61
3/20/2011	Allegheny Power	\$41.15	\$41.15
3/28/2011	AllWeather, Inc. (Present Weather sensor repair parts, labor & shipping)	\$1,340.76	\$1,340.76
3/28/2011	Purvis Brothers (inv. A419076) – 7500 g. Jet-A	\$31,184.25	\$31,184.25
3/28/2011	Allegheny Power (08214 4)	\$135.05	\$135.05
3/28/2011	Allegheny Power (08223 2)	\$48.57	\$48.57
3/28/2011	Allegheny Power (08219 3)	\$12.83	\$12.83
3/28/2011	Allegheny Power (08217 1)	\$269.97	\$276.90
3/28/2011	Allegheny Power (08215 1)	\$293.80	\$300.66
3/28/2011	Allegheny Power (08220 1)	\$83.73	\$85.72
3/28/2011	The LPA Group	\$9,266.49	\$9,266.59
4/3/2011	Utility Boards (20-050050-00)	147.61	\$334.72
4/3/2011	Utility Boards (20-050058-01)	\$17.19	\$17.19
4/3/2011	Utility Boards (20-050055-01)	\$21.18	\$21.18
4/3/2011	Fibernet	\$200.12	\$436.72
4/3/2011	Martin Oil Co. (57.17 g. 87 unl. Fuel)	\$205.81	\$205.81
4/3/2011	Purvis Brothers Inc. (inv. A419499) – 7500 g. Jet-A	\$31,266.76	\$31,266.76
4/3/2011	Suddenlink	\$89.95	\$185.90
4/10/2011	The LPA Group	\$3,088.00	\$3,088.00
4/10/2011	Stantec (Geodetic Controls)	\$1,146.00	\$1,146.00
4/13/2011	Keith Sinclair (replacement of wind-damaged storm door, Pilot’s Lounge)	\$500.00	\$500.00
4/13/2011	Keith Sinclair (misc. labor – Pilot’s Lounge repair)	\$50.00	\$50.00
4/13/2011	Bill Wellings (misc. expense reimbursement request – rub. clear leak std, 40 lb pellet lime, 5 gl max. toner canyon)	\$163.91	\$163.91

Statements for charge account customers will be mailed weekend of 4/15/2011. **Rich Clemens moved, seconded by Charles Anderegg, to approve the report as presented; motion carried.**

Richard Osburne presented an introduction to the plan and current status of the Airport Master Plan Update project. Although currently behind schedule, he anticipates and commits to achieving the projected completion date, barring unforeseen circumstances.

Bill Wellings presented a report on the need to obtain easements from adjacent property owners to correct tree encroachment on the Airport's WAAS approach, and avoid future encroachment. Glenn Davis and Charles Andregg will assist Bill in obtaining the required easements.

Bill then presented a proposal to advertise in the Frontier telephone directory, cost of \$54-62 per month. Discussion lead to consensus not to proceed with the Frontier advertisement, but to consider placement in the regional yellow pages publication.

Willie Parker reported the receipt of 3 years of audits (08, 09, 10), and an item of business for next month is to investigate the services of an accounting firm to prepare annual financial statements compliant with GASB auditing standards.

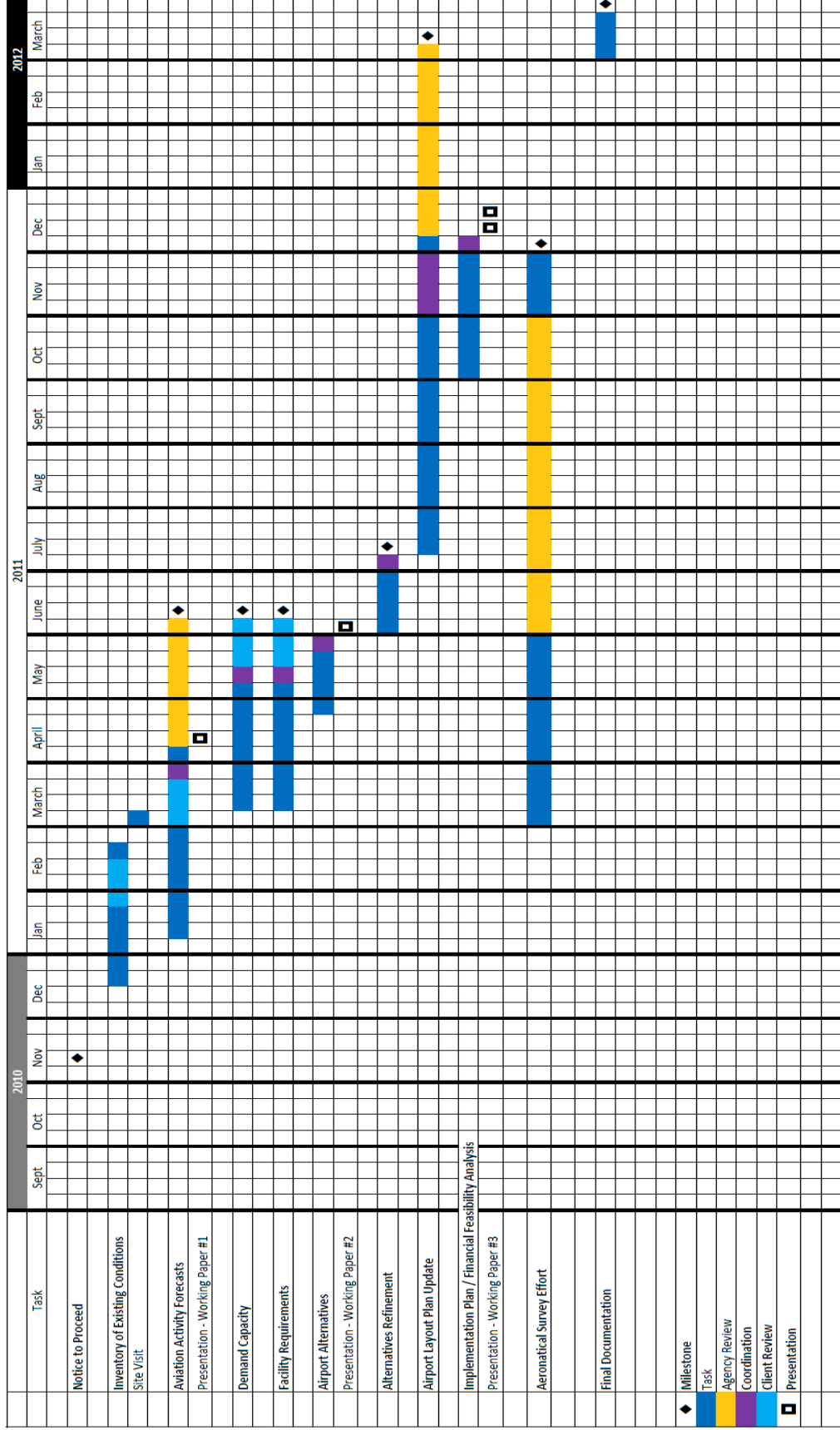
Phil requested the signs around the Airport be refreshed (particularly the warning signs) – to be presented as a topic for the next meeting.

Next meeting will be **Wednesday, May 11, 2011**, in the Upshur County Commission chambers.

**Meeting adjourned at 8:55.**

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

Attachment: Airport Master Plan Development Schedule (source: LPA/Baker presentation)



- ◆ Milestone
- Task
- Agency Review
- Coordination
- Client Review
- Presentation