

Buckhannon-Upshur Airport Authority  
Regular Meeting Minutes – June 8, 2011

Members Present: Richard Clemens, Bob Baker, Glenn Davis, Charles Anderegg, Phil Loftis  
 Members Absent: Bill Wellings, Weston City Manager  
 Others Present: Willie Parker

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

Minutes from the regular meeting on May 11, 2011 were distributed. **Glenn Davis moved, seconded by Charles Anderegg 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 (5/11/2011) include:

Date Sub.	Vendor	Current Amt.	Total Amt.
5/12/2011	Purvis Brothers (7525 g. Jet-A)	\$31,834.52	\$31,834.52
5/15/2011	Stantec (Progress Charge)	\$354.00	\$354.00
5/15/2011	Stantec (Geodetic Control)	\$1,146.00	\$1,146.00
5/15/2011	Mountaineer Gas (374969-504692)	\$177.18	\$535.07
5/15/2011	Mountaineer Gas (375918-504692)	\$51.86	\$141.19
5/24/2011	Mountaineer Gas (367855-437941)	\$123.47	\$345.41
5/24/2011	MonPower (01570 1)	\$42.70	\$44.44
5/24/2011	Purvis Brothers (5507 g. Jet-A)	\$21,996.61	\$21,996.61
5/31/2011	Phil Loftis (personal credit card receipt from Sam’s Club for 24 chairs and 8 tables)	\$918.30	\$918.30
5/31/2011	MonPower (08214 4)	\$304.17	\$314.44
5/31/2011	MonPower (08215 1)	\$300.06	\$300.06
5/31/2011	MonPower (08223 2)	\$129.46	\$130.43
5/31/2011	MonPower (08220 1)	\$74.32	\$74.32
5/31/2011	MonPower (08219 3)	\$11.59	\$11.59
5/31/2011	MonPower (08217 1)	\$198.24	\$198.24
6/8/2011	SuddenLink	\$69.95	\$69.96
6/8/2011	Fibernet	\$198.88	\$198.88
6/8/2011	Utility Boards (20-050050-00)	\$188.40	\$188.40
6/8/2011	Utility Boards (20-050055-01)	\$35.87	\$35.87
6/8/2011	Utility Boards (20-050058-01)	\$24.92	\$24.92
6/8/2011	Purvis Brothers (7477 g. Jet-A)	\$29,608.18	\$29,608.18
6/8/2011	Martin Oil Company (146.79 g. 87 UL fuel)	\$568.08	\$796.67
6/8/2011	Bud Wellings (receipts – misc. expenses: printer ribbons, spring for static spool, weed control herbicide, motor oil, brake fluid, Kubota mower blades)	\$274.01	\$274.01
6/8/2011	R&W Hose and Supply (76” of 6BX11-6-6-6)	\$39.59	\$39.59

An invoice from Highland Landscaping, LLC, in the amount of \$6000 for Airport Landscaping Project was received, but action on it was deferred pending further research. Statements for charge account customers will be mailed this week. **Phil Loftis moved, seconded by Bob Baker, to approve the report as presented; motion carried.**

Rich Clemens reported on the status of the Airport Master Plan Steering Committee. Steering Committee membership invitations were extended to Greg Hadjis (mgr., J.F. Allen), Dr. Scott Bellamy (WVWC), Steve Foster (UCDA), Lance Koury (investment business), Virgil LaRosa (owner/coal operator), Mike Hoffman (Upshur County Magistrate), and Cindy Whetsell (Lewis County Administrator), all of whom have accepted the invitation. **Glenn moved, seconded by Charlie, to accept the list as presented, with other additions possible; motion carried.**

Glenn provided a report on the status of easements being requested from adjacent property owners to avoid encroachment into the approaches to each end of the runway. Both property owners involved have been informally approached. Valuation of the easement is being determined, and the easement agreement is being developed.

Rich discussed the best path forward to improve the Authority's ability to generate financial statements. Rich will meet with Willie and the County's bookkeeper to explore options. Willie will also request the State's assistance in producing audited financial statements for the period ending 6/30/2011.

Rich presented a quote in the amount of \$495 from The Sign Guy for an improved welcome sign for the Airport. **Glenn moved, seconded by Bob, to approve purchase of the proposed signage; motion carried.**

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

**Meeting adjourned at 9:00.**

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