

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

Members Present: Bill Wellings, Richard Clemens, Bob Baker, Glenn Davis, Charles Anderegg, Phil Loftis

Members Absent: Weston City Manager

Others Present: Brian Huffman (Chapman Technical), Rich Osborne and Mike Kotlow (LPA Group), Michael Richard (Fairmont State University aviation management student intern)

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 on June 8, 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 (6/8/2011) include:

Date Sub.	Vendor	Current Amt.	Total Amt.
6/12/2011	Stantec statement	\$1,500.00	\$1,500.00
6/12/2011	The LPA Group (Airport Master Plan project)	\$12,041.27	\$31,252.15
6/20/2011	Corridor H Tire, Inc (2 tires, tubes & valves for Kubota tractor)	\$202.00	\$202.00
6/20/2011	Purvis Brothers (7458 g. Jet-A)	\$29,574.70	\$29,574.70
6/29/2011	United Sound & Electronics (100 proximity cards for operating Airport security gates)	\$285.00	\$285.00
6/29/2011	Purvis Brothers (3486 g. Jet-A)	\$14,051.36	\$14,051.36
7/5/2011	Utility Boards (20-050050-00)	\$123.43	\$123.43
7/5/2011	Utility Boards (20-050055-01)	\$81.86	\$81.86
7/5/2011	Utility Boards (20-050058-01)	\$24.92	\$24.92
7/10/2011	J.T. Martin Fire and Safety (12 hand units updated)	\$36.00	\$36.00
7/10/2011	Stantec statement	\$1,146.00	\$1,146.00
7/10/2011	Martin Oil Company (138.84 g. 87 UL fuel)	\$502.60	\$1,299.27
7/10/2011	Fibernet	\$198.84	\$198.84
7/10/2011	Purvis Brothers (7457 g. Jet-A)	\$28,403.72	\$28,403.72
7/10/2011	Suddenlink	\$69.95	\$69.95
7/13/2011	Bud Wellings (receipts – misc. expenses: Lowes water hose, Lowes all-purpose grease, Amazon Peachtree software)	\$156.83	\$156.83

The invoice from Highland Landscaping, LLC, in the amount of \$6000 for Airport Landscaping Project was received last month (before the June meeting), but action on it was deferred pending further research, still incomplete. Statements for charge account customers will be mailed this week. **Bob Baker moved, seconded by Glenn Davis, to approve the report as presented; motion carried.**

Brian Huffman reported on the contribution of services from Chapman Technical Group to get some survey work completed; Phil is to draft a note of thanks to Sharon Chapman.

Rich Osborne reported on the status of the Airport Master Plan update project. LPA Group will be meeting with the committee of community representatives at lunch today.

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. Work continues.

Bill Wellings reported on the meeting with Laura Reed concerning assuming bookkeeping chores for the Authority from the County Commission. **Rich Clemens moved, seconded by Glenn Davis, to engage Laura Reed as a bonded contracted bookkeeper; motion carried.** Bill will meet with her on Monday to request a letter of engagement and begin the process of acquiring the bonding (fees to be paid by the Authority).

Bill reported on the status of the replacement signage for the Airport, expected to be delivered today.

Bill reported on the schedule for the next EAA Young Eagles day, Saturday, September 17. Glenn suggested establishing a budget for the event, to be approved at the next Authority meeting.

Bill reported on grants in process. He requested authority to spend \$1200 from a WV Aeronautics Commission grant, plus another \$300, to install communications radios in the Authority's two fuel trucks. He also discussed preparing a plan to establish a fuel truck pad/shelter with appropriate DEP-approved spill containment capability, to be funded by the \$15,000 annual grant from the WVAC. **Rich Clemens moved, seconded by Glenn Davis, to support the planning effort; motion carried.**

Bill reported on the request he received to permit regular storage of a travel trailer at the Airport every other week for a 2-month period. **Rich moved, seconded by Phil, to deny the request.** Bill also reported on a request to permit camping on Airport property. **Glenn moved, seconded by Rich, to deny this request also. Both motions carried.**

Phil reported seeing 2-3 deer inside the Airport perimeter fence; Bill responded that the WV DNR walks the Airport twice weekly for deer elimination purposes.

Next meeting will be **Wednesday, August 10, 2011**, in the Upshur County Commission chambers.

Meeting adjourned at 9:00.

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