

**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
Aeronautics Commission
MEETING REPORT
January 16, 2020**



***BUILDING 3 – STATE CAPITOL COMPLEX
CHARLESTON, WEST VIRGINIA***

WEST VIRGINIA AERONAUTICS COMMISSION MEETING REPORT

Date: January 16, 2020

Time: 1:30 PM

Location: Building 3, State Capitol Complex
Charleston, West Virginia

Members Present: Gerald R. Sites, Chairman
David E. Cramer, P.E., Staff Engineer
(Designated Attendee on behalf of Secretary Byrd E. White, III)
Tracy Miller, Commission Member
James W. "Jay" Wallace, Commission Member

Others in Attendance: Sean D. Hill, WVAC Director
Tina Amburgey, Executive Assistant
Angela D. Talbott, Administrative Services Manager
Attendance Sheets ([Attachment 1](#))

Members not Present: Brian H Thompson, Commission Member

Agenda Items Meeting Agenda ([Attachment 2](#))

- 1.0 Meeting called to order by Chairman Sites
Pledge of Allegiance
Introductions
- 2.0 Review and approval of October 7, 2019 meeting report
Motion to accept – Tracy Miller
Seconded – Jay Wallace
Unanimously Approved
- 3.0 Special Presentations
Introduced prior to meeting being called to order
 - 3.1 Economic Impact Study Update – Sean Hill, Director
 - West Virginia Aviation Economic Impact Study (AEIS) contract awarded to Kimley-Horn
 - Airport participation in the AEIS critical to its success
- 4.0 Revenue Report – Sean Hill, Director ([Attachment 3](#))
 - Review of current Special Revenue (Aviation Fuel Tax) and General Revenue fund balances and obligations
 - After review of Special Revenue, Tracy Miller suggested reviewing all matching funds requests before the Commission member voted
 - *Motion to table Greenbrier Valley Airport's requests for matching funds given no representative of the Airport was present – Jay Wallace*
Seconded – David Cramer
Unanimously Approved

5.0 Grant Requests/Action Items ([Attachment 4](#))

- 5.1 Yeager Airport (Central West Virginia Regional Airport Authority)
FAA AIP 3-54-0003-062-2018
WVAC Grant Request: \$390,372
*Motion to amend the three requests for matching funds submitted by Yeager Airport from a 5% match to a **2.5%** match with no invoicing until June (2020) – Tracy Miller*
Seconded – Jay Wallace
*Unanimously Approved: **\$195,186***
- 5.2 Yeager Airport (Central West Virginia Regional Airport Authority)
FAA AIP 3-54-0003-064-2018
WVAC Grant Request: \$193,421
*Motion to amend the three requests for matching funds submitted by Yeager Airport from a 5% match to a **2.5%** match with no invoicing until June (2020) – Tracy Miller*
Seconded – Jay Wallace
*Unanimously Approved: **\$96,711***
- 5.3 Yeager Airport (Central West Virginia Regional Airport Authority)
FAA AIP 3-54-0003-063-2018
WVAC Grant Request: \$84,697
*Motion to amend the three requests for matching funds submitted by Yeager Airport from a 5% match to a **2.5%** match with no invoicing until June (2020) – Tracy Miller*
Seconded – Jay Wallace
*Unanimously Approved: **\$42,349***
- 5.4 Greenbrier Valley Airport (Greenbrier Valley Airport Authority)
FAA AIP 3-54-0012-041-2019
WVAC Grant Request: \$3,750
Motion – Tabled (Reference 4.0)
- 5.5 North Central West Virginia Airport (Benedum Airport Authority)
FAA AIP 3-54-0005-043-2019
WVAC Grant Request: \$53,959
Motion to Award – Jay Wallace
Seconded – David Cramer
Unanimously Approved

- 5.6 Greenbrier Valley Airport (Greenbrier Valley Airport Authority)
FAA AIP 3-54-0012-038-2018 **Amendment 1**
WVAC Grant Request: \$7,160
Motion – Tabled (Reference 4.0)

6.0 Discussion Items

6.1 Director's Report

- Meeting with Yeager Airport and Eastern West Virginia Regional Airport (KMRB)
- Meeting with Jonathan Vrabel at Morgantown Airport
- Attended West Virginia Airport Managers Association (WVAMA) meeting
- Attended Yeager Airport for Orlando Flight announcement
- Participated in production of video highlighting the Aeronautics Commission as an agency of the West Virginia Department of Transportation
- Planning for Aviation Day
- Final preparation of 2021 Budget, attended House Budget Hearing

6.2 Independent Auditor's Report/Airport Oversight

- Airports are required to submit a copy of their Financial Reports to the West Virginia State Auditor's Office by March 30th of each year

6.3 New Business

- None

6.4 Public Comment

- Nic Diehl (KMRB) spoke of working with the Senate and house Finance Chairmen to draft legislation for a Fly Away Exemption
- Rick Rock (CKB), WVAMA President spoke about the WVAMA members coming together, reviewing the average costs of projects at Airports across the State and how to fund these projects.
- Tracy Miller expressed appreciation to the Aviation Day Committee
- Jay Wallace/Chairman Sites initiated discussion about holding a special meeting review revenue
- Chairman Sites thanked everyone for their participation in Aviation Day at the Legislature
- Tracy Miller reminded everyone of the WV Aviation Hall of Fame nomination deadline – March 15, 2020 confirmed by Kim Lewis (WVAMA)

- Kim Lewis (WVAMA) announced the location and dates of the 2020 Aviation Conference which is to be held at Canaan Valley State Park the second weekend of August.
- The Aviation Hall of Fame Inductees banner to begin its tour of the State's Airports beginning with Eastern West Virginia Regional Airport in Martinsburg.

7.0 Next Meeting - TBA

ATTACHMENT 1

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION

Quarterly Meeting
Thursday, January 16, 2020
Building 3 – State Capitol – Charleston, West Virginia

Board Members **Attendance Sheet**

Dave Cramer, P.E.
Staff Engineer, WVDOT
~~Byrd E. White, III~~
~~Cabinet Secretary~~



Sean Hill
Director



Gerald R. Sites – Chairman

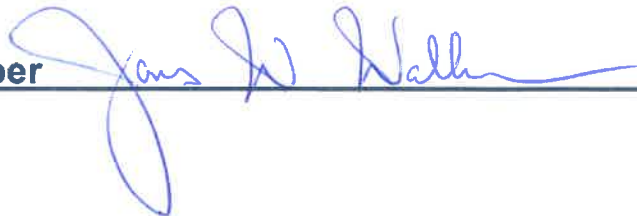


Tracy K. Miller – Member



Brian H. Thompson – Member

James W. “Jay” Wallace – Member





Please Sign In....

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION

Quarterly Meeting
Thursday, January 16, 2020
Building 3 – State Capitol – Charleston, West Virginia

Attendance Sheet

NAME

REPRESENTING

Richard B. Rock

NC WV Airport

Shawn Long

NCWV AIRPORT

Andrea Tracwell

Yeager Airport

Stephen Snyder

Scenic 40 Aerospace

Nick Keller

Yeager Airport



Please Sign In

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION

Quarterly Meeting
Thursday, January 16, 2020
Building 3 – State Capitol – Charleston, West Virginia

Attendance Sheet

NAME

REPRESENTING

Tom Cochran

RCMA BKW

Brian Bozarth

Pratt & Whitney

Whitney Moore

Pratt & Whitney

Mr. V. H. Orando/Martin D'Eranza

United Technologies Corp.

Ben Roush

Pt. Pleasant, Mason Co.

Ruth Roush

Pt Pleasant, mason co.

Kimberly Lewis

WVAMA

George H Jacobel

WVAC

Tina Amburgey

WVAC/WVDOT



Please Sign In

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION

Quarterly Meeting
Thursday, January 16, 2020
Building 3 – State Capitol – Charleston, West Virginia

Attendance Sheet

NAME

REPRESENTING

Stanley Ricottilli

Elkins Randolph Airport

Mark DeMott

" "

Melissa Detibaugh

Chapman Technical Group

Brian Har-Finn

Back-up Sitka Airport AUTH.

Chad Bitter

The Thrasher Group

MICHAEL WENTZ

HUNTINGTON TRI STATE AIRPORT

Heather McDonald

Kimley-Horn and Associates

Kristi Bias

Huntington TriState Airport

Alicia Diehl

EW VRAA



Please Sign In

ATTACHMENT 2



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
WEST VIRGINIA
AERONAUTICS COMMISSION
(WVAC) REGULAR MEETING



Thursday, January 16, 2020 | 1:30 PM
Building 3, State Capitol Complex | Charleston, WV

AGENDA

1. **Call to Order/Pledge of Allegiance/Introductions**
2. **Review/Approve Minutes of Last Meeting**
3. **Special Presentations**
 - 3.1 **Economic Impact Study Update and Rollout Information**
4. **Revenue Report – Sean D. Hill
WVAC Director**
5. **Grant Requests/Action Items**
 - 5.1 **Yeager Airport
(Central West Virginia Regional Airport Authority)**
FAA AIP: 3-54-0003-062-2018
Runway 5 - Runway Safety Area Rebuild – Phase II

Total Project Cost:	\$ 7,807,450
FAA Grant Amount:	\$ 7,026,705
WVAC Grant Request:	\$ 390,372
	(5% Fuel Tax)
 - 5.2 **Yeager Airport
(Central West Virginia Regional Airport Authority)**
FAA AIP: 3-54-0003-064-2018
Energy Efficiency Phase II

Total Project Cost:	\$ 3,868,437
FAA Grant Amount:	\$ 3,481,593
WVAC Grant Request:	\$ 193,421
	(5% Fuel Tax)

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

WVAC REGULAR MEETING

AGENDA CONTINUED

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- 5.3 Yeager Airport**
(Central West Virginia Regional Airport Authority)
FAA AIP: 3-54-0003-063-2018
Security Improvements
Total Project Cost: \$ 1,693,951
FAA Grant Amount: \$ 1,524,556
WVAC Grant Request: \$ 84,697
(5% Fuel Tax)
- 5.4 Greenbrier Valley Airport**
(Greenbrier Valley Airport Authority)
FAA AIP: 3-54-0012-041-2019
Reconstruct Taxiway Lighting Phase 2
Total Project Cost: \$ 150,000
FAA Grant Amount: \$ 142,500
WVAC Grant Request: \$ 3,750
(2.5% Fuel Tax)
- 5.5 North Central West Virginia Airport**
(Benedum Airport Authority)
FAA AIP: 3-54-0005-043-2019
**Reconstruct Deicing Containment Facility,
Acquire Snow Removal Equipment**
Total Project Cost: \$ 1,079,178
FAA Grant Amount: \$ 971,260
WVAC Grant Request: \$ 53,959
(5% Fuel Tax)
- 5.6 Greenbrier Valley Airport – Amendment 1**
(Greenbrier Valley Airport Authority)
FAA AIP: 3-54-0012-038-2018
Rehabilitate Apron
Total Project Cost: \$5,178,633 (\$4,892,273) \$ 286,360
FAA Grant Amount: \$4,919,701 (\$4,647,659) \$ 272,042
WVAC Grant Request: \$129,466 (\$122,306) \$ 7,160
(2.5% Fuel Tax)

6. Discussion Items

- 6.1 Director's Report – Sean D. Hill, WVAC Director**

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION WVAC REGULAR MEETING

AGENDA CONTINUED

- 6.2 Independent Auditor's Reports/Airport Oversight**
 - 6.3 New Business**
 - 6.4 Public Comment**
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- 7. Next Meeting – The next meeting of the WVAC is tentatively scheduled in August during the Aviation Conference unless a need arises to hold a WVAC meeting before then.**

ATTACHMENT 3

Aeronautics Commission
Financial Report

FY 2020 (July 1, 2019 thru December 31, 2019)

<u>Aviation Fuel Revenue</u>	YTD Revenue	YTD Expenditures	YTD Net Activity	Obligated Funds (AIP Grants)
Fund Balance: July 1, 2019	\$1,218,061			
Fuel Revenues: YTD	\$699,798			
Investment Income YTD	\$12,308			
	<u>\$1,930,167</u>			
Grants		<u>\$965,777</u>		<u>\$1,119,842</u>
Fund (8275) Balance			\$964,390	<u>(\$155,452)</u>
<u>General Revenue Fund</u>	Total Budgeted	YTD Expenditures	Balance Remaining	Obligated Funds (Grants)
Personal Services & Benefits	\$178,740	\$109,863	\$68,877	
General Operating Expenses	\$81,600	\$11,642	\$69,958	
BRIM Premium	\$4,438	\$688	\$3,750	
Grants	<u>\$510,239</u>	<u>\$138,214</u>	<u>\$372,025</u>	\$361,786
	<u>\$596,277</u>	<u>\$150,544</u>	<u>\$445,733</u>	
Balance Current Fiscal Year	<u>\$775,017</u>	<u>\$260,407</u>	<u>\$514,610</u>	
Reappropriated General Revenue	\$1,003,675	\$190,161	\$813,514	\$409,641
Obligated Funds (Grants) Previous Fiscal Years				\$771,428
Total Obligated GR Funds (Grants)			<u>\$1,328,123</u>	<u>\$556,696</u>
Fund (0582) Balance				*

*\$260,000 has been emcumbered for the Airport Economic Impact Study awaiting approval of spending authority for fund 8831

ATTACHMENT 4

JANUARY 2020 APPROVED GRANT TOTALS

AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT REQUESTS

Federal	\$13,418,656
State	<u>\$ 733,358</u>
TOTAL REQUESTED	<u>\$ 14,152,014</u>

STATE GRANT APPROVED TOTALS

AIP Grants – State	\$ 395,365
STATE GRAND TOTAL	<u>\$ 395,365</u>