

**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
Aeronautics Commission
MEETING REPORT
October 29, 2020**



***BUILDING 5 – STATE CAPITOL COMPLEX
CHARLESTON, WEST VIRGINIA***

WEST VIRGINIA AERONAUTICS COMMISSION MEETING REPORT

Date: October 29, 2020

Time: 1:30 PM

Location: Building 5, State Capitol Complex
Charleston, West Virginia

Virtual meeting hosted by GoToMeeting

Members Present: Gerald R. Sites, Chairman
Byrd E. White, III, WVDOT Cabinet Secretary
James W. “Jay” Wallace, Commission Member
Tracy Miller, Commission Member
Brian H. Thompson, Commission Member

Others in Attendance: Sean D. Hill, WVAC Director
Angela D. Talbott, Administrative Services
Manager
Virtual attendee rollcall ([Attachment 1](#))

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 January 16, 2020 meeting report
Motion to accept – Tracy Miller
Seconded – Brian H. Thompson
Unanimously Approved
- 3.0 Revenue Report – Sean Hill, Director ([Attachment 3](#))
 - Review of Financial Report for Fiscal Year End 2019
 - Review current Financial Report for Fiscal Year 2020; Special Revenue (Aviation Fuel Tax) and effect of pandemic on Aviation Fuel Tax and General Revenue Fund balances and obligations
- 4.0 West Virginia Airport Economic Impact Study update presented by Regan Schnug, Project Manager (Kimley Horn)

5.0 Grant Requests/Action Items

- 5.1** Greenbrier Valley Airport – **Amendment 1** - Motion 4.1
(Greenbrier County Airport Authority)
FAA AIP: 3-54-0012-038-2018
WVAC Grant Request: \$ 7,160

Motion to Award – Jay Wallace
Seconded – Byrd White
Unanimously Approved

- 5.2** Greenbrier Valley Airport - Motion 4.2
(Greenbrier County Airport Authority)
FAA AIP: 3-54-0012-041-2019
WVAC Grant Request: \$ 3,750
Motion to Award – Tracy Miller
Seconded – Jay Wallace
Unanimously Approved

- 5.3** Greenbrier Valley Airport – Motion 4.3
(Greenbrier County Airport Authority)
FAA AIP: 3-54-0012-042-2020
WVAC Grant Request: \$48,375
Motion to Award – Brian Thompson
Seconded – Tracy Miller
Unanimously Approved

- 5.4** Huntington Tr-State Airport – **Amendment 1** – Motion 4.4
(Tri-State Airport Authority)
FAA AIP: 3-54-0010-055-2017
WVAC Grant Request: \$81,032
Motion to Award – Tracy Miller
Seconded – Jay Wallace
Unanimously Approved

- 5.5** Braxton County Airport – **Amendment 1** – Motion 4.5
(Braxton County Airport Authority)
FAA AIP: 3-54-0026-020-2019
WVAC Grant Request: \$6,128
Motion to Award – Jay Wallace
Seconded – Brian Thompson
Unanimously Approved

- 5.6** Yeager Airport – **Amendment 1** – Motion 4.6
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-064-2018
WVAC Grant Request: \$329
Motion to Award – Byrd White
Seconded – Tracy Miller
Unanimously Approved
- 5.7** Yeager Airport – **Amendment 1** – Motion 4.7
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-059-2017
WVAC Grant Request: \$18,665
Motion to Award -Brian Thompson
Seconded – Jay Wallace
Unanimously Approved
- 5.8** Yeager Airport – **Amendment 1 and 2** – Motion 4.8
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-062-2018
WVAC Grant Request: \$14,740
Motion to Award – Tracy Miller
Seconded – Brian Thompson
Unanimously Approved
- 5.9** Mid-Ohio Valley Regional Airport – Motion 4.9
(Wood County Airport Authority)
FAA AIP: 3-54-0018-048-2020
WVAC Grant Request: \$ 44,802
Motion to Award – Brian Thompson
Seconded – Jay Wallace
Unanimously Approved
- 5.10** Expiration of WVAC General Revenue Grants State Fiscal Year
2017
Motion 4.10 (**Attachment 4**)
Motion to Approve – Jay Wallace
Seconded – Tracy Miller
Unanimously Approved
- 5.11** WVAC General Revenue Grants
Motion 4.11 (**Attachment 5**)
Motion to Approve – Jay Wallace
Seconded – Tracy Miller
Unanimously Approved

5.12 Aircraft Rescue and Firefighting (ARFF) Training

Motion 4.12 (**Attachment 6**) Motion
to Approve – Brian Thompson
Seconded – Tracy Miller
Unanimously Approved

5.13 Aircraft Rescue and Firefighting (ARFF) Simulator Maintenance

Motion 4.13 (**Attachment 7**)
Motion to Approve – Tracy
Miller Seconded – Brian
Thompson Unanimously
Approved

6.0 Discussion Items

6.1 Director's Report

- January – participated in Boss Lift with Air Nation Guard in Martinsburg and toured Martinsburg Airport
- February – participated in NASO Virtual Washing Convention
- July – meeting with FAA Eastern Regional Administrator; follow-up meeting scheduled in the Fall about Aviation Education in West Virginia
- August – toured Yeager Airport along with Secretary White and Groundbreaking for Marshall Aviation School; congratulate Tracy Miller in being appointed to the FAA Women in Aviation Advisory Board
- September – participated in an Unmanned Aerial Systems Working Group

6.2 Evers MOA Expansion

- Informative discussion about the potential expansion of the Evers Military Operation Area (MAO) expansion from 634 square miles to 4,827 miles by the District of Columbia (DC) National Guard; information found online.
 - Impact on people (increase from 5,000 to 71,000 households), airports, tourism industry and overall environment of West Virginia in the proposed area
 - Increase in operations by both volume (1305 to 1819) and times throughout the day (sunrise to sunset)
 - Close down airspace for Commercial and General Aviation operations
 - Impact approximately 17,000 aircraft
 - Commission Member Brian Thompson, who is also a professional pilot, pointed out the negative impact of the low altitude flight on the State's tourism industry

Motion – Commission Members and others in attendance at the meeting, although strongly support the US Military and the DC National Guard, requested Director Hill draft a letter to be viewed by Secretary White and submitted to the Governor’s Office outlining their concerns and opposition to the expansion.

Motion to Approve – Brian Thompson

Seconded – Tracy Miller

Unanimously Approved

6.3 New Business

- Director Hill touched on *West Virginia Code §12-4-14* and how the agency staff would be providing additional information to ensure all Airports remained in compliance and therefore eligible to receive grants from the Commission.

6.4 Public Comment

- Tracy Miller spoke about the West Virginia Board of Education’s Aerospace Education Programs that is currently in twenty-five counties across the state. An additional fourteen counties are reviewing the feasibility of implementing Aerospace Education Programs. A large portion of the state is fostering aviation related education in High Schools as well as in Career, Trade and Technical School with supported of the County Boards of Education and Superintendents. These programs will boost the economic growth and development in the Aerospace and Aviation Industry for the state. She encouraged members to reach out the Superintendents and Principals.
- Director Hill spoke about the Commission was currently undergoing a Legislative Audit. One item that was brought to the forefront was to ensure the Airports were following State Purchasing Process when using State funds.
- Director Hill mentioned the Governor’s Proclamation which recognized October as General Aviation Month.
- Chairman Sites inquired about Aviation Day at the Legislature to which Director Hill stated would not be held during the 2021 Legislative Session due to the pandemic but hopefully the Commission would be able to resume the event during the 2022 Session.
- Chairman Sites thanked everyone for their participation and closed the meeting.

7.0 Next Meeting - TBA

Attachment 1

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION AERONAUTICS COMMISSION (WVAC)

Commission Meeting (Virtual)
Thursday, October 29, 2020
Capitol Complex – Charleston, WV

Board Members Attendance Sheet

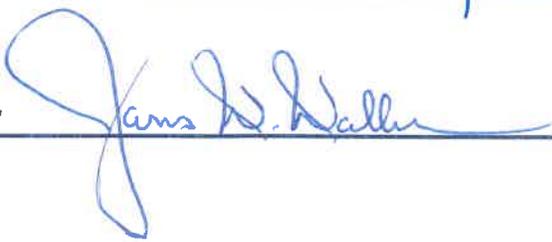
Byrd White, Cabinet Secretary/Ex-Officio 

Sean Hill - Director 

Gerald R. Sites – Chairman 

Tracy K. Miller – Member Phoned Into meeting

Brian H. Thompson – Member Phoned Into meeting

James W. "Jay" Wallace – Member 



Please Sign In....

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
AERONAUTICS COMMISSION**

**Commission Meeting (Virtual)
Monday, October 29, 2020
Capitol Complex – Charleston, WV**

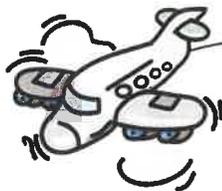
Attendance Sheet

NAME

REPRESENTING

Angela H. Hulbert

Staff



Please Sign In

WVAC Meeting Request Response/Attendance
October 29, 2020

Name	Response	Call Attendance
Alicia Reel (Grant County Airport Authority)	None	
Amy Cobasky	Accepted	√
Angie Short (Nicholas County Airport Authority)	None	
Ashley Draper (Tri-State Airport)	Accepted	√
Bill Thomas (Upshur County Regional Airport Authority)	None	
Brent Brown (Tri-State Airport)	Accepted	
Brian Belcher (BrianB@gvairport.com)	Accepted	√
Brian Thompson	None	√
Clint Ransom (Mercer County Airport)	None	√
Craig Hyre (drccraig@drhyre.com)	None	
Dema Adams (Logan County Airport Authority)	None	
Dominique Ranieri (Central WV Regional Airport/Yeager)	Accepted	
Donna Smith (North Central WV Airport/Benedum Airport Authority)	None	√
DOT Conference Room 122	Accepted	
Evan Davis	Accepted	√
George Skidmore (Braxton County Airport Authority)	None	
Gerald Sites	None	√
Glen Kelley (Mid-Ohio Valley Regional Airport)	None	√
Hill, Sean D	None	√
Irma Robertson (Greater Cumberland Regional Airport)	None	
James W. "Jay" Wallace	None	√
Jamie Wilt (Upshur County Regional Airport)	None	
Jewell Aguilar (Wyoming County Commission)	None	
John Gerlach (Mason County Commission)	None	
John Mac Cowen		√
John Richmond (Marshall County Airport Authority)	None	
Jon McCalmont, Parrish and Partners, LLC (Greenbrier Valley Airport)		√
Jonathon Vrabel (Morgantown Municipal Airport)	Accepted	
Ken Ross, NGC (Jackson County Airport)	Accepted	√
Kimberly Lewis	None	
Larry Stahl (Grant County Airport)	None	
Leigh Ann Wells-Ray (Mingo County Commission)	None	
Lloyd Adkins (Nicholas County Airport Authority/Summersville Airport)	None	√
Lori Livengood (Morgantown Municipal Airport)	None	
Maggie Leaptrot		√
Martha Livesay (Greenbrier Valley Airport)	None	√
Mary Alice Ricottilli (Elkins-Randolph County Airport)	None	√
Matthew DiGiulian (Matthew.DiGiulian@faa.gov)	None	√
Melissa Defibaugh	Accepted	
Mike Adkins (FAA)		√
Nathan Lemon (Tri State Airport consultant)		√
Neil Doran (Eastern WV Regional Airport)	Declined	
Nic Diehl (Eastern WV Regional Airport Authority)	Accepted	√

Attachment 2



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



Thursday, October 29, 2020 | 1:30 PM
 West Virginia Capitol, Building 5, Room A-122 | Charleston, WV

This is a virtual meeting hosted via GoToMeeting.

To join the meeting by computer, tablet, or smartphone:

<https://global.gotomeeting.com/join/144819165>

You may also dial in using your phone by calling:

+1 (872) 240-3311, Access Code: 144-819-165

AGENDA

1. **Call to Order/Pledge of Allegiance/Introductions**
2. **Review/Approve Minutes of Last Meeting**
3. **Revenue Report – Sean D. Hill
WVAC Director**
4. **Grant Requests/Action Items**

4.1 **Greenbrier Valley Airport – Amendment 1
 (Greenbrier County 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)

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION WVAC REGULAR MEETING

AGENDA CONTINUED

- 4.2 Greenbrier Valley Airport
(Greenbrier County Airport Authority)**
FAA AIP: 3-54-0012-041-2019
Drainage Study
Total Project Cost: \$ 150,000
FAA Grant Amount: \$ 142,500
WVAC Grant Request: \$ 3,750
(2.5% Fuel Tax)
- 4.3 Greenbrier Valley Airport
(Greenbrier Valley Airport Authority)**
FAA AIP: 3-54-0012-042-2020
Reconstruct Taxiway Lighting Phase 2
Total Project Cost: \$ 1,935,000
FAA Grant Amount: \$ 1,838,250
WVAC Grant Request: \$ 48,375
(2.5% Fuel Tax)
- 4.4 Huntington Tr-State Airport – Amendment 1
(Tri-State Airport Authority)**
FAA AIP: 3-54-0010-055-2017
Reconstruct Taxiway and Reconstruct Taxiway
Lighting
Total Project Cost: \$13,043,896 (\$11,423,271) \$ 1,620,625
FAA Grant Amount: \$11,739,504 (\$10,280,944) \$ 1,458,560
WVAC Grant Request: \$652,195 (\$571,163) \$ 81,032
(5% Fuel Tax)
- 4.5 Braxton County Airport – Amendment 1
(Braxton County Airport Authority)**
FAA AIP: 3-54-0026-020-2019
**Construct 8-Unit T-Hangar,
Phase II - Construction**
Total Project Cost: \$1,058,145 (\$ 935,584) \$ 122,561
FAA Grant Amount: \$952,331 (842,026) \$ 110,305
WVAC Grant Request: \$52,907 (\$46,779) \$ 6,128
(5% Fuel Tax)

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

WVAC REGULAR MEETING

AGENDA CONTINUED

-
- 4.6 Yeager Airport – Amendment 1**
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-064-2018
Energy Efficiency/solar Panels
Total Project Cost: \$3,881,584 (\$3,868,437) \$ 13,147
FAA Grant Amount: \$3,493,425 (\$3,481,593) \$ 11,832
WVAC Grant Request: \$97,040(\$96,711) \$ 329
(2.5% Fuel Tax)
- 4.7 Yeager Airport - Amendment 1**
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-059-2017
Reconstruct Taxiway Lighting, Rehabilitate
Terminal Building, Rehabilitate RW 5-23 Access
Taxiways, Phase II (Construction)
Total Project Cost: \$3,408,351 (\$3,035,079) \$ 373,272
FAA Grant Amount: \$3,067,516 (\$2,731,571) \$ 335,945
WVAC Grant Request: \$170,417 (\$151,753) \$ 18,665
(5% Fuel Tax)
- 4.8 Yeager Airport – Amendment 1 and 2**
(Central WV Regional Airport Authority)
FAA AIP: 3-54-0003-062-2018
Runway 5 Safety Area Rebuild Phase II
Total Project Cost: \$8,397,059(\$7,807,450) \$ 589,609
FAA Grant Amount: \$7,557,353(\$7,026,705) \$ 530,648
WVAC Grant Request: \$209,926(\$195,186) \$ 14,740
(2.5% Fuel Tax)
- 4.9 Mid-Ohio Valley Regional Airport**
(Wood County Airport Authority)
FAA AIP: 3-54-0018-048-2020
LED Lighting Upgrade Runway 3-21
Total Project Cost: \$ 1,792,080
FAA Grant Amount: \$ 1,702,476
WVAC Grant Request: \$ 44,802
(2.5% Fuel Tax)
- 4.10 MOTION – Expiration of WVAC General Revenue Grants**
State Fiscal Year 2017

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION WVAC REGULAR MEETING

AGENDA CONTINUED

- 4.11 MOTION – WVAC General Revenue Grants
 - 4.12 MOTION – Aircraft Rescue and Firefighting (ARFF) Training
 - 4.13 MOTION – Aircraft Rescue and Firefighting (ARFF) Simulator Maintenance
5. Discussion Items
- 5.1 Director’s Report – Sean D. Hill, WVAC Director
 - 5.2 Evers MOA Expansion
 - 5.3 New Business
 - 5.4 Public Comment
6. Next Meeting – To Be Determined

Attachment 3

Financial Reports

**July 1, 2020 thru October 5, 2020
(Fiscal Year End 2019)**

July 1, 2019 thru June 30, 2020

Aeronautics Commission
 Financial Report

FY 2021 (July 1, 2020 thru October 5, 2020)

<u>Aviation Fuel Revenue</u>	YTD Revenue	YTD Expenditures	YTD Net Activity	Obligated Funds (AIP Grants)
Fund Balance: July 1, 2019	\$1,019,903			
Fuel Revenues: YTD	\$198,551			
Investment Income YTD	\$954			
	<u>\$1,219,408</u>			
Grants		<u>\$587,482</u>		<u>\$335,083</u>
Fund (8275) Balance			\$631,925	<u>\$296,842</u>

<u>General Revenue Fund</u>	Total Budgeted	YTD Expenditures	Balance Remaining	Obligated Funds (Grants)
Personal Services & Benefits	\$223,740	\$50,383	\$173,357	
General Operating Expenses	\$81,600	\$3,530	\$78,070	
BRIM Premium	\$4,438	\$1,348	\$3,090	
Grants	\$510,239	\$66,667	\$443,572	\$133,333
	<u>\$596,277</u>	<u>\$71,545</u>	<u>\$524,732</u>	
Balance Current Fiscal Year	<u>\$820,017</u>	<u>\$121,928</u>	<u>\$698,089</u>	

Reappropriated General Revenue	\$969,567	\$31,218	\$938,349	
Obligated Funds (Grants) Previous Fiscal Years				<u>\$345,343</u>
Total Obligated GR Funds (Grants)				<u>\$478,677</u>
Fund (0582) Balance			<u>\$1,636,438</u>	<u>\$1,157,761</u>

Aeronautics Commission
 Financial Report
 FY 2020 (July 1, 2019 thru June 30, 2020)

<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	\$1,274,502			
Investment Income YTD	\$19,344			
	<u>\$2,511,908</u>			
Grants		<u>\$1,492,005</u>		<u>\$1,020,418</u>
Fund (8275) Balance			\$1,019,903	<u>(\$515)</u>

<u>General Revenue Fund</u>	Total Budgeted	YTD Expenditures	Balance Remaining	Obligated Funds (Grants)
Personal Services & Benefits	\$193,740	\$191,680	\$2,060	
General Operating Expenses	\$81,600	\$26,391	\$55,209	
BRIM Premium	\$4,438	\$2,752	\$1,686	
Grants	<u>\$510,239</u>	<u>\$283,714</u>	<u>\$226,525</u>	\$298,963
	<u>\$596,277</u>	<u>\$312,856</u>	<u>\$283,421</u>	
Balance Current Fiscal Year	<u>\$790,017</u>	<u>\$504,536</u>	<u>\$285,481</u>	

Reappropriated General Revenue	\$1,003,675	\$315,843	\$687,833	
Obligated Funds (Grants) Previous Fiscal Years				<u>\$203,708</u>
Total Obligated GR Funds (Grants)			<u>\$973,313</u>	<u>\$502,671</u>
Fund (0582) Balance			<u>\$973,313</u>	<u>\$470,642</u>

West Virginia State Purchasing Card Transactions

**July 2019-August
2020**

West Virginia Aeronautics Commission State Purchasing Card

Transactions

August 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	9/9/2020	KOMAX LLC	\$ 1.89
0807	9/9/2020	KOMAX LLC	\$ 34.72
0807	9/9/2020	KOMAX LLC	\$ 101.82
0807	9/9/2020	KOMAX LLC	\$ 41.00
0807	9/9/2020	KOMAX LLC	\$ 15.00
0807	9/9/2020	KOMAX LLC	\$ 7.00
			\$ 201.43

West Virginia Aeronautics Commission State Purchasing Card
Transactions
July 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	8/7/2020	WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIE	\$ 7.14
0807	8/13/2020	KOMAX LLC	\$ 0.92
0807	8/13/2020	KOMAX LLC	\$ 20.72
0807	8/13/2020	KOMAX LLC	\$ 101.82
0807	8/13/2020	KOMAX LLC	\$ 41.00
0807	8/13/2020	KOMAX LLC	\$ 15.00
0807	8/13/2020	KOMAX LLC	\$ 7.00
0807	8/7/2020	WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIE	\$ 14.28
0807	8/5/2020	SC AVIATION ASSOCIATIO	\$ 60.00
			<hr/> \$ 267.88

West Virginia Aeronautics Commission State Purchasing Card
Transactions
June 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 1.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 20.06
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 101.82
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 41.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 15.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 7.00
			<hr/>
			\$ 185.88

West Virginia Aeronautics Commission State Purchasing Card

Transactions

May 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 1.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 20.06
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 101.82
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 41.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 15.00
0807	6/9/2020	KOMAX BUSINESS SYSTEMS	\$ 7.00
			<hr/>
			\$ 185.88

West Virginia Aeronautics Commission State Purchasing Card
Transactions
April 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 101.82
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 41.00
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 15.00
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 7.00
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 1.76
0807	4/14/2020	KOMAX BUSINESS SYSTEMS	\$ 14.53
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 101.82
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 41.00
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 15.00
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 7.00
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 1.12
0807	5/12/2020	KOMAX BUSINESS SYSTEMS	\$ 14.74
			\$ 361.79

West Virginia Aeronautics Commission State Purchasing Card
Transactions
March 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	3/17/2020	OFFICEMAX/OFFICEDEPT#6877	\$ 7.56
0807	3/17/2020	OFFICEMAX/OFFICEDEPT#6877	\$ 13.16
0807	3/17/2020	OFFICEMAX/OFFICEDEPT#6877	\$ 11.39
0807	3/17/2020	OFFICEMAX/OFFICEDEPT#6877	\$ 7.60
0807	3/17/2020	OFFICEMAX/OFFICEDEPT#6877	\$ 13.77
0807	3/30/2020	PARKERSBURG NEWSPAPERS	\$ 96.41
0807	4/9/2020	MRA INTERNATIONAL, INC.	\$ 204.00
			\$ 353.89

West Virginia Aeronautics Commission State Purchasing Card
Transactions
February 2020

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	2/22/2020	UNITED 0167512190448	\$ (1,295.35)
0807	3/2/2020	PARKERSBURG NEWSPAPERS	\$ 93.00
0807	3/4/2020	THE HERALD DISPATCH	\$ 168.68
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 101.82
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 41.00
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 15.00
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 7.00
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 1.83
0807	3/9/2020	KOMAX BUSINESS SYSTEMS	\$ 14.95
			<hr/>
			\$ (852.07)

West Virginia Aeronautics Commission State Purchasing Card
 Transactions
 January 2020

ORG	TRANSACTION DATE	MERCHANT NAME		AMOUNT
0807	1/15/2020	WAL-MART #2036	\$	74.20
0807	1/15/2020	WM SUPERCENTER #2036	\$	10.56
0807	1/16/2020	ENTERPRISE RENT-A-CAR	\$	(1.00)
0807	1/15/2020	OFFICEMAX/DEPOT 6456	\$	42.67
0807	1/16/2020	ENTERPRISE RENT-A-CAR	\$	111.96
0807	1/18/2020	COURTYARD BY MARRIOTT	\$	214.00
0807	1/27/2020	THE WEST VIRGINIA ASSOCIA	\$	14.28
0807	1/30/2020	OFFICEMAX/OFFICEDEPT#6877	\$	74.48
0807	1/30/2020	OFFICEMAX/OFFICEDEPT#6877	\$	80.94
0807	1/30/2020	KOMAX BUSINESS SYSTEMS	\$	41.00
0807	1/30/2020	KOMAX BUSINESS SYSTEMS	\$	15.00
0807	1/30/2020	KOMAX BUSINESS SYSTEMS	\$	7.00
0807	1/30/2020	KOMAX BUSINESS SYSTEMS	\$	101.82
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	101.82
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	41.00
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	15.00
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	7.00
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	14.39
0807	2/13/2020	KOMAX BUSINESS SYSTEMS	\$	92.40
			\$	1,058.52

West Virginia Aeronautics Commission State Purchasing Card
Transactions
December 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	12/31/2019	NASAO	\$ 9,988.23
0807	1/6/2020	THE WEST VIRGINIA ASSOCIA	\$ 21.42
0807	1/14/2020	FASTSIGNS	\$ 127.00
			<hr/>
			\$ 10,136.65

West Virginia Aeronautics Commission State Purchasing Card
Transactions
November 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	11/18/2019	UNITED AIRLINES INC	\$ 1,595.35
0807	11/18/2019	AGENT FEE 8900781986900	\$ 34.00
0807	12/3/2019	WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIE	\$ 35.70
			\$ 1,665.05

West Virginia Aeronautics Commission State Purchasing Card
Transactions
October 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	10/16/2019	WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIE	\$ 14.28
0807	10/16/2019	KOMAX LLC	\$ 190.00
0807	10/16/2019	KOMAX LLC	\$ 107.50
0807	10/30/2019	WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIE	\$ 21.42
0807	11/13/2019	OFFICE DEPOT INC	\$ 29.37
0807	11/13/2019	OFFICE DEPOT INC	\$ 7.76
0807	11/13/2019	OFFICE DEPOT INC	\$ 4.82
0807	11/13/2019	OFFICE DEPOT INC	\$ 14.64
0807	11/13/2019	OFFICE DEPOT INC	\$ 8.67
0807	11/13/2019	OFFICE DEPOT INC	\$ 11.89
0807	11/13/2019	KOMAX LLC	\$ 74.71
			<hr/> \$ 485.06

West Virginia Aeronautics Commission State Purchasing Card

Transactions

September 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT	
0807	10/6/2019	FORT HILL MOTEL	\$	64.00
0807	10/6/2019	FORT HILL MOTEL	\$	64.00
0807	10/6/2019	FORT HILL MOTEL	\$	64.00
0807	10/6/2019	FORT HILL MOTEL	\$	76.00
			\$	268.00

West Virginia Aeronautics Commission State Purchasing Card
Transactions
August 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	8/21/2019	OFFICEMAX/OFFICEDEPT#6877	\$ 4.88
0807	8/21/2019	OFFICEMAX/OFFICEDEPT#6877	\$ 19.20
0807	8/21/2019	OFFICEMAX/OFFICEDEPT#6877	\$ 25.26
0807	8/22/2019	OFFICEMAX/OFFICEDEPT#6877	\$ 419.99
0807	9/5/2019	THE WEST VIRGINIA ASSOCIA	\$ 35.69
0807	9/11/2019	INTERCONTINENTAL ST PAU	\$ 906.44
0807	9/12/2019	KOMAX BUSINESS SYSTEMS	\$ 190.00
0807	9/12/2019	KOMAX BUSINESS SYSTEMS	\$ 94.49
			\$ 1,695.95

West Virginia Aeronautics Commission State Purchasing Card
Transactions
July 2019

ORG	TRANSACTION DATE	MERCHANT NAME	AMOUNT
0807	7/22/2019	WAL-MART #2576	\$ 11.22
0807	8/3/2019	THERESORT AT GLADE SPR	\$ 392.70
0807	8/3/2019	THERESORT AT GLADE SPR	\$ 392.70
0807	8/4/2019	THERESORT AT GLADE SPR	\$ 261.80
0807	8/6/2019	THERESORT AT GLADE SPR	\$ 261.80
0807	8/6/2019	THERESORT AT GLADE SPR	\$ 392.70
0807	8/6/2019	THERESORT AT GLADE SPR	\$ 392.70
0807	8/6/2019	THERESORT AT GLADE SPR	\$ 130.90
0807	8/7/2019	THE WEST VIRGINIA ASSOCIA	\$ 7.14
0807	8/7/2019	KOMAX BUSINESS SYSTEMS	\$ 190.00
0807	8/7/2019	KOMAX BUSINESS SYSTEMS	\$ 76.58
			\$ 2,510.24

Attachment 4

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
AERONAUTICS COMMISSION
Thursday, October 29, 2020**

MOTION

**EXPIRATION OF WVAC
GENERAL REVENUE GRANTS**

The West Virginia Aeronautics Commission (WVAC) seeks to expire any unused General Revenue funds awarded under the WVAC General Revenue Grant program, (previously known as the WVAC General Revenue AIP and the WVAC Commercial Airport Marketing Grant programs) from State Fiscal Year 2017. Any grants awarded under said programs for State Fiscal Year 2017 and not submitted for reimbursement by June 1, 2021 shall be expired and funds returned to the WVAC General Revenue account on June 30, 2021.

*Dated: October 29, 2020 – Charleston, WV
West Virginia Aeronautics Commission Meeting*

Attachment 5

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/
AERONAUTICS COMMISSION**
Thursday, October 29, 2020

MOTION

WVAC GENERAL REVENUE GRANT

Having acknowledged the importance of airports to the State of West Virginia and the Country, and to further assist in the fiscal needs of the State's Airports, the West Virginia Aeronautics Commission (WVAC) will provide a General Revenue Grant in the amount of \$12,500 to each of the State's seventeen General Aviation Airports and seven Commercial Airports. To be eligible for this grant, the Grantee must be in compliance with [West Virginia State Code §12-4-14](#).

The Airport Manager and/or Airport Authority have the option to allocate this grant as a whole or in part to its local share for the matching funds of an approved FAA AIP project awarded in State Fiscal Year 2021, specified airport improvements, and/or air service marketing. Guidelines surrounding the grant are outlined below. This grant is effective July 1, 2020 and will expire June 30, 2025.

1. The WVAC General Revenue Grant may be carried over to a proceeding state fiscal year but shall be carried over for no more than 4 state fiscal years. At the end of the fourth state fiscal year, any unused portion of this award shall return to the WVAC General Revenue Fund.
2. Appropriate back-up documentation for request of funds must include:
 - Summary of expenses (spreadsheet)
 - Copy of invoice or receipt detailing expense

MOTION CONTINUED

NOTE: Copies of cancelled checks, bank statements and/or credit card statements reflecting payment of expense is not required at the time request is submitted. However, these documents are to be readily available upon request to the WVAC office for auditing purposes for five (5) years following the date the request is submitted.

3. WVAC General Revenue Grant for Fiscal Year 2021 cannot be used as the local matching share on FAA AIP Grants approved prior to State Fiscal Year 2021.
4. Funds not used for the local matching share shall be approved by the WVAC Director and limited to:
 - Purchase and maintenance of machinery to maintain airport; snow removal, mowers
 - Purchase and maintenance of safety equipment, lighting, fuel system, fencing
 - Repairs to structures; i.e. hangar roof, heating and cooling, plumbing
 - Energy used for AWOS and airfield lighting
 - Inspection of safety equipment, lighting
 - Preliminary investigations, studies and reports associated with potential expansion or improvement of airports
 - Marketing of commercial air service/Airport events, i.e. air shows, fly-ins, etc.

This grant is reimbursable except those funds used for the local matching share of FAA AIP projects and Airports must invoice the WVAC using WVAC Form 5100-61S with supporting documentation as outlined above before June 1, 2024. This is standard procedure used for all WVAC grants.

*Dated: October 29, 2020 – Charleston, WV
West Virginia Aeronautics Commission Meeting*

Attachment 6

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/
AERONAUTICS COMMISSION
Thursday, October 29, 2020**

MOTION

**AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) TRAINING
MOTION**

To continue to assist airports with funding for firefighting training, I move that the West Virginia Aeronautics Commission (WVAC) provide a grant to the West Virginia University Fire Service Extension Office (WVUFSE) to provide firefighting training for each public-use NPIAS airport for required FAA Part 139 firefighting training for State Fiscal Year 2021, covering period July 1, 2020 to June 30, 2021, not to exceed \$800 actual cost per each airport firefighter for training conducted by WVUFSE instructors.

This grant includes funding for required firefighting training for the Eastern WV Regional Airport in Martinsburg and Yeager Airport in Charleston; however, the reimbursement for these two airports will be for: the cost of transporting the simulator to the site, the cost of propane for the training, and the fees for one WVUFSE instructor. The total reimbursement cost per airport is not to exceed \$7,000. The total grant amount for ARFF training is not to exceed \$75,000.

This is a reimbursable grant. The WVU Fire Extension Service must invoice the WVAC using WVAC Form 5100-61s with supporting documentation; including a roster of those who participated in the firefighter training. These funds expire at the end of the second consecutive State Fiscal Year, June 30, 2022. Requests for reimbursement must be submitted before June 01, 2022 for the training costs incurred during State Fiscal Year 2021.

***Dated: October 29, 2020 – Charleston, WV
West Virginia Aeronautics Commission Meeting***

Attachment 7

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION/
AERONAUTICS COMMISSION
Thursday, October 29, 2020**

MOTION

**AIRCRAFT RESCUE AND FIREFIGHTING (ARFF)
SIMULATOR MAINTENANCE
MOTION**

In keeping with the partnership between the West Virginia Aeronautics Commission (WVAC) and the West Virginia University Fire Service Extension (WVUFSE), I move that the WVAC reimburse the WVUFSE for the annual maintenance cost of the ARFF Simulator for State Fiscal Year 2021, covering the period July 1, 2020 through June 30, 2021, not to exceed \$50,000.

This is a reimbursable grant. The WVU Fire Extension Service must invoice the WVAC using WVAC Form 5100-61s with supporting documentation, including copies of invoices pertaining to the maintenance contract. These funds expire at the end of the second consecutive State Fiscal Year, June 30, 2022. Requests for reimbursement must be submitted before June 01, 2022 for the maintenance costs incurred during State Fiscal Year 2021.

***Dated: October 29, 2020 – Charleston, WV
West Virginia Aeronautics Commission Meeting***