



The Cumberland Airport Commission

SERVING
SOUTHWEST VIRGINIA AND EASTERN KENTUCKY
6225 Airport Road
WISE, VIRGINIA 24293

The Cumberland Airport Commission held its regularly scheduled meeting on Thursday, December 17, 2015 at 6:00 p.m. at the Lonesome Pine Airport.

PRESENT:	Donnie Rose, Chairman	ABSENT: Travis Anderson
	George Dean, Vice Chairman	
	Ron Helton, Treasurer	Mary Hylton
	Christopher Starnes	
	Danny Mullins	
	Bobby Tuck	
	Crystal Collins, Recording Secretary	
	Jarrold Powers, Airport Manager	
	Leonard Rogers, Legal Counsel	

The meeting was called to order by Chairman Donnie Rose.

Invocation

Pledge of Allegiance

Agenda was presented by Donnie Rose; the agenda was amended. Item B was added, Payroll time cards. **A motion was made by Ron Helton to accept and approve the amended agenda; seconded by Bobby Tuck; unanimously accepted.**

Minutes from the October meeting were presented; **A motion was made by Ron Helton to approve the minutes as presented; seconded by Chris Starnes; unanimously accepted.**

TREASURER'S REPORT: The financial reports for October and November were presented by Ron Helton. **A motion was made by Ron Helton to accept the report as presented; seconded by Bobby Tuck; unanimously accepted.**

MANAGER'S REPORT:

- A. Jarrod reported fuel sales were down in October, however November sales had increased by 10% from last year.
- B. Hangar rent is current.
- C. The plow truck is at Miller Repair in Coeburn. Some of the needed repairs have been completed. Jarrod said Miller Repair has still not provided him an estimate. Several commission members instructed Jarrod to communicate to Miller Repair not to complete any more repairs until he had provided Jarrod with an estimate.
- D. The other two airport trucks are now operational after minor repair.
- E. B Hangar door cable broke and is already repaired. Two other hangar doors are in need of repair, and the weather stripping is gone on the C Hangar door. Jarrod will get an estimate for all repairs.
- F. Donnie Rose asked about the service pole, completed in September and the buzzer gate, completed in October, yet the airport has not received reimbursement grant. Jarrod answered that was correct and he would check on a possible reimbursement date.
- G. Jarrod informed the commission SPCC training course takes 2 hours. The instructor will come to the airport and the training is not reimbursed by the state.
- H. The tractor estimate from Meade Tractor meeting the requested attributes was \$46,500. He is waiting on other estimates. The tractor qualifies for a 50/50 grant.
- I. The estimate for self-serve fuel still does not cover the project in full. After the first of the year Delta's fuel designers will provide the commission with a self-serve fuel estimate containing the complete scope of work for the project.

PUBLIC RECOGNITION: NONE

OLD BUSINESS:

- A. Bylaws – Donnie Rose reviewed the changes to the bylaws. The first amendment adds the delivery method of email for document distribution. The second amendment changed the verbiage concerning waiting periods for voting from: Waiting 30 days after discussion, to, "waiting 30 days or the next regularly scheduled meeting".

A motion was made by Bobby Tuck to accept the amendments to the bylaws; seconded by Danny Mullins; unanimously accepted.

B. Payroll time cards. Danny Mullins asked Jarrod about payroll record keeping, verifying he was maintaining adequate documentation. Jarrod verified he is using timesheets for each employee, with dates and hours worked.

A motion was made by Danny Mullins to purchase a time clock; motion failed due to a lack of a second.

NEW BUSINESS:

- A. Officer Nominations – the floor was opened by Chairman Donnie Rose for comments and nominations.

A motion was made by Ron Helton that all the current officers (Donnie Rose Chairman; George Dean Vice Chairman; Ron Helton Secretary/Treasurer) remain in their office held; seconded by Danny Mullins; unanimously accepted.

- B. Signature Authorization –

Ron Helton made a motion to move the current checking accounts from Farmers and Miners Bank to Powell Valley National Bank in order to facilitate direct deposit payroll and other banking needs; seconded by Bobby Tuck; unanimously accepted. (A signed copy of the presented resolution is attached to these minutes.)

- C. Act of 1958 - Ron Helton informed the commission that Lee County intends to withdraw from Cumberland's Airport Commission. In accordance with the 1958 Enabling Acts, Lee County will submit in writing a notice of this intention. No action is required by the Commission. The withdrawal can only be effective after one year from the written notice.

ROUND TABLE:

Kyle Fletcher resigned as the St. Paul Commission Representative. It is unknown whether St. Paul will send another member.

Bobby Tuck asked Jarrod to have a contingency plan for the snow plow in case repairs were not completed.

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George Dean informed the Commission that Lowes cannot complete repairs on the hangar bathroom. He is receiving other estimates. The Commission had a brief discussion on licensing requirements for the contractor who will complete the bathroom repairs. It was agreed that George would check with Robert Mullins for confirmation.

Donnie Rose thanked everyone for all their hard work this year.

NEXT MEETING: The next meeting was scheduled for Thursday, January 21, 2016 at 6:00 p.m.

ADJOURNMENT: **A motion was made by Ron Helton to adjourn the meeting; seconded by Danny Mullins; unanimously accepted,** and the meeting was adjourned by Chairman Donnie Rose.

Signed: _____
Donnie Rose, Chairman

Ronald G. Helton, Secretary/Treasurer