

WOODBINE PORT AUTHORITY

Meeting Minutes 9/26/2016

Present: William Pikolycky, Chairman
Jeff Doran, Vice-Chairman
Michael Benson, Board Member
Cliff Anderson, Board Member
John Sturm, Board Member
Kyle Weinberg, Solicitor
Wayne Rumble, Airport Maintenance Manager
Melissa Rodriguez, Secretary

Absent: Dennis Yap, DY Consultants

Meeting Called to Order at 5:00 p.m.

TOPIC

DISCUSSION/ACTION

I. Approval of Minutes 8/22/2016

Minutes were approved for the meeting held on August 22, 2016 without any corrections.

Motion by: J. Doran

2nd: M. Benson

Roll Call: C. Anderson – Yes

M. Benson – Yes

J. Doran – Yes

W. Pikolycky – Yes

J. Sturm – Yes

II. Unfinished Business:

A. Review of Grants

See monthly status report submitted by DY Consultants.

Item #6 – No report.

B. Delinquent Tenants

In regards to Mr. Hartley, a payment was received today along with a late fee. Mr. Hartley continues to be one month delinquent. Mr. Hartley's payments will continue to be monitored monthly.

No recent payment has been received from Mr. Roddy. Mr. Weinberg reported that he has not heard from him. Mr. Roddy's agreement requires him to pay \$1000.00 monthly. He has not been consistent with this agreement. Mr. Weinberg will begin to process court action.

C. MedTrans Helicopter

Mr. Doran reported that MedTrans should be moving in to their new trailer sometime this week. Formal inspections still need to be completed. They have purchased their office furniture and they will be working on the fence soon. It was also discussed that the helipad will be worked on next year.

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- D. Airport Insurance Coverage** The airport's insurance policy is currently being worked on (application has been completed and submitted) in order to ensure that we have proper coverage for the fuel service. The Chairman reported that we are waiting to receive a rate and will continue to follow up.
- E. Annual Review of Leases & Fees** The Board conducted an annual review of all leases and fees. All rates and fees will remain the same.
- III. New Business:**
- A. Airport Incidents/Accidents** Mr. Doran recommended that the Airport Maintenance Manager report to the Board any incidents that had occurred 30 days prior at the airport. This will be added to the Airport Maintenance report on the agenda. Included on the report will be two categories: Personal Knowledge and Incidental items (i.e. suspicious events).
- IV. Airport Maintenance Report** See report submitted by Wayne Rumble which covers the period of 8/23/2016 through 9/23/2016.
- V. Treasurer's Report** A motion was made and approved to pay WPA invoices as presented by the Treasurer.
Motion by: C. Anderson
2nd: J. Sturm
Roll Call: C. Anderson – Yes
M. Benson – Yes
J. Doran – Yes
W. Pikolycky – Yes
J. Sturm – Yes
- There was a question in regards to audit fees that have been assessed for this year. The secretary will go back and check fees that were assessed for the last five years.
- VI. Audience Participation** None
- VII. Motion to Adjourn at 5:55 p.m.** *Motion by: M. Benson*
2nd: C. Anderson
Roll Call: C. Anderson – Yes
M. Benson – Yes
J. Doran – Yes
W. Pikolycky – Yes
J. Sturm – Yes

Minutes respectfully submitted by:

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Melissa Rodriguez, Secretary