



# Eastern West Virginia Regional Airport Authority

SHEPHERD FIELD

304-263-2106  
FAX: 304-267-6350

Greetings from the airport staff,

We wanted to introduce ourselves and provide you with information regarding activities at our airport. Here is our contact info:

**Mr. Neil R. Doran, C.M., A.C.E.**

Executive Director / Airport Manager  
Eastern West Virginia Regional Airport Authority (EWVRAA)  
170 Aviation Way, Suite 105, Martinsburg, WV 25405  
E: [ewvraa@frontier.com](mailto:ewvraa@frontier.com) ; URL: [www.wvairport.org](http://www.wvairport.org)  
T: (304) 263-2106\*; F: (304) 267-6350

*\*For "after hours" contact, leave voice message as these can be checked remotely\**

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*Hangar, terminal or airfield maintenance concerns may be forwarded to:*

**Mr. Tom McKenzie, Operations & Maintenance Manager**  
Eastern West Virginia Regional Airport Authority (EWVRAA)  
170 Aviation Way, Suite 103, Martinsburg, WV 25405  
C: (304) 283-1758

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*Cash or check payments may be remitted to:*

**Ms. Deana Bittorie, Office Manager**  
Eastern West Virginia Regional Airport Authority (EWVRAA)  
170 Aviation Way, Suite 101, Martinsburg, WV 25405  
E: [db4ewvraa@gmail.com](mailto:db4ewvraa@gmail.com) ; URL: [www.wvairport.org](http://www.wvairport.org)  
T: (304) 263-2106; F: (304) 267-6350

For accounting purposes, Deana will be processing invoices on a monthly basis, and will issue a credit in the case of any pre-payments. You may continue to pay your rent on a monthly, quarterly, semi-annual or annual basis. **We want to get all the hangar and tie-down tenants, even those new to the airport, to make use of our latest-version lease forms**, as these offer enhanced legal protections for both you, the tenant and for the airport.

As described in the accompanying checklist:

- please thoroughly complete the exhibit "A" portion in its entirety
- be sure to sign and date the documents
- please provide photo copies of your pilot license, aircraft registration and insurance certificates

We have supplied you with two copies so that you may keep one for your records and included a self-addressed, stamped envelope to return the signed documents. If you don't have convenient access to a copier, you may bring your aircraft registration and proof of insurance to the airport office for copying in completion of your paperwork.



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## Reminders:

- *Carefully avoid “piggybacking”.* When entering and exiting the airport through any vehicle gate, you must stop your vehicle beyond the loop sensor and wait until the gate closes, assuring that no other person or vehicle enters behind you. *Failing to do so is serious and inconsistent with the enhanced-security environment the airport must provide to our National Guard tenant.*
- Please adhere to a *15 MPH speed limit on the ramp and in the vicinity of the hangars.*
- Aircraft always have the right-of-way over ground vehicles.
- Construction and/or significant hangar alterations without written permission from the EWVRAA is prohibited
- Only aviation-related uses of EWVRAA-owned hangars is allowed
- Any form of subletting is not permitted
- **Insurance requirements are as follows:** Liability insurance on the aircraft that is stored in the hangar with a combined single limit for bodily injury and property damage of not less than \$1 million per occurrence, with the Eastern West Virginia Regional Airport Authority (EWVRAA) named as an additional insured.
- Additional reminders can be found within the lease language itself – please read and familiarize yourself with them.

If you have any concerns about past or present conduct that may not be in compliance, please contact the airport manager for resolution. We look forward to becoming better acquainted with all of you.

Thanks again for your support of our airport.

Best regards,

A handwritten signature in cursive script, reading 'Neil R. Doran'.

Neil R. Doran, C.M., A.C.E.  
Executive Director / Airport Manager