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Eastern West Virginia Regional Airport Authority (E WVRAA)

REGULAR MEETING MINUTES

Monday, APRIL 13th, 2020 – 6:00 PM

Members Present

John Laub	Jim Klein	Ronald Fitzpatrick	P.J. Orsini
Dan Dulyea	Daryl Bryarly	Tana Burkhart	Maria Lorensen
Brad Close	John Allen	Greg Janes	Ken Collinson
Aneesh Sompalli	Jason Barrett	Larry Dunn	

Members Absent

None

Also Present

Nicolas Diehl, E WVRAA	Neil Doran, E WVRAA	Thomas McKenzie, E WVRAA
Vicki A. Saunders, E WVRAA	Jim Marshall, Attorney	Charles Bailey, Attorney
Greg Linsenmeyer, WVDO		

Petitions of Citizens

None

Zoom Meeting called to order at 6:00 PM by Chairman John Laub

Staff & Executive Director's Report: All reports were distributed via email for review by the Authority members prior to the meeting. Neil Doran and Vicki Saunders are working from home offices. Tom McKenzie is still working on site. Despite the COVID-19 situation, on pretty days we have seen a fair amount of civilian aircraft activity being maintained. There is a possibility of some Dulles-based airliners temporarily parking at the Airport as reduced passenger travel demand has led to cancelled flights and airlines needing cost-effective outdoor aircraft storage nationwide.

1st Agenda Item: Approval of March 09th 2020 meeting minutes (with edits)

Jim Klein motioned to accept the version of the minutes containing staff corrections/edits as presented. Maria Lorensen seconded the motion. All were in favor, the motion passed.

2nd Agenda Item: Approval of the March 2020 Budget Report

John Allen had some comments about the layout of the budget report on the page and expressed interest in having a cover sheet and a breakdown allowing for comparison of a given month's figures with the previous month.

It was explained that Treasurer Brad Close was not at the previous meeting and he had not yet been asked about the possibility of making adjustments to the layout used within the monthly budget reports. The Chairman and Staff would follow up on these questions.

Larry Dunn motioned to accept the budget and Tana Burkhart seconded the motion. All were in favor, the motion passed.

3rd Agenda Item: Review and Notice of changes to by-laws

Changes were previously presented by Nic Diehl via email on April 8th. The changes are summarized below:

1. Change the Chief Executive Officer “CEO” title from being held by the volunteer, appointed and annually-elected Board Chair to the full-time, staff Executive Director. This is in-line with FAA requirements for designating a person not subject to annual officer elections, continued local government appropriations and appointment cycles. This is to fulfill the requirements for a consistent, individual primary point of contact to serve a CEO-type role as required to operate the Air Charter service under the Part 135 certificate.
 - a. Personnel policies contained in the EWVRAA employee handbook will be updated
2. Adjustments to clarify procedures and to define the authorized staff officers who can initiate electronic payments and the staff or board officers who can give second-signature or second-person authentication for approvals of electronic payments.
3. Increase to up to \$2,000 per month for expenditures not otherwise budgeted. Also adding with Executive Committee consultation – allowable single expenditures of up to \$10,000 by the Executive Director not requiring specific board approval in advance. This is to address any possible need for time-sensitive repairs or expenses related to the Charter aircraft in situations where those expenses cannot wait for the next board meeting to be deliberated.
 - a. Any expenditures will be reflected in the following month’s meeting minutes and budget report.
 - b. Per Jim Marshall, it was recommended that an agenda item be listed for the following months meeting to discuss the expenditure and that feedback from the Executive Committee also be reflected in the minutes.
4. Adjusting the by-laws to remove out-of-date language related to the number of days before a EWVRAA meeting to provide appropriate notice to the public. Notice requirements will be brought in-line with current State Code and Open Meetings Act guidelines.
5. Section 4. If public citizens desire to address the board of directors, they will need to record their names on the sign-in sheet found at the lectern. Individual public comments will be limited to no more than three minutes in duration. A maximum, 30-minute time allotment shall be provided for all public citizen comment periods at EWVRAA meetings.

As this was strictly an update, no motions were required for this agenda item. A vote to adopt these proposed changes will be conducted at the April meeting. If adopted these adjustments will become effective immediately.

4th Discussion and approval of paving of gravel lot on Aviation Way

The FAA-funded Airport Improvement Project to rehabilitate and improve Aviation Way and the terminal parking lot areas is expected to begin very soon. For adjacent areas where the FAA would not fund improvements (because they are not considered part of the access road), staff is seeking approval to install a concrete slab for dumpsters so that the asphalt will no longer continue to be degraded by the heavy weight of trash collection trucks.

Other areas that are now gravel would also be paved with new asphalt south to the Aero-Smith east hangar complex buildings. Additionally, after the cracks in the terminal parking lot are filled with a rubber sealant material, staff recommends a two-application seal coat. This will ensure an attractive, uniform appearance between the newly installed asphalt and the older existing asphalt sections. The seal coat will also protect the asphalt surface from the sun's ultraviolet radiation and from the corrosive effects of oil, anti-freeze and other chemical agents that tend to drip from parked vehicles.

Staff recommends undertaking this additional concrete installation, asphalt paving and sealcoating work now as it would save significant funds versus having crews mobilize later to perform the work at some future date. Costs are not expected to exceed \$65,000.

Dan Dulyea asked where the funding would be coming from. Staff answered that funds would have to be pulled from our savings accounts / fund reserves.

Jason Barrett motioned to approve the work items as presented and in-line with the budget provided. Jim Klein seconded the motion. All were in favor, the motion passed.

At 6:28 PM, Jim Klein then motioned to go into Executive Session to discuss Real Estate and Property Matters. Maria Lorensen seconded the motion. All were in favor, the motion passed.

5th Review / approval of purchase contracts and legal structure (possible executive session)

6th Review / approval of bank RFQs and scope of project work.

At 6:48 PM, Greg Janes motioned to exit Executive Session. Jim Klein seconded the motion. All were in favor, the motion passed. The Zoom meeting was then unlocked/opened to the public.

PJ Orsini motioned to ratify the Aero-Smith purchase agreement as presented. Tana Burkhart seconded the motion. All were in favor, the motion passed.

Dan Dulyea motioned to approve the scope of work as presented. Greg Janes seconded the motion. All were in favor, the motion passed.

Brad Close moved to authorize the Chairman to enter into a bank financing agreement with the West Virginia Economic Development Authority. PJ Orsini seconded the motion. All were in favor, the motion passed.

Mara Lorensen moved to permit the Board Treasurer in cooperation with the Executive Director and the Board Chair to execute the documents necessary to proceed with financing with First United Bank. Greg Janes seconded the motion. All were in favor, the motion passed.

John Allen motioned the board move forward with the Arcadia Aviation / JetLink MRB corporate jet hangar purchase as presented. Jim Klein seconded the motion. All were in favor, the motion passed.

Brad Close motioned to end the meeting and Tana Burkart seconded the motion. All were in favor, the motion passed.

The meeting adjourned at 6:55 PM.

Scope of Work

April 12, 2020

Project costs

FBO acquisition	2,050,000.00
Hangar acquisition	<u>1,100,000.00</u>
	3,150,000.00
Renovations to terminal, assembly hangar and other, including furnishings	500,000.00
Self-Serve Pump	100,000.00
Flight School expenses	40,000.00
Repairs to t-hangars	45,000.00
Equipment for FBO	<u>160,000.00</u>
	845,000.00