

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR MONDAY – January 22nd, 2018**

**Members Present:** Jim Klein, Maria Lorensen, Ken Collinson, P.J. Orsini, Dennis Barron, Dan Dulyea, Larry Dunn, Brad Close, Tana Burkhardt, and Daryl Bryarly

**Member Absent:** Betty Gunnoe and Jason Barrett

**Also Present:** Jim Marshall and Chuck Bailey from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, Jim McConville from The Journal, Elias McMillan from WEPM-AM, and Troy Truax from Michael Baker Consultants.

*Everyone stood for the Pledge of Allegiance*

*Petitions from Citizens* – None at this time

***Executive Director's Report***

Neil Doran highlighted items on the Executive Directors Report for the Authority members that was included in their packets and sent out via email for review prior to the meeting.

**1<sup>st</sup> Item on the Agenda: Strategic Plan Update – Michael Baker Consultants**

Troy Truax presented an update/status, as well as the upcoming schedule on the Strategic Plan

**2<sup>nd</sup> Item on the Agenda: Bi-Monthly Meeting Schedule – discussion and action as needed**

Jim Klein expressed his thoughts concerning all current discussions, legal and property matters, and proposals, as well as other “irons in the fire” and told the members of the possibility of scheduling 1-3 special meetings. His suggestion to the Authority members was to schedule a 2<sup>nd</sup> meeting each month to deal with these issues, with those dates being February 26<sup>th</sup>, March 26<sup>th</sup>, and April 23<sup>rd</sup> in order to give proper time and attention to each of these important matters. This would mean we would be having regular Authority meetings the 2<sup>nd</sup> Monday and a special meeting on the 4<sup>th</sup> Monday of each month for the next 3 months. Discussions and thoughts continued amongst the members.

*Maria Lorensen made the motion to approve the 2<sup>nd</sup> monthly meetings for the next 3 months to begin at 6:30pm on the proposed dates; P.J. Orsini seconded that motion. All were in favor. The motion was carried.*

**3<sup>rd</sup> Item on the Agenda: Approval of the December 11<sup>th</sup> meeting minutes**

The members were sent the December 11<sup>th</sup>, 2017 EWVRAA board meeting minutes prior to this meeting via email, for their review.

*Dennis Barron moved to accept the minutes as presented; Larry Dunn seconded the motion. All were in favor. The motion was carried.*

**4<sup>th</sup> Item on the Agenda: Approval of November 2017 Budget Report**

The members were sent the November 2017 Budget Report prior to this meeting via email, for their review. Jim Klein gave status of the recent Finance Committee meetings. Brad Close told the members of the communication and updates between Neil, Deana, and himself and expressed his encouragement and excitement of the progress of the financial changes and upcoming audits. P.J. Orsini again asked Neil Doran about the marketing line item on the budget and why more of the budgeted amount had not yet been spent this fiscal year. Neil responded with the most recent expenses and/or purchases of brochure printing, the recently approved video, and other marketing items that have not yet hit the budget, but will be seen in the next month or two that are items of large expense.

*Brad Close made the motion to approve the November 2017 Budget Report; Ken Collinson seconded that motion. All were in favor. The motion was carried.*

**5<sup>th</sup> Item on the Agenda: Legal Services Contract – Bailey & Wyant – discussion and action as needed**

Jim Klein reminded the members about the recent motion to make Bailey & Wyant our new legal firm, however stated that there was never a motion authorizing the authority to sign a new legal services contract with them. He explained that without the signed contract and per our by-laws, we cannot spend over \$1,500/per month on legal services. Dennis Barron offered the motion but first inquired about a possible conflict of interest between Bailey & Wyant and one of their former clients who is trying to do business with the Airport Authority. Mr. Bailey

advised that his firm no longer represents the client and their representation was only for a brief period of time and for one limited legal issue.

*Dennis Barron moved to accept the contract of legal services from Bailey & Wyant; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.*

**6<sup>th</sup> Item on the Agenda: Updates to Minimum Standards – discussion and action as needed**

Jim Klein thanked the members who reviewed the Minimum Standards and sent revisions then turned the floor over to Neil Doran. Neil explained the changes and revisions to the members. He also expressed the benefits of the updates. He also told the board that the Minimum Standards can be updated at any time.

*Dennis Barron moved to accept the updated Minimum Standards as a policy of EWVRAA; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.*

**7<sup>th</sup> Item on the Agenda: RFP 2018-001 Air Cargo Services – discussion and action as needed**

Jim Klein explained that Michael Baker Consultants offered to review the RFP for Air Cargo Services and that he received his and other Authority members' revisions today. Jim asked Troy Truax to address his changes and thoughts concerning the RFP. Some suggestions were a checklist/table of contents, a RFP schedule, and a Pre-Bid meeting or Q & A session. The members also discussed whether a 45, 90, or 120 day deadline should be given. Mr. Bailey suggested adding Minimum Requirements/Qualifications to the RFP and explained his reasoning. Jim Klein told Troy Truax that he or Neil would be in touch by Wednesday, January 24<sup>th</sup>, to discuss Troy's guidance on the changes discussed and stated this matter would be tabled to allow time for the RFP to be updated, then presented again.

No action at this time.

**8<sup>th</sup> Item on the Agenda: East property confirmation survey/other surveys – discussion and action as needed**

Jim Klein explained the reasoning for discussion of having the airport land surveyed. P.J. Orsini talked about the benefits and need for the EWVRAA side of the airport, whether it is being leased or potentially leasable, to be surveyed and why now is the perfect timing to make it happen. Dan Dulyea agreed and expressed his thoughts as well. P.J. also stated that Michael Baker Consultants also agreed in their discussion the previous Friday. Discussion continued among members to determine how much of the property should be surveyed and whether or not it should be platted separately. The members and attorney then debated whether a RFP or a RFQ (Quotation or Qualifications) needed to be prepared in this case. Dan Dulyea suggested we not wait until someone approaches us to purchase land as in the past, but have it on hand and be more knowledgeable of the boundaries, plats, etc. Members agreed they are not comfortable with the assumptions of the current boundaries and how they have been previously calculated for leasing purposes.

P.J. Orsini motioned for the RFP to be prepared as discussed for the surveying of the leased and potentially leasable land on EWVRAA side of the airport. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

**9<sup>th</sup> Item on the Agenda: Executive Session: Real Estate Matters, Personnel Matters, Property Acquisition, Legal Status Update, Water Tower – discussion and action as needed**

*Dennis Barron motioned to go into Executive Session with Maria Lorensen seconding the motion. All were in favor. The motion was carried.*

*Dennis Barron motioned to come out of Executive Session. Larry Dunn seconded the motion. All were in favor. The motion was carried.*

Jim Klein asked to include in the minutes that Greg Rhoe, from the BCPSWD, spoke during Executive Session and quoted the cost of \$803,000 for the rehab and painting of the water tower on the airport property, however his board has made the decision to dismantle the tower by the end of the 2019 calendar year, with the intention of deeding the property back to the airport. The bid process for this work should begin in the Spring of 2018.

Immediately following the exit of Executive Session, P.J. Orsini motioned that a Non-Disclosure Agreement be signed by all Authority members, as well as employees immediately. Larry Dunn seconded the motion. All were in favor. The motion was carried.

*Dennis Barron motioned to adjourn the meeting, with Tana Burkhart seconding the motion. All were in favor. The motion was carried.*

*The meeting was adjourned at 9:33pm*