

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR MONDAY– April 9th, 2018**

Members Present: Jim Klein, Maria Lorensen, Dennis Barron, Dan Dulyea, Larry Dunn, Tana Burkhart, Daryl Bryarly, P.J. Orsini, Ken Collinson, and Betty Gunnoe

Member Absent: Brad Close and Greg Janes

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie.

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 Director’s Report for the Authority members that was included in their packets and sent out via email for review prior to the meeting.

1st Item on the Agenda: Approval of March 26th Special Meeting Minutes

The members were sent the March 26th, 2018 EWVRAA Special Meeting Minutes prior to this meeting, via email, for their review.

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

2nd Item on the Agenda: Approval of March 2018 Budget Report

The members were sent the March 2018 Budget Report prior to this meeting, via email, for their review.

Dennis Barron asked if the recent payment from Triumph was included in this Budget Report. Deana Bittorie verified that it was not included, but would show in next months Budget Report. Jim Klein asked where that payment would reflect on this Budget Report next month. After discussion, staff and Authority members agreed that the extra CPI funds that were paid by Triumph should be placed at the end of the Budget Report as a Non-Budgeted Income line item.

P.J. Orsini moved to accept the March 2018 Budget Report; Tana Burkhart seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: Economic Impact Study Matching Grant – discussion and action as needed

Jim Klein reminded the authority members that the Economic Impact Study was a goal included in our Strategic Plan and explained the details of this goal and its options and opportunity. Neil Doran added updates on his interaction with Region 9, his proposals that were received, and his opinion of how this could impact the airport and the state. Chuck Bailey stated his experience with this grant and Yeager Airport and offered his positive opinion of going forward with this study.

Ken Collinson moved that Neil Doran should proceed with the Economic Impact Study Matching Grant proposal asking for \$25,000 and EWVRAA matching at 10%.

4th Item on the Agenda: Restaurant Lease – discussion and action as needed

Jim Klein acknowledged Dennis Barron as reviewing and revising the Restaurant Lease as presented. Neil Doran gave a status update of the work and the receipt of Crosswinds Café owner, Kathy Jewell. He added that she had reviewed and would like to go forward with the lease as stated with the new revisions. Daryl Bryarly offered his concern about the hours of operation of the Café. Jim Klein elaborated on a meeting he had with Kathy Jewell last month and asked the Authority members to consider referring future events to be held here at the airport and giving Crosswinds the opportunity to be involved to promote further business and hopefully increase the hours. Neil Doran verified that specified hours for the tenant were not included in the new lease agreement; it would be at the owner discretion

Dennis Barron made a motion to accept the lease as presented and authorize the Chairman to sign for the execution of that lease. Maria seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: RFQ 2018-002 – Selection of Survey Firm - discussion and action as needed

Jim Klein thanked the members who participated in the selection of the survey firm and asked the committee to update the members with their thoughts and conclusions. P.J. Orsini presented the Authority members with the information of their selected survey firm, Thrasher, and why they are recommended. Neil Doran added that this selection did have some of the most comparable pricing as well.

Daryl Bryarly moved that the recommendation of the committee be accepted and the ratification of the contract with Thrasher be executed. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

P.J. Orsini then motioned to go into Executive Session with Dan Dulyea seconding the motion. All were in favor. The motion was carried.

6th Item on the Agenda: Executive Session: SASO Agreement, RFP 2018-001 Update, Real Estate Matters, Legal Status Update – discussion and action as needed

P.J. Orsini motioned to come out of Executive Session. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

Maria Lorensen motioned to authorize Neil Doran to contact Real Estate Agent, Chris Ross, to offer \$240,000 for the property of Tim Mercurio on 79 Prayer Lane, with a finance contingency and offering 90 days to close; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

Maria Lorensen motioned to adjourn the meeting, with Daryl Bryarly seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 7:47pm.