

**EASTERN WV REGIONAL AIRPORT AUTHORITY SPECIAL MEETING MINUTES
FOR WEDNESDAY– June 27th, 2018, 12:00pm (Noon)**

Members Present: Jim Klein, Dennis Barron, Ken Collinson, Greg Janes, P.J. Orsini, Larry Dunn, Daryl Bryarly, and Dan Dulyea

Member Absent: Maria Lorensen, Jason Barrett, Aneesh Sompalli, Tana Burkhart, and Betty Gunnoe

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran and Deana Bitorie, Matt Umstead from the Herald Mail, Jim McConville from The Journal, Jennifer Wishmyer from Region 9, and Hank Willard and Kathy Brosius from Aerosmith.

Everyone stood for the Pledge of Allegiance

Petitions from Citizens – None at this time.

1st Item on the Agenda: Approval of June 11th Meeting Minutes – discussion and action as needed

The members were sent the June 11th, 2018, EWVRAA Meeting Minutes prior to this meeting via email, for their review.

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

2nd Item on the Agenda: Approval of FY 2018-19 Budget – discussion and action as needed

The members were sent the FY 2018-19 Budget Report prior to this meeting via email, for their review. Brad Close explained his work on this budget and how government funds should be separated out as Operational and Non-Operational budgeting. He continued to update the Authority members on several line items and the recommendations of the Finance Committee. Dennis Barron addressed Neil concerning the annual WV State AIP grant of \$15,000 and how it appears on the budget. Neil expressed his hope to use the remaining approximately \$10,000 for FY17-18, as well as the \$15,000 for FY18-19 for local match monies.

Action Taken: Daryl Bryarly moved to accept the budget as presented and recommended by the committee; Greg Janes seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: – Acceptance of USDA Grant for Economic Impact Study/Selection of Firm - discussion and action as needed

Jen Wishmeyer and Neil Doran explained the process and current status of the grant.

Action Taken: P.J. Orsini motioned to accept the USDA Grant for the Economic Impact Study also selecting Sixel LLC as the proposal of record to complete this study; Ken Collinson seconded the motion. All were in favor. The motion was carried.

4th Item on the Agenda: Memorandum of Understanding (MOU) with iModal Holdings, Inc. – discussion and action as needed

Action Taken: P.J. Orsini motioned to table this item to the July 9th, 2018 meeting; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Consideration of Commercial Real Estate Broker Services – discussion and action as needed

Jim Klein turned the floor over to Neil Doran to explain the consideration of commercial real estate services partnership with John Skoglin included in their packets. Neil told the members that Mr. Skoglin had proposed his services in relation to connections that he has with potential tenants/buyers that could benefit our airport here in Martinsburg. The members discussed the idea of not entering a contract with Mr. Skoglin, but offering him some type of commission if he did bring a buyer/tenant to the table for the discussed property. It was suggested that this item be tabled until the regularly scheduled July meeting.

No Action Taken at this time.

6th Item on the Agenda: Approval of FAA FY 18-19 CIP Data Sheets/Grant Pre-application – discussion and action as needed

Neil explained the breakdown of the CIP Data Sheets provided by Michael Baker Consultants. He gave the current status of the grant application, as well as future possibilities here at the airport, and stated that this item on the agenda was simply for informational purposes.

No Action Taken at this time.

7th Item on the Agenda: Panhandle Real Estate Trust Update – discussion and action as needed

P.J. Orsini and Dan Dulyea gave the authority members the current update of the extension approved at the last meeting and added that there was no additional information at this time.

No Action Taken at this time.

8th Item on the Agenda: Request to host the “Big Truck Community Play Day – August 11th” – discussion and action as needed

Neil Doran presented the authority members with the history, possibilities, and hopes that this event could bring people and attention to the airport, and possibly serve as the open house that has been requested by the public. He stated that this event was tentively scheduled to take place on Saturday, August 11th, 2018, with a rain date of Saturday, August 18th, 2018, from approximately 9am-2pm.

Action Taken: Greg Janes motioned to approve Neil Doran to organize, prepare, and host the Big Truck Community Play Day on August 11th/Rain Date August 18th, 2018; Dennis Barron seconded the motion. All were in favor. The motion was carried.

9th Item on the Agenda: Personnel Issues – discussion and action as needed

Action Taken: Dennis Barron motioned to go into Executive Session for the reason of personnel issues and legal issues, as well as property and real estate issues, with Daryl Bryarly seconding the motion. All were in favor. The motion was carried.

Executive Session: (Neil Doran and Deana Bittorie were excused for the Personnel Issues portion of this Executive Session and re-entered following that discussion)

Action Taken: Dennis Barron motioned to come out of Executive Session, with Brad Close seconding the motion. All were in favor. The motion was carried.

Action Taken: P.J. Orsini motioned to accept the bridge loan to purchase 79 Prayer Lane pending FAA funds; Larry Dunn seconded the motion. All were in favor. The motion was carried.

Action Taken: Dan Dulyea motioned to table the employee pay raises/personnel discussion to the August 2018 meeting.

Brad Close motioned to adjourn the meeting, with Greg Janes seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 1:35pm