

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

Members Present: Jim Klein, Maria Lorensen, Dennis Barron, Ken Collinson, P.J. Orsini, Tana Burkhart, Daryl Bryarly, Jason Barrett, Aneesh Sompalli, Brad Close, Dan Dulyea, and Dan Zappe

Member Absent: Larry Dunn and Greg Janes

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, Jeff Grove, Chris Ross, Mrs. Mercurio, Kathy Brosious from Aerosmith, and Bill Hassan.

Everyone stood for the Pledge of Allegiance

1st Item on the Agenda: Annual Election of Officers

Jim Klein addressed the Authority members with the urgency to hire an additional person or people for assistance to the staff as he feels the additional needs and responsibilities cannot continue to be fulfilled from a volunteer position. The Authority members discussed and agreed to schedule a Special Meeting the following Monday, July 16th, 2018, to discuss and create a job description for an additional position.

Jim Klein asked for any nominations for Secretary – Jason Barrett nominated Ken Collinson to continue the position of Secretary; Daryl Bryarly seconded the nomination. All were in favor. The motion was carried. Jim Marshall added that a second was not needed. Jim Klein noted for the record to reflect Ken Collinson as Secretary.

Ken Collinson nominated P.J. Orsini to continue the position of Treasurer; Maria Lorensen motioned to close nominations; Ken Collinson seconded the motion. All were in favor that nominations were closed. The motion was carried. Ken Collinson moved to accept P.J. Orsini as Treasurer by acclamation; Aneesh Sompalli seconded the motion. All were in favor. The motion was carried.

Dennis Barron nominated for Jim Klein to continue the position as Chairman; Maria Lorensen seconded the nomination. Maria then voted for nominations to be closed; Ken Collinson seconded the motion. Daryl Bryarly motioned to accept by acclamation; Dennis Barron seconded the motion. All were in favor. The motion was carried.

P.J. Orsini nominated Maria Lorensen to continue position as Vice-Chair; Dennis Barron seconded the nomination. Dennis Barron motioned for nominations to be closed; P.J. Orsini seconded the nomination. Daryl Bryarly motioned to accept by acclamation; Dan Dulyea seconded the motion. All were in favor. The motion was carried.

Petitions from Citizens- *Chris Ross, spoke on behalf of Mrs. Mercurio and asked the Authority members if they would consider moving the closing of 79 Prayer Lane from August 13th, 2018, to August 10th, 2018 at 10am in the airport conference room.*

2nd Item on the Agenda: Approval of June 27th Special Meeting Minutes – discussion and action as needed

The members were sent the June 27th, 2018, EWVRAA Meeting Minutes prior to this meeting, via email, for their review. Jason Barrett asked to be added to the minutes as being absent for the June 27th, 2018 meeting. *Dennis Barron moved to accept the minutes as corrected; Maria Lorensen seconded the motion. All were in favor. The motion was carried.*

3rd Item on the Agenda: Approval of June 2018 Budget Report – discussion and action as needed

The members were sent the June 2018 Budget Report prior to this meeting, via email, for their review. Jim Klein asked if this was the final FY 17-18 Budget. Deana Bittorie responded that it was not. She hoped to have the final by the August 2018 scheduled meeting. Members again discussed the decreased revenue numbers. Neil Doran explained the status of the Master Plan and the grant and how it affected those revenue numbers.

Ken Collinson moved to accept the budget as presented and reviewed; Tana Burkhart seconded the motion. All were in favor. The motion was carried.

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

Jim Klein addressed the Authority members with the updated MOU, however their attorney has not responded to calls.

Ken Collinson motioned to table this agenda item at this time; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Panhandle Real Estate Trust Update/Potential Agreement – discussion and action as needed

No action at the time

6th Item on the Agenda: Approval of FY 2018-19 Schedule of Rates and Charges – discussion and action as needed

Neil Doran explained the Schedule of Rates and Charges included in the meeting packets. He pointed out the \$25 suggested increase in the terminal leased office space.

Jim Klein expressed his concerns without comparable data and asked Neil Doran if he had an overall revenue figure for the increases. Dan Dulyea again asked if Neil had contacted other airports to find what they were charging for their hangar and/or office space. Neil Doran explained the complexity of the pricing for Hagerstown Regional. Daryl Bryarly explained that the hangar space in the surrounding airports are not comparable considering they offer concrete floors, bi-fold electric doors, and some are heated, which none offer those benefits here in Martinsburg. Jim Klein asked Daryl Bryarly if he would be able and willing to help collect the information and make phone calls so this agenda item could be discussed at the special meeting next Monday.

No action at this time.

7th Item on the Agenda: Consideration of FAA Land Release-Related Services – discussion and action as needed

Neil Doran explained and asked the authority members for consideration of FAA Land Release-Related Services and accept the quote for those services from Michael Baker. The members discussed options and the need for this Land Release at this time. They agreed that other bids should be sought after considering the expense involved in this particular quote. Neil Doran was asked to seek other bids and it was suggested this matter be tabled until those bids were received.

No action at this time.

8th Item on the Agenda: Consideration of Commercial Real Estate Broker Services – discussion and action as needed

Jim Klein addressed the members with the status and result of his conversations with Rob Garrett considering John Skoglin's services. Neil Doran also updated the members of his talks with John. Jim Klein offered to call Mr. Skoglin and express to him that the authority is not interested in accepting his offer, however if he brought a leasee to the table, we would be willing to pay him commission on that individual contract. The members agreed to table this matter until Jim contacts Mr. Skoglin and receives his response.

No action 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.

Brad Close motioned to go into Executive Session, with Tana Burkhart seconding the motion. All were in favor. The motion was carried.

Dennis Barron motioned to come out of Executive Session, with Daryl Bryarly seconding the motion. All were in favor. The motion was carried.

Maria Lorensen motioned for the Chairman to sign the future access agreement for Military Training Operations; Tana Burkhart seconded the motion. All were in favor. The motion was carried.

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

The meeting was adjourned at 8:19pm