

**EASTERN WV REGIONAL AIRPORT AUTHORITY SPECIAL MEETING MINUTES
FOR MONDAY– July 16th, 2018**

Members Present: Jim Klein, Maria Lorensen, Dennis Barron, P.J. Orsini, Tana Burkhart, Daryl Bryarly, Larry Dunn, Greg Janes, Aneesh Sompalli, and Dan Dulyea

Member Absent: Brad Close, Jason Barrett, Ken Collinson, and Dan Zappe

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

Everyone stood for the Pledge of Allegiance

1st Item on the Agenda: Airport Director of Operations Job Description work session – discussion and action as needed

Jim Klein explained the documentation of job descriptions in the meeting packets with the Authority members. Dennis Barron offered that he felt first the members needed to decide what position they were actually going to hire for. Members discussed and compared the descriptions, the current Airport Managers strengths, and what tasks were needing more attention. Members agreed that the job description created by Alan Davis, was more of what we were looking for. Dan Dulyea and Jim Marshall asked Neil to review that particular description and address the items that were or were not necessary. Discussion also included the possibility of changing the by-laws and should it be a parallel position to Airport Executive Director, which would report directly to the Authority, or a subordinate position which would report directly to Neil. P.J. Orsini addressed the salary of this new position and the Finance committees intention of discussing this once the detail of the position is created. Jim Klein gave a summary of what needs to take place. Jim suggested that Neil take the job description as discussed and split it into 2 positions and bring it to the August 13th meeting. P.J. Orsini suggested that Neil also take his Executive Directors report and assign which responsibilities on that report would be distributed to which position. *Dan Dulyea made a motion to possibly add the amendment to the By-Laws to the August agenda depending on the job descriptions; Maria Lorensen seconded the motion. All were in favor. The motion was carried.*

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

Neil updated the Authority members with the status of the Schedule of Rates and Charges and the responses of surrounding airports from the phone calls made by Daryl Bryarly. Neil highlighted his recommendation to increase the ground lease rate to .38/sqft per year and the through the fence agreements to .26/sqft per year. He also suggested increasing the terminal office lease rates from \$300/mo to \$325/mo per office. Dan Dulyea asked what the total revenue across the board would be if they approved all increases. Neil did not have that number. P.J. Orsini asked if these increases were in line with our Strategic Plan. Members also asked if we were attracting new business with the current rates. Dan Dulyea added that with our increase in utilities, how could we not approve the increase for the office rates.

Dennis Barron moved to continue the rates as they are, with an exception of office lease increases and revisit this item next FY; Maria Lorensen seconded the motion. 3 opposed; 6 in favor. The motion was carried.

3rd Item on the Agenda: Consideration of Commercial Real Estate Broker Services – discussion and action as needed

Jim Klein updated the authority members on his conversation with John Skoglin in reference to the consideration of Commercial Real Estate Broker Services. Mr. Skoglin stated that CBRE proposed this boiler plate offer and they are not willing to make any changes to the offer. They want exclusive rights on the property to receive a commission for any tenant that would be signed. The only negotiation they would revise would be instead of a 12 month contract, they would reduce it to 6 months.

P.J. Orsini moved to deny the offer/proposal as presented; Dennis Barron seconded the motion. All were in favor. The motion was carried.

Maria Lorensen motioned to go into Executive Session, with Larry Dunn 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.

No additional action at this time.

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

The meeting was adjourned at 6:55pm