

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR MONDAY– August 13th, 2018**

Members Present: Jim Klein, Maria Lorensen, Dennis Barron, P.J. Orsini, Tana Burkhart, Daryl Bryarly, Larry Dunn, Greg Janes, Ken Collinson, Brad Close, Ken Reed, Dan Zappe, and Dan Dulyea via phone conference

Member Absent: Jason Barrett and Aneesh Sompalli

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, M.J. Johnson, Karl Keefer, and BJ DeFelice from iModal Holdings, Inc., Kathy Brosious from Aero-Smith, Lee Jones, Jim Oullete of BCPSWD and Bill Hasson.

Everyone stood for the Pledge of Allegiance

Petitions of Citizens – None at this time

1st Item on the Agenda: Approval of July 9th Meeting Minutes – discussion and action as needed

The members were sent the July 9th Meeting Minutes prior to this meeting for their review.

Dennis Barron motioned to accept the minutes as presented; Maria Lorensen seconded the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: Approval of July 16th Special Meeting Minutes – discussion and action as needed

The members were sent the July 16th Special Meeting Minutes prior to this meeting for their review.

Dennis Barron motioned to accept the minutes as presented; P.J. Orsini seconded the motion. All were in favor. The motion was carried.

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

The members were sent the July 2018 Budget Report prior to this meeting for their review.

Maria Lorensen motioned to accept the Budget Report as presented; Ken Collinson seconded the motion. All were in favor. The motion was carried.

4th Item on the Agenda: Consideration of FY18-19 Meeting Schedule – discussion and action as needed

Jim Klein addressed the authority members with the proposed meeting schedule and explained his reasoning for the dates and times. He proposed that we change the meeting time from 6:30pm to instead begin at 6pm.

Dan Dulyea expressed his concern of the possibility of the new meeting time not working for him. He suggested another avenue for conference calls so that communication of the conference calls could be more clear and asked Neil to have the county IT to check the phone lines/connections.

Ken Collinson motioned to approve the FY18-19 Meeting Schedule as proposed; Larry Dunn seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Proposed Hiring/Job Descriptions – discussion and action as needed

Jim Klein reviewed and reminded the Authority members of the previous discussions and thoughts concerning the proposed hiring of a new Business Development Manager and the job description for this position. He explained a few options and offered his suggestions based on the prior conversations and decisions concerning this position.

Dennis Barron stated that he felt asking for someone with not only a degree, but also with 6 years of experience was setting us up for a high dollar salary that we could not provide at this time. Multiple authority members gave their opinions and suggestions. They continued discussion on the job description.

P.J. Orsini motioned to post the job description as presented for the Business Development Manager, to move forward in the hiring process for this position, and that this position be placed under the authority of the Airport Manager. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

*Jim Klein, at this time, asked for volunteers for the Hiring Committee for this position. The volunteers include Dennis Barron, Dan Dulyea, Maria Lorensen, Jim Klein and Neil Doran

6th Item on the Agenda: Consideration of SWP/GPP Storm Water Plan Services – discussion and action as needed

Jim Klein turned the floor over to Neil Doran to explain the need and included proposal to allow Ward Environmental to update the current SWP/GPP Storm Water Plans to WV DEP requirements. Authority members

questioned the timing necessary to complete this update and become compliant with those standards. Dan Zappe expressed his experience on completing plans such as this and stated that this was a reasonable proposed cost. *Dan Zappe motioned to approve the proposal from Ward Environmental for their services as quoted; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.*

7th Item on the Agenda: BCPSWD Request to Remove Water Tower – discussion and action as needed

Neil Doran turned the floor over to Jim Ouellet, the BCPSWD representative to give an update and present procedures they follow in order to remove the water tower on airport property. Dennis Barron questioned Mr. Ouellet concerning their request to continue with the ground lease on this property. He spoke of the history of this particular ground lease and what it entailed. Mr. Barron suggested that when the tower is removed, it should terminate the current lease, then if it is needed in the future, they can request that lease possibility at that time. Authority members continued discussion of the options of either continuing or not continuing this lease. *Dennis Barron motioned to permit the BCPSWD to advance forward in the removal of the tower at their cost, with the understanding of putting everything back to where it needs to be including the fence and concrete pad. Maria Lorensen seconded the motion. All were in favor. The motion was carried.*

8th Item on the Agenda: Panhandle Real Estate Trust Update – discussion and action as needed

Jim Klein updated the authority members with the current offer of 1.5 million dollars, which did not include fiber or any type of contingency payment. The FAA needed to approve the lease of the land and as of Friday at 5pm, it was not released by the FAA and was told that it would not be released for a lesser value. *Dan Dulyea interrupted Mr. Klein's report and motioned for this agenda item to be discussed in Executive Session. P.J. Orsini seconded that motion. 10 were in favor and 2 were opposed. The motion was carried.*

9th Item on the Agenda: Consideration of Land Release-Related Services – discussion and action as needed

Jim Klein explained to the authority members that there were 3 proposals included in their packets for Environmental assessment services. Obtaining an FAA land release would allow the EWVRAA to offer its land holdings south of Novak Drive available for sale. Mr. Klein addressed Chuck Bailey on whether state requirements of these three proposals priced at over \$10,000 should've been presented as an RFP. Neil Doran then presented Chapter 5.1.3 from the state rules and regulations. Chuck Bailey, the legal counsel, recommended an RFQ be done for these services. Discussion continued between Mr. Bailey and Dan Dulyea concerning and comparing RFQ vs RFP. *P.J. Orsini motioned for an RFQ to be created and posted by Neil Doran with a tight deadline. Maria Lorensen seconded the motion. All were in favor. The motion was carried.*

10th Item on the Agenda: Proposed Change to Bylaws – discussion and action as needed

Jim Klein tabled this agenda item.
No action at this time.

11th Item on the Agenda: Memorandum of Understanding (MOU) with iModal Holdings, Inc. – discussion and action as needed

Jim Klein gave an update of the status of the MOU from iModal Holdings, Inc. which was that we had not, at this point, received a response from iModal in reference to the counter proposal. Jim Klein offered a copy of that counter to the representatives of iModal and tabled this discussion until the next meeting which would allow them time to review and/or respond.
No action at this time.

P.J. Orsini motioned to go into Executive Session, with Maria Lorensen seconding the motion. All were in favor. The motion was carried.

Maria Lorensen motioned to come out of Executive Session, with Larry Dunn seconding the motion. All were in favor. The motion was carried.

In reference to the Panhandle Trust Real Estate Group (748 Novak Drive property), P.J. Orsini motioned to ratify the amended purchase and sale agreement "PSA" for \$1.5 million pending FAA approval on or before 9/15/18. Maria Lorensen seconded the motion. All were in favor. The motion was carried.

Also upon exiting Executive Session, Dennis Barron motioned to terminate the purchase and sale agreement "PSA" on 254 A.B. Parks Drive (former Arcadia hangar) if the owners of said hangar do not provide for a 60 day extension, provide proof of ownership, provide satisfactory explanation of a business relationship question, and provide proof of registration with the WV Secretary of State. Ken Collinson seconded that motion. All were in favor. The motion was carried.

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 8:45pm