

**EASTERN WV REGIONAL AIRPORT AUTHORITY REGULAR MEETING MINUTES
FOR MONDAY– September 10th, 2018**

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

Member Absent: Ken Reed **Also Present:** Jim Marshall and Chuck Bailey from Bailey & Wyant; EWVRAA employees-Neil Doran and Deana Bittorie; M.J. Johnson, Karl Keffer, and BJ DeFelice from iModal Holdings, Inc.; Kathy Brosius, Charles Strausbaugh, Judy Smith, and Sean Marshall – Aero-Smith, Inc.

*Everyone stood for the Pledge of Allegiance
Petitions of Citizens – None at this time*

1st Item on the Agenda: Approval of August 13th Meeting Minutes – discussion and action as needed

The members were sent the August 13th Meeting Minutes prior to this meeting for their review.

Brad Close motioned 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 August 2018 Budget Report – discussion and action as needed

The members were sent the August 2018 Budget Report prior to this meeting for their review. Brad Close commended the staff for the structure of the Budget Report. He also asked about the Property and Liability insurance line item and why it is so high so soon in the fiscal year. Deana Bittorie explained that this policy is only paid annually, therefore there will be no further expenses in that line item for the remainder of this fiscal year. Brad also questioned the 60% for the Maintenance Equipment line item. Deana explained that this was an unusual repair on one of our largest pieces of equipment that was needed early in the fiscal year and that in previous years, this budget line item ended the year at a very low percentage.

Dennis Barron motioned to approve the budget as presented; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: Aero-Smith Inc. – Update on Operations – discussion and action as needed

Neil Doran introduced the representatives from Aero-Smith for an update on the operations of the airport FBO. The representatives updated the Authority members and opened the floor to questions.

No action at this time

4th Item on the Agenda: Approval/Acceptance of FAA Grant Offer #35 (79 Prayer Lane) – discussion and action as needed

Jim Klein updated and reminded the Authority members of the reasoning for this current agenda item and that they had approved for he and Neil Doran to move forward with the purchase of 79 Prayer Lane, however they did not approve the grant ratification to get the grant monies reimbursed. He and Neil explained to the members that the Authority is responsible for spending \$14,047, toward a total project cost of \$280,931, with 90% funding from the FAA and 5% from the West Virginia Aeronautics Commission.

P.J. Orsini motioned to approve the ratification of the grant offer #35 for reimbursement; Maria Lorensen seconded the motion. All were in favor. The motion was carried.

5th Item on the Agenda: Approval/Acceptance of FAA Grant Offer #36; PAPI, Design Work for Airfield Lighting, Design for Taxiway C rehab, Apron/Taxiway rehab, Aviation Way rehab, etc. – discussion and action as needed

Neil Doran reminded and updated the Authority members of the work included in this grant offer and the reason for this agenda item at this time. Neil added that in addition to the projects listed, with remaining funds, there has been approval for restoration and work to be completed on Aviation Way, as well. Jim Klein asked Neil to explain to the members the cost to us vs. what will be reimbursed to us for these potential projects. The total project cost will be \$1,629,509. \$53,976 is the 5% that would need to be contributed by the Authority for these projects after the receipt of WVAC funds.

Dennis Barron motioned to accept the FAA Grant offer #36; Tana Burkhart seconded the motion. All were in favor. The motion was carried.

6th Item on the Agenda: Approval/Acceptance of two Michael Baker engineering services work orders associated with FAA Grant Offer #35 & 36 – discussion and action as needed

Jim Klein turned the floor over to Neil Doran to explain the work orders for engineering services included in their packets.

Dennis Barron moved to accept Michael Baker as our engineer of record for the enclosed engineering services work orders; Ken Collinson seconded the motion. All were in favor. The motion was carried.

7th Item on the Agenda: RFQ2018-003 Selection of Consultant to perform EA services – discussion and action as needed

Jim Klein turned the floor over to Neil Doran to explain the RFQ to perform EA services and the importance and result of not performing these services. Neil addressed each quote for the Authority members to follow in their packets. Jim asked Neil to explain how this money will be appropriated. Neil stated that \$14,100 from our Operational Budget under Other Professional Services line item, with the remaining \$40,900 from the Money Market Savings account of \$251,333.40 or take the entire \$55,000 from that account.

Maria Lorensen motioned to accept Neil Doran's recommendation to use Thrasher as our consultant to perform EA services, with funds being taken from our Operational Budget first, thereafter the remainder from funds in the savings deposit; Dennis Barron seconded the motion. All were in favor. The motion was carried.

8th Item on the Agenda: Disposition of the BCPSWD Water Tower Lease – discussion and action as needed

Jim Klein updated the authority members with the status of the water tower as well as the airports opportunities with the lease of that parcel. Authority members decided to send an unofficial letter to terminate this lease and if the BCPSWD wishes to discuss this decision, they may be added to the agenda of the next meeting.

No action at this time.

9th Item on the Agenda: Memorandum of Understanding (MOU) with iModal Holdings, Inc – discussion and action as needed

Jim Klein introduced M.J. Johnson to speak on behalf of iModal Holding, Inc. Jim Klein added his comments and corrections to the MOU packet. Brad Close asked to discuss the remainder of this agenda item for Executive Session.

No action at this time.

10th Item on the Agenda: Hiring Committee and Personnel Update – discussion and action as needed

Maria Lorensen updated the members on the collection of resumes for the Business Development Manager. She mentioned that Alan Davis has assisted the committee in a spreadsheet/scoresheet of the candidates. Maria also told the members of the future scheduled meetings for phone interviews and review of the resumes received. She stated that the advertisement/listing for this position closes on the 14th of September. She feels there are a few viable candidates for this available position.

No action at this time.

Dennis Barron motioned to go into Executive Session, with Daryl Bryarly 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 non-conflict of interest for the support of Bailey & Wyant on the MOU with iModal Holdings:

Brad Close motioned that any conflict of interest by Bailey & Wyant with the MOU for iModal Holdings be waived; Daryl Bryarly seconded the motion. All were in favor. The motion was carried.

In reference to the 9th Agenda Item on the Agenda:

Daryl Bryarly approved the September 6th, 2018 iteration of the MOU for iModal Holdings; Larry Dunn seconded the motion. All were in favor. The motion was carried.

In reference to the Purchasing Agreement with Panhandle Trust:

P.J. Orsini motioned to extend the Purchasing agreement with Panhandle Trust until October 19th of 2018; Ken Collinson seconded the motion. 12 were in favor; 1 opposed. The motion was carried.

In reference to the Employee Raises and acceptance of evaluations as provided:

Dennis Barron motioned to approve employee raises to be effective as of October 1st, 2018, and acceptance of evaluations as provided; Greg Janes seconded the 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 7:52pm