

**EASTERN WV REGIONAL AIRPORT AUTHORITY REGULAR MEETING MINUTES**  
**Monday, October 15<sup>th</sup> 2018**

**Members Present:** Jim Klein, Maria Lorensen, Dennis Barron, P.J. Orsini, Jason Barrett, Aneesh Sompalli, Tana Burkhart, Ken Collinson, Ken Reed, and Dan Dulyea

**Member Absent:** Daryl Bryarly, Larry Dunn, Greg Janes, Brad Close, and Dan Zappe,

**Also Present:** Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, Col. Poland from WVANG, and Matt Umstead from the Herald Mail

*Everyone stood for the Pledge of Allegiance*

*Petitions of Citizens – None 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.

**Staff Reports**

Tom McKenzie and Deana Bittorie highlighted items from their Staff Reports for the Authority members that were included in their packets and sent out via email for review prior to the meeting.

**1<sup>st</sup> Item on the Agenda: Approval of September 10<sup>th</sup> Meeting Minutes – discussion and action as needed**

The members were sent the September 10<sup>th</sup> Meeting Minutes prior to this meeting for their review.

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

**2<sup>nd</sup> Item on the Agenda: Approval of September 2018 Budget Report and Financial Matters – discussion and action as needed**

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

*Budget Report - Dennis Barron motioned to approve the budget as presented; Tana Burkhart seconded the motion. All were in favor. The motion was carried.*

*Financial Matters - P.J. Orsini motioned to move the discussion of Financial Matters regarding Panhandle Trust into Executive Session following the regular agenda items; Dan Dulyea seconded the motion. All were in favor. The motion was carried.*

**3<sup>rd</sup> Item on the Agenda: Disposition of BCPSWD Water Tower Lease – discussion and action as needed**

Neil Doran gave an update to the agreement with the BCPSWD of the lease termination at this time with the thought of possibly approaching the Authority or future owner for another lease agreement for a replacement tank.

*Dennis Barron motioned to authorize the Airport Manager to issue the 30 day lease termination letter to the BCPSWD; P.J. Orsini seconded the motion. All were in favor. The motion was carried.*

**4<sup>th</sup> Item on the Agenda: Terminal 2<sup>nd</sup> Floor HVAC Proposals – discussion and action as needed**

The Authority members were sent several proposals in the meeting packet, prior to the meeting for their review. Neil Doran and Tom McKenzie offered their suggestions according to knowledge, experience, and cost. Authority members discussed their opinions and prior experience amongst the group. They also discussed replacement vs. repair cost. Dan Dulyea suggested the warranty information and the service contract. P.J. Asked if there were any available rebates for changing to a more efficient unit.

*Dennis Barron motioned to authorize the staff to make the decision on which proposal to choose up to \$18,000; P.J. Orsini seconded the motion. All were in favor. The motion was carried.*

**5<sup>th</sup> Item on the Agenda: Hiring Committee and Personnel Update – discussion and action as needed**

Jim Klein asked Maria Lorensen to speak on behalf of the Hiring committee with the status of the phone interviews that were conducted. Maria stated that after the phone interviews, the committee has narrowed it down to 3 candidates to continue with to the next step. She and Dennis Barron talked briefly about their qualifications and interest in moving forward to the next level as well.

*P.J. Orsini motioned to discuss salary recommendations for the position of the Business Development Manager in Executive Session; Ken Collinson seconded the motion. All were in favor. The motion was carried.*

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

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

**In reference to Financial Matters:**

*Jason Barrett motioned to select CNB Bank and to deposit the proceeds from the Schwab (Panhandle Real Estate Trust) sale into a properly-collateralized Money Market savings account. Ken Collinson seconded the motion. All were in favor. The motion was carried.*

*P.J. Orsini motioned to move the \$36,712.97 (plus Panhandle's pro-rated rent of \$14,287.03, totaling \$51,000) into the General Account at United Bank from the proceeds of the same sale; Aneesh Sompalli seconded the motion. All were in favor. The motion was carried. Note: This will allow the airport to meet the expected Panhandle rent revenue amount as previously budgeted for FY18-19.*

*Ken Collinson motioned to adjourn the meeting, with Dan Dulyea seconding the motion. All were in favor. The motion was carried.*

***The meeting was adjourned at 7:02pm***