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**Eastern West Virginia Regional Airport Authority (EWVRAA)
REGULAR MEETING MINUTES
Monday, October 21, 2019 – 6:00 PM**

Members Present

John Laub	Jason Barrett	Tana Burkhart	Dan Dulyea
PJ Orsini	Ken Collinson	Maria Lorensen	Daryl Bryarly
John Allen	Jim Klein	Aneesh Sompalli	

Members Absent

Brad Close Greg Janes Larry Dunn

Also Present

Nicolas Diehl, EWVRAA (via telecom)	Neil Doran, EWVRAA
Vicki A. Saunders, EWVRAA	Jim Marshall, Attorney

Meeting called to order at 6:00 PM by Chairman John Laub

Everyone stood for the Pledge of Allegiance

Chairman Laub pointed out that the 3rd agenda item should properly be handled as the first item of business. Ken Collinson motioned to proceed to the 3rd Agenda Item Election of Vice Chairman as the first item of business. Aneesh Sompalli seconded, all were in favor, the motion carried.

3rd Agenda Item: Election of Vice Chair

Chairman Laub asked for nominations. Maria Lorensen nominated Jim Klein. There were no other nominations. Daryl Bryarly seconded the nomination. Maria Lorensen motioned that the nominations be closed. Ken Collinson seconded. All were in favor and none opposed. Ken Collinson moved that Jim Klein be elected by acclamation and recommended that Mr. Klein be asked if he will accept the nomination. Mr. Klein replied in the affirmative. Ken Collinson further motioned that Jim Klein be elected by acclamation. The motion was seconded by Maria Lorensen. All were in favor and none opposed. Chairman Laub declared Jim Klein to be elected as Vice Chairman by acclamation.

Petitions of Citizens

None

Staff & Executive Director's Report (via Telecom)

All reports were distributed via email for review by the Authority members prior to the meeting. Nic Diehl presented via telecom the staff reports from the NBAA Conference in Las Vegas.

1st Agenda Item: Approval of the September 2019 Meeting Minutes

Aneesh Sompalli motioned to accept the minutes. Tana Burkhart seconded the motion, all were in favor.

2nd Agenda Item: Approval of the September 2019 Budget Report

John Allen had some questions about the terminal office rent. Staff replied at the meeting and followed up with Mr. Allen. Ken Collinson motioned to accept the budget; Dan Dulyea seconded the motion. All were in favor, the motion carried.

4th Agenda Item: Marketing Committee & Staff Recommendation RFP2019-001 Selection of Vendor for Website Redevelopment and Marketing Package – Discussion and Action as Needed

Chairman Laub and Maria Lorensen provided a summary report on the process to date and provided a recommendation based upon the work of a small committee composed of Laub, Lorensen, Diehl and Doran. John Allen and Jason Barrett had several questions about the project cost, scope and other details. Mr. Barrett expressed his desire to have at least 3-4 board members on each Authority committee, including the Marketing Committee. Mr. Barrett asked Chairman Laub for the status of each committee and a list of the members assigned to each. Mr. Allen and Mr. Barrett asked to see the preferred proposal details. The proposal was circulated among the members for their review. Further discussion ensued. John Allen motioned to table the discussion; Dan Dulyea seconded the motion, all were in favor, the motion carried.

5th Nomination Process and Qualification Criteria for Inclusion in Honor Wall – Discussion and Action as Needed

Chairman Laub announced his intention to form an Honor Wall Committee to make proposals for consideration at the next board meeting. Laub asked for any member interest in participating. The following members will make up this committee: Chairman Laub, Secretary Ken Collinson, Jason Barrett and John Allen.

6th Agenda Item: Airfield Development Contract

Vice Chairman Jim Klein motioned to go into Executive Session to discuss airfield land development contracts; Ken Collinson seconded the motion, all were in favor, the motion carried. Executive Session commenced at 6:31 PM. John Allen motioned to end Executive Session. Daryl Bryarly seconded the motion all were in favor, the motion carried. Executive Session ended at 6:58 PM.

Daryl Bryarly motioned to conclude the meeting. Maria seconded the motion, all were in favor, the motion carried. **The meeting adjourned at 6:58 PM.**