

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES**  
**MONDAY– November 19<sup>th</sup>, 2018**

**Members Present:** Jim Klein, Maria Lorensen, Dennis Barron, P.J. Orsini, Dan Dulyea, Jason Barrett, Tana Burkhart, Ken Collinson, Larry Dunn, Dan Zappe, Brad Close and John Laub

**Member Absent:** Daryl Bryarly, Greg Janes, Ken Reed and Aneesh Sompalli,

**Also Present:** Jim Marshall (Bailey & Wyant), Neil Doran and Deana Bittorie (EWVRAA), Mary Ashburn Pearson (Delta Airport Consultants), William Flynn, Eva Puteri Lally (William M. Flynn Architects) and Lawrence Majewski (6-A Aviation).

*Everyone stood for the Pledge of Allegiance*

*Petitions of Citizens – None at this time*

**Executive Director’s Report/Airport Layout Plan Update**

Neil Doran turned the floor over to Mary Ashburn Pearson from Delta Airport Consultants. Miss Pearson provided a summary and update of the finalized Airport Master Plan document and its Airport Layout Plan (ALP).

**Staff Reports**

Deana Bittorie highlighted items from her Staff Report that were included in board member packets and sent out via email for review prior to the meeting. Neil Doran added items from the Maintenance Report prepared by Tom McKenzie, since he was not present at the meeting.

**1<sup>st</sup> Item on the Agenda: Approval of October 15<sup>th</sup> Meeting Minutes – discussion and action as needed**

The members were sent the October 15<sup>th</sup> Meeting Minutes prior to this meeting for their review.

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

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

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

*Ken Collinson motioned to approve the budget as presented; Larry Dunn seconded the motion. All were in favor. The motion was carried.*

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

Jim Klein turned the floor over to Neil Doran for an update on the hiring process of the Business Development Manager. Neil announced the presence of the Hiring Committee’s selection for this position, Jonathon “Jack” Brossart. Jim Klein also spoke on behalf of the Hiring Committee concerning the time and efforts put into making this selection. Mr. Klein also asked Mr. Brossart to tell the Authority Members about himself. Mr. Brossart expressed his passion for aviation and explained his educational background and professional work experiences.

*Maria Lorensen motioned to go into Executive Session to discuss Personnel and Real Estate Matters; Dennis Barron seconded the motion. All were in favor. The motion was carried.*

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

**In reference to Personnel Matters:**

*Dennis Barron motioned to extend a conditional offer of employment as Business Development Manager to Jonathon Brossart with a hire date of January 7<sup>th</sup>, 2019, and an annual salary of \$70,000. Dan Dulyea seconded the motion. All were in favor. The motion was carried.*

*Maria Lorensen motioned to adjourn the meeting, with Brad Close seconding the motion. All were in favor. The motion was carried. **The meeting was adjourned at 7:16pm***