

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES**  
**MONDAY– December 10<sup>th</sup>, 2018**  
**Hosted by: Civil Air Patrol**

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

**Member Absent:** Tana Burkhart, Jason Barrett and Ken Reed.

**Also Present:** Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran and Deana Bittorie. Jack Brossart. Guests: Lawrence Majewski (6-A Aviation); Bryan Mossorofo (XL Holdings); William M. Flynn and Eva Puteri Lally, (William Michael Flynn Associates); Louis Costanzo and Matthew Michalek (LR Costanzo Construction); John Mignon, Frank Parial (Horizon Sheet Metal, Inc.)

*Everyone stood for the Pledge of Allegiance*

**Petitions of Citizens** – *None at this time*

**Executive Director’s Report/Staff Reports**

Neil Doran spoke on behalf of Tom McKenzie, giving his maintenance staff report. Deana Bittorie and Neil Doran highlighted items on the Office Manager and Executive Directors Reports that were included in the packets and distributed via email for prior review by the Authority Members.

**1<sup>st</sup> Item on the Agenda: Approval of November 19<sup>th</sup> Meeting Minutes – discussion and action as needed**

The members were sent the November 19<sup>th</sup> Meeting Minutes prior to this meeting for their review.

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

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

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

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

**3<sup>rd</sup> Item on the Agenda: FY2018-19 Local Government Funding Requests – discussion and action as needed**

Jim Klein turned the floor over to Neil Doran to explain the funding requests for the local governments as presented in the meeting packets. Neil highlighted the suggested/proposed amounts and explained the deadlines associated with the requests for each entity. He also shared a draft budget for FY19-20, in addition to a worst case budget scenario, depicting the effect on revenues if local government contributions come in at a minimal levels. P.J. Orsini added his input and support of these proposed budgets and requests on behalf of the Finance Committee. Brad Close offered his conservative opinion of the information as well, but expressed his support of the proposed requests and future budgets. Brad explained their reasoning for requesting the preparation of a “worst case” budget. Jim Klein also added his praise and support of the teamwork of Neil and the Finance Committee in the compiled information. Maria Lorensen asked the representatives of the county and city councils if they were confident in the possibility of any increase in support for this 19-20 fiscal year in comparison with FY18-19. Dan Dulyea and Ken Collinson responded to her questions with their opinions and encouragement.

*Dennis Barron motioned to approve the draft budget and local gov’t funding requests as outlined; Greg Jaynes seconded the motion. All were in favor. The motion was carried.*

**4<sup>th</sup> Item on the Agenda: Real Estate Matters – discussion and action as needed**

Jim Klein introduced representatives from 6-A Aviation, Inc. and XL Holdings, Inc., and turned the floor over to them to discuss their role in a proposed agreement (also included in the meeting packet). After the presentation, Jim Klein explained the agreement that was prepared by Bailey & Wyant. EWVRAA Attorney Jim Marshall explained the exclusivity agreement in further detail, how it will assist with the marketing of the airport real estate holdings and expressed his legal opinion concerning the agreement. Jim Klein reminded the members of the goals of the Airport's Master Plan and Strategic Business Plan and how this agreement offers the possibility of enhancing the future of the airport. Neil Doran recommended that we move forward with this partnership.

*Dan Zappe motioned to approve the exclusivity agreement as presented minus the watermark; P.J. Orsini seconded the motion. All were in favor. The motion was carried.*

*Maria Lorensen motioned to adjourn the meeting, with Greg Jaynes seconding the motion. All were in favor. The motion was carried.*

***The meeting was adjourned at 6:35pm***