

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES**  
**MONDAY– February 11<sup>th</sup>, 2019**

**Members Present:** Jim Klein, Maria Lorensen, Dennis Barron, Dan Dulyea, Ken Collinson, Tana Burkhart, Daryl Bryarly, Larry Dunn, Brad Close, Aneesh Sompalli and John Laub

**Member Absent:** P.J. Orsini, Greg Janes, Jason Barrett, Dan Zappe and Ken Reed

**Also Present:** Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Jack Brossart, Tom McKenzie and Deana Bittorie.

*Everyone stood for the Pledge of Allegiance*

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

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

Tom McKenzie, Deana Bittorie and Jack Brossart highlighted items on each of their staff reports to the Authority Members. Neil Doran then presented his Executive Directors Report. All were included in the packets distributed via email for review by the Authority Members prior to the meeting.

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

The members were sent the December 10<sup>th</sup> 2018 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 January 2019 Budget Report – discussion and action as needed**

The members were sent the January 2019 Budget Report prior to this meeting for their review. Jim Klein turned the floor over to Brad Close as a representative of the Financial Committee and for his input as an accountant. Brad explained that he had been in contact with Deana Bittorie earlier that evening in regards to the current Budget report with questions regarding revenue. Ms. Bittorie explained that there is a county allocation payment not yet been received or posted, in addition to a few lease payments (that per the terms of those leases) will not be received or posted until the spring of 2019. Mr. Close also reminded the Authority members that the Budget column itself does not reflect the revenue to date, but the annual expected revenue, which could appear confusing to some.

Mr. Klein and Mr. Close discussed the staff providing an A/R aging report for review. Brad also explained that while these reporting formats cannot be easily changed at this current time – it may be possible in the future to structure the reports to reflect the actual budget status to date, allowing the Authority members to more easily understand the comparisons of the current revenue and expenses versus the projected budget amounts as of the report date.

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

**3<sup>rd</sup> Item on the Agenda: Approval of Real Estate Appraisal Services – discussion and action as needed**

Jim Klein gave a brief explanation of the Real Estate Appraisal Services needed; then asked Neil Doran for his input on this agenda item. Neil expressed his thoughts and reasoning for the appraisal of this real estate parcel adjacent to airport property. Neil recommended that we get the appraisal performed and that this acquisition fits into our future airport master plan and strategic business plan goals. Mr. Doran told the Authority members of his conversation with the property owner and of their agreement to meet with the Authority to discuss a possible future airport purchase of this property. The property measures less than 9.4 acres. Dennis Barron asked about the accessibility of this property. Jim Klein asked if the Finance Committee would like to respond with a recommendation of where in the budget this item could be funded. The Authority members, with the guidance of the Finance Committee, discussed the Capital Improvement line item. (continued on page two).

Dan Dulyea asked if a feasibility study had been done to determine the costs to construct aircraft hangars on this property. Both Jack Brossart and Neil Doran had worked on that and they answered questions regarding the cost estimates received from Michael Baker Engineering. Dan and Dennis Barron also asked Neil if the amount paid for the appraisal services could be reimbursable with FAA AIP grant funding and what those requirements may be in order to do so.

*Dennis Barron motioned to approve the Airport Director to move forward with the appraisal as discussed; Tana Burkhart seconded the motion. All were in favor. The motion was carried.*

**4<sup>th</sup> Item on the Agenda: Approval of Overhead Pole Light fixture replacement– discussion and action as needed**

Jim Klein explained the information in the packets for replacement of the Overhead Pole Light fixtures and their locations in the t-hangar area on the southeastern side of the airport. Jim asked if the Authority members had any questions about the proposed quotes. Dan Dulyea asked Neil Doran if they had researched any grants that may be available to fund the replacement lighting. He suggested energy efficient or pollution grants that may be available. Dan encouraged Neil to contact one of the county grant writers for further information.

The authority members discussed the possibility of using a FAA AIP grant for this request. Mr. Doran answered that the FAA considers these kind of expenses as “normal maintenance / airport operational costs”, they are ineligible for AIP grant funding and must be paid for by the airport. Mr. Klein asked the urgency of the light replacement. Denny Barron and Daryl Bryarly expressed their opinions on the urgency. Dan again suggested applying as a pollution or energy efficiency issue moving forward to allow for a future, larger-scope plan of replacing all of these similar-style lights with grant funding instead of calling it a general maintenance issue and undertake piecemeal/partial lighting phased replacements. Mr. Doran commented that replacing these six lights at this time would demonstrate good customer service and responsiveness to several tenant complaints.

*Daryl Bryarly motioned to authorize the Director to replace six malfunctioning light fixtures with upgraded LED technology as outlined in the supplied quote from P&G Electric, Inc. for \$2,199.00 AND directed staff to investigate future grant funding opportunities and possibilities. Dennis Barron seconded the motion. All were in favor. The motion was carried.*

**5<sup>th</sup> Item on the Agenda: Approval of Restaurant Equipment Replacement or Repair – discussion and action as needed**

Jim Klein reviewed information included in the packet concerning Restaurant Equipment replacement or repair scenarios. Mr. Klein discussed the cost of each option. Further discussion ensued on whether the Authority members needed to be involved in this decision based on the by-laws and its stipulated monthly purchasing limits placed on the Director.

Mr. Klein explained that only if the EWVRAA board determined that they wanted to select one of the higher-priced equipment replacement purchase scenarios - would the members need to vote or give its consent. Based on a recommendation made by the Airport Director, the board determined that this decision would fall under staff purview as the recommended action would be under the bylaw’s monthly spending limits and the Director thus has budgetary authority to carry these actions out at his discretion.

*No board action is needed at this time.*

***The meeting was adjourned at 6:38pm***