

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR MONDAY – December 11th, 2017**

**Members Present:** Jim Klein, Maria Lorensen, Ken Collinson, P.J. Orsini, Dennis Barron, Dan Dulyea, Greg Janes, Jason Barrett, Tana Burkhart and Daryl Bryarly

**Member Absent:** Brad Close, Larry Dunn, Betty Gunnoe

**Also Present:** Kin Sayre from Bowles Rice, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, MJ Johnson, Charlie Strausbaugh, Mike Hornby, Kathy Brosius, George Smith, Hank Willard, Col. Poland, Jim Marshall, and Matthew Umstead from The Herald Mail.

Chairman Klein welcomed all in attendance and thanked all the volunteers for their assistance with the Strategic Business Plan and other projects.

*Everyone stood for the Pledge of Allegiance*

*Petitions from Citizens* – None at this time.

***Executive Director's Report***

Neil Doran highlighted items on the Executive Directors Report for the Authority members that was 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 November 13<sup>th</sup>, 2017 Meeting Minutes**

The members were sent the November 2017 EWVRAA board meeting minutes prior to this meeting via email, for their review.

*Dennis Barron moved to accept the meeting minutes, with Ken Collinson giving a second. All were in favor. The motion was carried.*

**2<sup>nd</sup> Item on the Agenda: Approval of October 2017 Budget Report**

The members were sent the October 2017 Budget Report prior to this meeting via email, for their review. PJ Orsini inquired about the airport's plan to spend monies according the approved budget amounts for the year. Dan Dulyea also asked about a proposed tri-fold marketing brochure.

*Daryl Bryarly made the motion to approve the October 2017 Budget Report; Ken Collinson seconded that motion. All were in favor. The motion was carried.*

**3<sup>rd</sup> Item on the Agenda: Approval of RFP 2017-006 Air Cargo Services – discussion and action as needed**

Neil Doran asked for board-member comments on various features of the draft RFP document such as the designation fee, page limits for each section, limits on the length of respondent submissions, also deadlines, scheduling and dates. Jim Klein offered comments about the dates, the designation fee. Dennis Barron expressed frustration about not being given enough time to thoroughly read and review the document in advance of the meeting and suggested the removal of some of the graphics and illustrations it contained.

*No action at this time.*

**4<sup>th</sup> Item on the Agenda: Video Production Service Proposals – discussion and action as needed**

Jim Klein highlighted some of the proposals and information received from WDVM-TV, Michael Hornby (M2 / Hornby Publishing) and Mister Chuck deCaro.

Neil Doran spoke about the affordability of these proposals and the value of a video for marketing purposes and use with the airport website and social media platforms. Maria Lorensen asked clarifying questions about pricing. Jason Barrett asked questions regarding the suggested length of the video. Jim Klein commented on the experience of Hornby in producing similar videos for area agencies and businesses and Hornby's existing collection of "b roll" footage that could reduce production time.

Dan Dulyea asked Mister Hornby a question about the advisability of waiting until the spring to begin the project. Mister Hornby answered that there is no reason to wait. Many video-production related activities could be completed during the winter months prior to spring. Discussion ensued about the experience of each proponent and the board's familiarity or lack of familiarity with each.

Jason Barrett informed the board that he is a regularly contributor to WRNR radio which is owned by Hornby Publishing. With guidance from Kin Sayre, legal counsel, a motion was made by Ken Collinson to allow Jason Barrett to recuse himself from this decision as he has a personal financial interest and business relationship with Hornby publishing. Dennis Barron seconded this motion to allow Jason Barrett to recuse himself from the vote.

Dennis Barron made a motion to accept the Hornby proposal. This was seconded by Dan Dulyea.

**5<sup>th</sup> Item on the Agenda: Adjustments to Minimum Standards – discussion and action as needed**

Jim Klein thanked Dennis Barron for his time and willingness to review the minimum standards document. Dennis Barron commented on some of the changes he would like to see including the need to address situations of abandoned aircraft. Neil Doran advised that Mister Barron's comments will continue to be incorporated into the document, that feedback from Mister Smith (Aero-Smith FBO) is also being solicited and that reviews of airport minimum standard documents usually take several months to complete.

Neil asked the board to review some of the definitions that may be new within the document and stated that this item was placed on the agenda as an opportunity for discussion, with no intention to have this document adopted that evening. Jim Klein also made some comments regarding through-the-fence policy language.

*No action at this time.*

**6<sup>th</sup> Item on the Agenda: FY2018-2019 Local Gov't Funding Requests – discussion and action as needed**

Jim Klein provide background on last year's funding requests and asked for thoughts and feedback. He mentioned that staff received criticism last year and asked how best should the requested amounts be determined or derived.

Discussion ensued about enabling legislation passed by the county adopted by the city and existing agreements between the city and county. Discussion about applicable West Virginia state code, limitations on the number of members appointed the Authority and how many votes per member could be allowed under the law. Differing legal opinions cited by Mister Sayre and Mister Dulyea.

PJ Orsini commented on his surprised feeling that the EWVRAA did not ask for more money last fiscal year, and that the Authority should ask for more for FY2018-19 as this will enable needed growth that will generate revenue. Discussion continued between members. Dan Dulyea said he felt that Neil should prepare and supply a platform/justification for the reasoning of and use of funds if awarded. Members agreed and asked him to send to the Finance Committee by 12/21/17.

*No action on this item at this time.*

*Dan Dulyea motioned to go into Executive Session with PJ Orsini seconding the motion. All were in favor. The motion was carried.*

**7<sup>th</sup> Item on the Agenda: Executive Session: Panhandle Real Estate Trust contract extension, Other Real Estate Matters, Personnel Matters, RFQ 2017-004 Selection of Legal Service Provider – discussion and action as needed**

*Dennis Barron motioned to come out of Executive Session. Tana Burkhart seconded the motion. All were in favor. The motion was carried at 8:55pm.*

Ken Collinson made a motion to extend the closing date through March 31, 2018 as specified in a First Addendum to the Purchase and Sale agreement with Panhandle Real Estate Trust, LLC dated June 7, 2017. P.J. Orsini seconded the motion. All were in favor. The motion was carried.

Dennis Barron made a motion, effective 1/3/2018 “or soon thereafter”, to select the law firm of Bailey & Wyant, PLLC as legal services provider per RFQ 2017-004. Daryl Bryarly seconded the motion. Dan Dulyea abstained. Maria Lorensen had recused herself from this matter and voluntarily departed / excused herself from the meeting. All were in favor. The motion was carried.

*Daryl Bryarly motioned to adjourn the meeting, with Tana Burkhart seconding the motion. All were in favor. The motion was carried.*

***The meeting was adjourned at 9:00pm***