

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR MONDAY – February 12, 2018**

Members Present: Maria Lorensen, Ken Collinson, P.J. Orsini, Dennis Barron, Dan Dulyea, Larry Dunn, Brad Close, Tana Burkhart, Daryl Bryarly, Greg Janes, and Betty Gunnoe

Member Absent: Jim Klein and Jason Barrett

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran, Tom McKenzie, and Deana Bittorie, BJ Defelice and MJ Johnson from Intermodal, and Troy Truax and Jim Brock from Michael Baker Consultants.

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.

1st Item on the Agenda: Approval of January 22nd Meeting Minutes

The members were sent the January 22nd, 2018 EWVRAA board meeting minutes prior to this meeting via email, for their review.

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

2nd Item on the Agenda: Approval of the January 2018 Budget Report

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

Brad Close asked the status of the FY16 & 17 audits. Deana Bittorie gave the status of the FY16 audit being extended, and both the FY16 and FY17 audit being complete by the end of March 2018. Both audits will be reported at the April 2018 Authority meeting.

Brad Close made the motion to approve the January 2018 Budget Report; Tana Burkhart seconded that motion. All were in favor. The motion was carried.

3rd Item on the Agenda: RFP 2018-001 Air Cargo Services – discussion and action as needed

Maria Lorensen gave a brief status and history of the discussions of the RFP for Air Cargo Services. Dennis Barron addressed questions concerning the payment of a designation fee of \$5,000 per month on page 30 of the RFP. Neil Doran explained what he learned from a Director of Business Development at the discussed airport. He stated that anyone who had the financial security for a contract such as this, \$5000 would be “peanuts” to them. In addition, this designation fee would help cover any expenses that we may have including legal expenses or engineering and surveying fees, as well as any additional expenses that may not be included in our current budget. He expressed that he feels that it also shows the seriousness of the project and effectiveness of its completion. Maria also stated that the legal counsel, based on their experience, felt that it was a reasonable fee. Dan Dulyea asked if it was necessary to detail out the explanation or provide proof of fees that are included in that \$5,000. Jim Marshall stated that no itemization was necessary and it could be used at the discretion of the authority members. Legal counsel suggested it be approved by the board to allow them to move forward with the review, legal process, and final approval before sending out.

P.J. Orsini motioned to approve subject to legal counsels review and final approval. Brad Close seconded the motion. All were in favor. The motion was carried.

*Neil reminded Bailey & Wyant of the deadline dates and needed timing for that final approval to take place.

4th Item on the Agenda: RFQ 2018-002 Land Surveying Services – discussion and action as needed

Maria Lorensen explained that this item would be moved to the end of the meeting; after the Executive Session due to further discussion in that session.

5th Item on the Agenda: Briefing and Adoption of Strategic Business Plan – discussion and action as needed

Maria turned the floor over to Troy Truax and Jim Brock of Michael Baker Consultants for the possible final presentation and proposal of the Strategic Plan. Troy Truax gave updates of meetings, as well as his thoughts and input; then walked thru each page of the proposed plan with a thorough explanation to the members.

Dennis Barron asked Mr. Truax and authority members about the Jefferson County representative and how it was addressed on page 1. Neil verified that Dan Zappe is appointed to the authority, but not currently participating because his position was not funded by Jefferson County, therefore his name should be stricken from the acknowledgements at this time. The authority members also agreed to change the wording on page 1 to “up to” a maximum number of members as stated in state code and in the By-Laws, as well as who was involved in the planning process. Troy Truax verified again with the board that the corrections shall include: change to currently 13 members and 1 member appointed at the end and then to strike Dan Zappes’ name from the current members. *Brad Close moved to accept the proposal of the Strategic Plan from Michael Baker Consultants; Greg Janes seconded the motion. All were in favor. The motion was carried.*

Ken Collinson motioned to go into Executive Session with Larry Dunn seconding the motion. All were in favor. The motion was carried.

6th Item on the Agenda: Executive Session: Real Estate Matters, Property Acquisition, Legal Status Update, Tenant Discussion, Other Potential Tenant Interest – discussion and action as needed

Dennis Barron motioned to come out of Executive Session. Larry Dunn seconded the motion. All were in favor. The motion was carried.

Dan Dulyea motioned to direct legal counsel to draft letters regarding general leases for Triumph and AeroSmith and to allow the Chairman to approve such documents before being sent; Greg Janes seconded the motion. All were in favor. The motion was carried.

4th Item on the Agenda: RFQ 2018-002 Land Surveying Services – discussion and action as needed

Maria Lorensen turned the floor over to Neil Doran to explain the RFQ for Land Surveying Services. Neil addressed the authority with the review and changes that took place under the direction of legal counsel, Chuck Bailey. Jim Marshall added that if approved tonight, it should be stated as being done so with final approval of legal counsel before posting.

Ken Collinson motioned to approve the RFQ for Professional Land Surveying Services subject to legal counsel reviewing for final approval; Larry Dunn seconded the motion. All were in favor. The motion was carried.

Larry Dunn motioned to adjourn the meeting, with Daryl Bryarly seconding the motion. All were in favor. The motion was carried.

The meeting was adjourned at 8:56pm