

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

Members Present: Jim Klein, Maria Lorensen, Dennis Barron, Dan Dulyea, Larry Dunn, Tana Burkhart, Daryl Bryarly, and Greg Janes

Member Absent: Ken Collinson, Jason Barrett, Betty Gunnoe, and Brad Close

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran and Deana Bittorie, and Major Slack from WVANG Civil Engineering

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 Director's Report for the Authority members that was included in their packets and sent out via email for review prior to the meeting.

Jim Klein addressed the Authority members concerning board training as part of the Strategic Business Plan. The members discussed suggestions on who would lead the training and when the training could take place. Jim Klein had talked with Trina Bartlett and received a quote and time minimums. Maria Lorensen noted that Ms. Bartlett was more experienced with non-profit organizations. Dan Dulyea asked if our legal counsel could provide the training for us. Jim Marshall and Jim Klein offered to contact Chuck Bailey to see if that was an option.

1st Item on the Agenda: Approval of February 26th Special Meeting Minutes

The members were sent the February 26th, 2018 EWVRAA Special Meeting Minutes prior to this meeting, via email, for their review.

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

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

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

Dennis Barron asked the status of the receipt of funding from the local entities. Deana Bittorie explained that we are currently in the 3rd quarter of the fiscal year and even though both the City of Martinsburg and Berkeley County are sent invoices at the beginning of the quarter, we usually do not receive the payment until closer to the end of the quarter, which would be by March 31st. She also verified that the City of Martinsburg's check was, in fact, received the morning of this meeting, which would not be reflected in this budget report.

Dennis Barron moved to accept the February 2018 Budget Report; P.J. Orsini seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: Formation of RFP 2018-001 Selection Committee – discussion and action as needed

Jim Klein asked authority members for volunteers to serve on the selection committee for the air cargo RFP. Jim stated that since he and P.J. Orsini both had contact previously or currently with potential candidates, neither would serve on this committee. Mr. Klein stated that Neil Doran would be a part of this committee and would complete a score sheet.

Daryl Bryarly, Dennis Barron, and Larry Dunn volunteered their time to this committee. Denny asked when the deadline was for this RFP. Neil Doran stated that the submission deadline is April 6th and that there was time set aside in April, May, and June for interviews of the entities and a preliminary designation date at the end of June.

4th Item on the Agenda: Formation of RFQ 2018-002 Land Survey Selection Committee – discussion and action as needed

P.J. Orsini and Maria Lorensen volunteered to serve on the Land Survey Selection Committee. Jim Klein added Brad Close to the committee. Dan Dulyea asked to be copied as well, so he could attend if available, but would also be included in the conversation. Jim Klein stated he would attend for observation. Neil Doran would be added in this selection process, as well.

Therefore, the committee selected is P.J. Orsini, Maria Lorensen, Brad Close, and Neil Doran; with Dan Dulyea and Jim Klein being included in any communications.

5th Item on the Agenda: Discussion of Military Relinquishment of Leased Property back to EWVRAA-discussion and action as needed

Neil Doran presented the authority members with the proposal of the relinquishment of leased property. The first parcel is .86 acres, where the ANG's BOQ once stood. Neil explained that there was communication 6 years ago, in 2012, about starting this relinquishment process, thereafter the property has been cleared. Neil was asking for consent to write a response letter back to the ANG's real estate office providing minutes of the 2012 meeting for that request. Neil stated that the 2nd feature of this letter would be the older site called the GCA site of 1.12 acres. He told the members that this particular site reverted back in ownership to the EWVRAA in 2011, so it is not currently appearing in the ANG lease property map. The ANG is telling Neil that their paperwork needs to be closed out with an official request/approval from the Airport Authority. He stated that the minutes from tonight's meeting would be included with that letter stating that this was voted on during this meeting.

Dennis Barron moved to authorize Neil to respond to the real estate office of the ANG with a letter and minutes stating that we have no problem with relinquishing control of these two parcels. Larry Dunn seconded the motion. All were in favor. The motion was carried.

Neil stated that, in addition to the first two parcels, the ANG also wanted to get the Authority members' thoughts on taking back approximately 71 acres that include much of taxiway Alpha and airfield grass areas where the assault landing zone (runway) once existed. He explained the budget repercussions and the new maintenance costs and additional man power needed to care for this area now being maintained by the Air Guard. He also noted that taxiway Alpha was constructed with an exceptionally large width (125') and with expensive asphalt and concrete materials with very impressive weight bearing capacity (840,000 lbs). This was done to support the needs of C-5 aircraft. This is not of a size and scope to fit the relatively minor needs of general aviation aircraft. As such, it would not be an option for FAA funding to cover more than 35' of taxiway width at this time. Repairing this taxiway with FAA funds for that weight bearing capacity is also not justifiable in the eyes of the FAA based upon our current civilian air traffic composition. They would suggest military funding (or cost partnership) for maintaining facilities that are of a very large size due to military needs and justification alone.

Neil suggested that we not take this property back into our possession at this time. Dennis Barron also confirmed that taxiway Alpha is almost exclusively used for military purposes, and not for general aviation purposes. Mr Barron felt that this could affect us in a negative way with man-power and budget purposes, and may also interfere with our joint use agreement with the ANG. Discussion continued with input from Major Slack from the Civil Engineering department of the ANG. Neil also confirmed there would be no negative impact in the relationship between EWVRAA and the ANG if we declined relinquishment of this particular property at this time.

Dennis Barron moved to decline relinquishment of the 71 acre parcel at this time; Larry Dunn seconded the motion. All were in favor. The motion was carried.

*Jim Klein asked Neil to include how that information was received by the ANG in the Executive Directors report at the next meeting.

Maria Lorensen then motioned to go into Executive Session with Daryl Bryarly 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, Personnel Matters – discussion and action as needed

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

P.J. Orsini motioned to proceed with a term sheet authorizing the Chairman to sign a purchase agreement created by Bailey & Wyant created within 15 days; also suggesting we receive the disclosure agreements within 15 days; Maria Lorensen seconded the motion. All were in favor. The motion was carried.

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

The meeting was adjourned at 8:26pm