

**EASTERN WV REGIONAL AIRPORT AUTHORITY SPECIAL MEETING MINUTES
FOR MONDAY– February 26, 2018**

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

Member Absent: Jason Barrett, P.J. Orsini, and Betty Gunnoe

Also Present: Jim Marshall from Bailey & Wyant, EWVRAA employees-Neil Doran and Deana Bittorie, and Kathy and Tara Jewell from Crosswinds Café.

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 February 12th Meeting Minutes

The members were sent the February 12th, 2018 EWVRAA board meeting minutes prior to this meeting via email, for their review. Deana Bittorie brought to the attention that the day at the top in the header, Tuesday, needed to be changed to Monday...an error on her part.

Dennis Barron moved to accept the minutes as presented with that revision; Maria Lorensen seconded the motion. All were in favor. The motion was carried.

2nd Item on the Agenda: Progress update on Financial Procedure/Audits

Deana Bittorie updated the authority members of the audit status and their goal of both audits being completed by March 31st, 2018 and planned to be reported to the members at one of the April meetings. Brad Close asked for Deana to forward the FY16 Financial Statements to the members for their review. Dennis Barron asked if we were switched completely over to the accrual basis for the audits. Brad Close offered his experience and input concerning the accrual vs. cash basis. Deana verified that the budget reports for the meetings would be cash basis so members could see current balances and figures.

3rd Item on the Agenda: Restaurant Lease Renewal – discussion and action as needed

Jim Klein asked Kathy Jewell, since she was present, if she would like to update the members of her thoughts and plans.

Kathy addressed the authority with information concerning her current lease agreement with Katara’s Deli on Winchester Avenue and how it will end in August. She said her hopes are to move the entire business, menu, and equipment here to the airport and extend the hours to include breakfast and dinner. Her hopes were to pursue her beer and wine license and be open until 10pm. She shared her concerns about some of the equipment that is already here at this location and how it doesn’t work properly and that spending any additional monies to repair this equipment could delay the process.

Jim Klein verified to the authority members that the current lease agreement for Crosswinds Café would expire April 30th, 2018, and offered a suggestion to Kathy Jewell of possibly extending the lease agreement until December 31st, 2018 to get her through her transition and we could then start fresh January 1 of 2019. He stated that was simply an option and suggestion.

Dennis Barron shared his concerns of the chairs that are currently in the café and asked if the authority was responsible for them considering some are not stable. Kathy stated that the broken and unstable chairs have been removed from the café and are not being used. Discussion continued of the current seating capacity in the café compared to her deli. Kathy was satisfied with the capacity numbers and showed no concern.

No action on this agenda item at this time.

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

4th Item on the Agenda: Executive Session: Real Estate Matters, Legal Status Update, Property Acquisition, Personnel Matters – discussion and action as needed

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

Upon exiting Executive Session there was a motion to authorize Bailey & Wyant law firm to create a letter of intent, with final authorization of said letter to be given by the EWVRAA Chairman. The Letter of Intent will offer \$1,000,000 for the acquisition of the former Arcadia Corporate Hangar facility, pending a 60-day due diligence period, followed by a 30 day period to close on the sale.

Greg Janes moved to accept with Dennis Barron seconding the motion. All were in favor. The motion was carried.

Dan Dulyea motioned to authorize the EWVRAA Chairman to negotiate and enter into a memorandum of understanding (MOU) with the Berkeley County Development Authority for real estate acquisition/marketing services; Larry Dunn seconded the motion. All were in favor. The motion was carried.

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

The meeting was adjourned at 8:35pm