

**EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES  
FOR TUESDAY – June 6, 2017**

**Members Present:** Dennis Barron, Dan Zappe, Daryl Bryarly, Tana Burkhart, Dan Dulyea, Jim Klein, and P.J. Orsini.

**Members Absent:** Steve Cox, Betty Gunnoe, Ken Collinson, Jason Barrett, Maria Lorensen, and Rick Wachtel.

**Also Present:** Kin Sayre from Bowles Rice, EWVRAA employees-Neil Doran, Deana Bittorie, and Tom McKenzie, Steve Catlett from the Berkeley County Parks & Rec, Ken Barton from Panhandle Real Estate, and Kathy Brosius.

*Everyone stood for the Pledge of Allegiance.*

***Petitions from Citizens – no petitions at this time***

*Mr. Barron asked to move the 4<sup>th</sup> Item on the Agenda to the beginning due to a presentation from Mr. Steve Catlett from the Mtbg-Berkeley County Parks & Rec.*

**4<sup>th</sup> Item on the Agenda: Outdoor Education Experience update: Mr. Steve Catlett, Berkeley County Parks & Rec**

Mr. Catlett distributed a draft plan for the Outdoor Education Experience to the members and gave an update and presentation of the current status of the project. He expressed the interest and excitement from investors, community, and staff. Jim Klein asked about the pavilion seating capacity and how that would compare to War Memorial Park. Mr. Catlett explained that the detail for that has not been decided at this time, but hoping for at least 40-60 person capacity. Mr. Catlett explained the large expense of the playground itself due to making it handicap accessible. He also expressed the benefit to the location of this park, considering there is nothing else available at this end of the county. Jim explained his thoughts on the future potential for the airport and his excitement and gratitude to Mr. Catlett for this opportunity. Dennis Barron explained the plan and communication with the FAA for the removal of the circular antenna, which could allow more space for expansion. Mr. Barron also asked about the maintenance of the park. Mr. Catlett explained that the Parks & Rec would be responsible for maintaining. Mr. Catlett explained that restrooms were not part of the current plan, but would need to discuss further once we have more information about cost and funding. Neil also explained that he planned to talk with the WV ANG concerning relocating the rotating beacon, so it would not be located within the park area for safety concerns. Discussion continued. Thanks to Mr. Catlett was given for the presentation and update.

**1<sup>st</sup> Item on the Agenda: Approval of May 2017 Meeting Minutes**

The members were sent the May 2, 2017, EWVRAA board meeting minutes prior to this meeting via email for their review. Dennis Barron asked if there were any additions or corrections to the minutes. Tana Burkhart moved to accept the meeting minutes, with Dan Dulyea giving a second. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: Approval of May 2017 Special Meeting Minutes**

The members were sent via email, the May 9<sup>th</sup> 2017 Special Meeting Minutes for their review prior to this meeting. Dennis Barron asked if there were any additions or corrections to the minutes. Dan Dulyea made a motion to approve the May 9, 2017, Special Meeting Minutes, with Tana Burkhart seconding the motion. All were in favor. The motion was carried.

**3<sup>rd</sup> Item on the Agenda: Approval of April 2017 Budget Report; Update/Discussion of FY 2017-18 Budget**

Dennis Barron asked if there were any questions on the April 2017 Budget as presented. He then asked Deana to discuss the FY 2017-18 status. Deana Bittorie expressed the importance of getting the Finance Committee together to review and finalize the budget efforts for FY 2017-18. She gave a brief status of her work and Neil's input toward the proposed budget. Dennis Barron expressed how diligently Deana had been in attempting to get the committee together, but due to scheduling conflicts, it had been difficult to do. He explained her ideas of simplifying the budget, but providing more information at the same time. Daryl Bryarly made the motion to approve and Tana Burkhart seconded that motion. All were in favor. The motion was carried.

**5<sup>th</sup> Item on the Agenda: Restaurant Billboard Quotes – discussion and action as needed**

Dennis Barron asked Neil Doran to present and explain the Restaurant Billboard quotes. Neil discussed each location of billboards and their availability, as well as their cost for each company. Dan Dulyea expressed that the members never agreed to do advertising for the restaurant, but considered including them in the advertising for the airport. Jim Klein gave his thoughts on Facebook advertising and its benefits compared to the cost of a billboard. P.J. Orsini explained his experience with billboard advertising and told the members he wouldn't personally go that route if it wasn't for co-op. Dennis Barron expressed his concern about the restaurant owner not being present for this meeting and her intent on changing her hours. Jim Klein told the members the hours had already been changed. Neil explained another option to the members that he and the owner discussed was for the restaurant itself to hang a banner on the airport property fence at the intersection of Rt 11 and Novak Drive. The members agreed that would be a better option, with Neil overseeing the design of the banner. Dennis Barron asked the members if there was any interest at all in providing the billboard at this time. The members expressed that because they have seen no marketing investment at the restaurants expense as of yet, or that they are not seeing them utilize social media to its capacity, that they would not be interested in funding a billboard at this time. No action was taken at this time.

**7<sup>th</sup> Item on the Agenda: RFP 2017-002 Selection of Accounting Services – discussion and action as needed**

Dennis Barron explained that we had received two proposals for accounting services and that they were reviewed by a committee of 4 members. He stated that all 4 members were unanimous in their selection. He turned the floor over to Deana Bittorie for further explanation. Deana explained the Accounting Services RFP that was sent out included services that were requested by members even before she was employed by EWVRAA, the necessary work needed to prepare for required state audit, and combined with the request of overseeing and reviewing her work quarterly to ensure we were meeting all necessary accounting guidelines and operations. Dennis Barron and Jim Klein explained and referenced their process and calculations in making the best selection of the candidate. Dennis also explained the convenience of Jamie L. Davis and his location to us. He asked the desires of the authority. Daryl Bryarly moved to approve the selection of Jamie L. Davis, CPA, to provide accounting services to the EWVRAA as presented. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

**8<sup>th</sup> Item on the Agenda: Copier/Printer Lease Agreements – discussion and action as needed**

Dennis Barron explained the need for the Copier/Printer in the Airport administrative offices and that the budget committee members agreed and requested for Deana to get quotes for a copier/printer lease agreement. Members reviewed and discussed the two quotes that were presented. Comparisons and needs were discussed in reference to what we currently have, compared to what the new lease would provide. P.J. Orsini, along with other members agreed that the quantity of copies presented in the quotes needed to be increased to accommodate and provide for the potential copies made each month. P.J. Orsini moved to give management the authority to renegotiate the contract quote with DSI for an increase in black and white and color copies up to \$100/per month. Daryl Bryarly seconded the motion. All were in favor. Motion was carried.

**9<sup>th</sup> Item on the Agenda: Restaurant Update – Kathy Jewell**

Neil Doran explained his view of the members concerns and answered their questions concerning the change of the restaurant hours and the reasoning for this decision so soon after the opening. Several members expressed their concerns and asked to review the restaurant lease. Jim Klein referenced the terms of the unsigned lease copy included in his binder concerning the hours and found a discrepancy. Discussion continued amongst the members. They agreed, verifying approval with Kin Sayre, the signed copy of the lease needed to be distributed to members and reviewed, but not discussed until a public meeting. Jim Klein specified the items that he thought needed special attention. Dennis Barron stated that he, Neil, and possibly one other board member would meet with Kathy Jewell to discuss future options and concerns. No other action was taken at this time.

**11<sup>th</sup> Item on the Agenda: Executive Session: Approval of Purchase Agreement: Panhandle Trust**

Dennis Barron verified with Kin Sayre whether or not the discussion of this item was necessary to be included in Executive Session. Mr. Sayre stated that it was not necessary and permission from Mr. Ken Barton was granted to go forth with this discussion in the public meeting. Dennis Barron refreshed the members with the topics to be

discussed; which were the restricted covenants and the rent currently paid to the airport. Kin Sayre reminded the members that the rent had previously been worked out and it was agreed the rent would continue to be paid to the airport authority until the closing of the property, which would include April, May, and possibly June, or prorated until the sale of the property was final. Concerning the restricted covenants, Mr. Sayre referenced the line stating “permitted exceptions” on the agreement and how that covers all restricted covenants and must be honored and any “permitted exceptions” would have to be presented to the authority members before any changes or alterations to the property could happen. In other words, no improvements or changes can be done to the property without the approval of the airport authority. Mr. Sayre reiterated that the decision had already been made to sign the agreement. This discussion was only to confirm the verbiage of the agreement itself before signing. Discussion continued for further understanding of the future risks of possibly proposed changes. Mr. Sayre ensured the members that he was confident that the restricted covenants covered the airport as needed and that the purchase agreement was prepared to be signed at this time. He also confirmed that the request to the FAA for approval was in Neil’s possession and still needed to be forward to the FAA for that approval. Ken Barton then presented the purchase agreement to Mr. Barron for his signature. Agreement was signed.

**6<sup>th</sup> Item on the Agenda: Hangar Waiting List Policies, Rules – discussion and action as needed**

Dennis Barron turned the floor over to Daryl Bryarly, as a representative of the Hangar Committee, for presentation of the proposed changes or additions to the needed policies or rules of the Hangar Waiting List. He discussed three propositions. One of a current occupant to be able to request to be moved to a more convenient or desirable hangar before a newer tenant, if one comes available. The second was referencing the coverage of a tenant that violates their lease being given 30 days to vacate the property, but then added to the bottom of the perspective tenants at the discretion of the airport manager. The third would be for the list of perspective tenants be posted monthly in the administrative offices and on the EWVRAA website. The perspective tenants would be notified at the original contact information provided and be given 5 days to respond to the vacancy of a hangar if interested. If no response or no interest shown, their name be moved to the bottom of the perspective list. As a current hangar tenant, Dan Dulyea gave his input on the fairness of giving a current occupant priority over a new tenant to change their hangar location first. Members asked questions and discussed the benefits of these proposed policies. Dennis Barron suggested the Hangar Committee continue their efforts to create a policy to be presented at a future meeting for review, discussion, and approval. No action at this time.

**Executive Directors Report**

The members were sent the Executive Director’s Report via email in advance of the meeting for review. Neil Doran presented his monthly report to the members and gave updates and highlights of the activities, meetings, and marketing for the month.

Dan Dulyea motioned to go into Executive Session; P.J. Orsini seconded the motion. All were in favor. Motion was carried.

P.J. Orsini motioned to come out of Executive Session at 8:45pm and Dan Dulyea seconded the motion. All were in favor. Motion was carried. No action was taken following the Executive Session.

**12<sup>th</sup> Item on the Agenda: Executive Session: Discussion of Billing/Invoicing Questions**

No action at this time

**10<sup>th</sup> Item on the Agenda: Executive Session: Employee Matters – discussion and action as needed**

No action at this time

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

The meeting was adjourned at 8:46pm.