

EASTERN WV REGIONAL AIRPORT AUTHORITY MEETING MINUTES
FOR TUESDAY – OCTOBER 4, 2016

Members Present: Dennis Barron, Maria Lorensen, Jason Barrett, Ken Collinson, Dan Zappe, Daryl Bryarly, Tana Burkhart, Dan Dulyea, and Jim Klein.

Members Absent: Rick Wachtel, Steve Cox, Betty Gunnoe and P.J. Orsini,
Also Present: Neil Doran, Joyce McDonald, Tom McKenzie, Chris Peterson, Charlene Gilliam, Ron Porterfield, and Kathy Brosius.

Dennis Barron, Vice Chairman, stated that Rick Wachtel, the Chairman could not be at the meeting tonight, so he would preside over the meeting.

Everyone stood and said the Pledge of Allegiance.

Dennis Barron introduced Neil Doran as the new airport manager and stated that Deana Bittorie is in training for the office manager and will be at next month's meeting.

1st Item on the Agenda: August 2016 Meeting Minutes Approval

The members were sent the August 2, 2016, EWVRAA meeting minutes, prior to this meeting, via email, for their review. There were some blanks on the motions made on the 10th and 11th items. Chris Peterson from Bowles Rice stated that Kin Sayre suggested approving the meeting minutes as modified.

Dan Dulyea made a motion to approve the August 2, 2016 meeting minutes as modified with Ken Collinson giving a second. All were in favor. The motion was carried.

2nd Item on the Agenda: September 2016 Meeting Minutes Approval

The members were sent the September 6, 2016, EWVRAA meeting minutes, prior to this meeting, via email, for their review. Dennis Barron stated that on page two the word conquer should probably be changed to confer. Also, on the Dan Dulyea's motion on page two should read 'still way under from surrounding airports'.

Dan Dulyea made a motion to approve the September 6, 2016, EWVRAA meeting minutes with the aforementioned amendments. Jason Barrett seconded the motion. All were in favor. The motion was carried.

3rd Item on the Agenda: August Budget Report Approval

The members were sent, via email, the August 2016 Budget Report, for their review, prior to this meeting.

Maria Lorensen made a motion to approve the August 2016 Budget Report with Ken Collinson seconding the motion. All were in favor. The motion was carried.

4th Item on the Agenda: Petitions from Citizens

There were no petitions from citizens.

5th Item on the Agenda: Potomac Edison Update – Charlene Gilliam

Charlene Gilliam is the representative for First Energy and presents 8 Eastern Counties of West Virginia for Potomac Edison. She stated that the EWVRAA has a Memorandum of Understanding with Potomac Edison for temporary land use for staging areas for Potomac Edison workers in case of state of emergency situations. She would like the MOU to be revised to state two points of contact for the Airport. The Airport Authority agreed that Neil Doran and Tom McKenzie should be the two points of contact for this MOU.

6th Item on the Agenda: Airport Improvement Program Update

Neil Doran stated that he, Deana Bittorie, and Joyce McDonald had a teleconference with the Delta Consultants Associates on Monday afternoon. Troy Hamilton, the project manager, suggested that a committee and/or working group of the Airport Authority members be appointed to consult with him on a bi-weekly basis and they can report back to the EWVRAA at its monthly meetings. Dan Dulyea, Dan Zappe, Dennis Barron, and possibly Rick Wachtel will be the working committee members along with Neil Doran.

Neil Doran also stated that Delta Consultants would like to have their subcontractors here around October 31, 2016 to view the field and look at the electrical system. They would also like to give a presentation at the November 1, 2016, EWVRAA meeting. This would be considered the "Kick Off" meeting for the Master Plan.

The funding is in place with the FAA Grant. The funding for the match from the West Virginia Aeronautics Commission is on its Agenda for their meeting on October 17, 2016, in Petersburg.

7th Item on the Agenda: T-Hangar Repair Proposals

Tom McKenzie obtained three estimates for the T Hangar roofing project. The three companies were Heritage, Smith Roofing and P & K Sheetmetal.

The Airport Authority reviewed and discussed the estimates.

Daryl Bryarly made a motion to allow Neil Doran, Tom McKenzie and Dennis Barron to negotiate a cost with P & K on their estimate to include the cost of replacing any rotten boards under the roof, with the total project not to exceed \$45,000.00. Tana Burkhart seconded the motion. All were in favor. The motion was carried.

8th Item on the Agenda: Camera System Proposals

This item was tabled.

9th Item on the Agenda: Action on Accounting Services Proposals

The EWVRAA advertised a Request for Proposals for additional accounting services. Two proposals were submitted; one by Jamie Davis CPA and by Cox Hollida; but they had not been seen by the appointed committee members. Dennis Barron directed Neil to email the proposals to the Authority members and requested that the committee members come back with a recommendation at next month's meeting.

10th Item on the Agenda: Committee Reports

There were no committee reports.

Dennis Barron wanted to publicly thank Tom McKenzie for his outstanding work he did as Interim Airport Manager for the past two months. All the Authority members gave Tom a round of applause.

Dennis Barron also publicly thanked Joyce McDonald for her 29 years of dedicated service at the airport. Her last day of work will be on October 12, 2016. She also got a round of applause.

EXECUTIVE DIRECTOR'S REPORT

- Neil Doran stated that he started as Airport Manager on September 19th and has met 54 new people since that time.
- The downstairs offices has been painted and moved around. Neil's office is now room 105 and room 101 will be Deana's office.
- He has worked on the Airport's Facebook page; he did a spot with WHAG-TV, reporting on the painting project on Runway 08/26 that the Air National Guard did;
- Mike Hornsby wants to include the airport in the Eastern Panhandle magazine and would like to do a full article on the airport in the future.
- He reported that he and Tom met with Gary Wine pertaining to the internet and telephone service from Berkeley County; installation is almost complete.
- Neil will be attending the State Auditor's training, at Holiday Inn, on October 5, 2016.
- Jamie Davis is be renting room 102 as a conference room as of October 1, 2016.
- He has also looked into artistic marketing firms to market the airport with a new brand/logo for the airport, to give it a more modern and fresh look.

Dennis Barron announced that the Joint Use Agreement with the National Guard Bureau has been signed and is being reviewed and executed by the Guard Bureau. The signed copy should be submitted to the EWVRAA any day now.

Dennis Barron advised that Rick informed him that the Schwab brothers said the check is in the mail for their land lease.

Daryl Bryarly asked about the restaurant lease. No proposals have been received to date. Neil did report that the EWVRAA has had two functions in the restaurant space in the last two weeks. He would like to draft a lease form for the public to sign when leasing the area.

Daryl Bryarly made a motion to go into executive session for personnel matters with Tana Burkhart giving a second. All were in favor. The motion was carried.

EXECUTIVE SESSION

Jason Barrett made a motion to come out of executive session with Dan Dulyea giving a second.

Following the executive session, Ken Collinson made a motion to appoint a Personnel Committee, with Dennis Barron as Chairman, to develop a Personnel Handbook for the Authority's employees. The motion was seconded by Dan Dulyea. Other members who volunteered to assist were Daryl Bryarly and Ken Collinson. All were in favor of the motion. The motion carried.

Daryl Bryarly made a motion to adjourn the meeting with Tana Burkhart giving a second.

The meeting was adjourned at 8:40 pm.