

**EASTERN WV REGIONAL AIRPORT AUTHORITY SPECIAL MEETING MINUTES  
FOR MONDAY, NOVEMBER 14, 2016**

**Members Present:** Rick Wachtel, Dennis Barron, Maria Lorenson, Jason Barrett, Ken Collinson, Dan Zappe, Betty Gunnoe, Dan Dulyea, P.J. Orsini, Jim Klein, and Steve Cox.

**Also Present:** Kin Sayre, Neil Doran, and Deana Bittorie

*Everyone stood for the Pledge of Allegiance.*

**1<sup>st</sup> Item on the Agenda: Chamber of Commerce Mixer Discussion/Action as needed**

Rick Wachtel turned floor over to Jim Klein to speak about a Chamber Mixer being co-hosted by the EWVRAA and held at the Airport Restaurant space. Jim offered to pay for catering for the event as long as the space could be provided at no cost. The date was discussed and scheduled for Wednesday, January 18<sup>th</sup>, 2017, from 5:30-6:30pm. Dan Dulyea questioned the wording of the rental fee in order to cover any possible questions concerning the normal fee for the rental of this space. Jim Klein stated that he could not provide beer and wine, however it could be donated for the mixer.

Discussion was opened. Dan Dulyea expressed favor in the idea of bringing foot traffic into the terminal for exposure and Dan Zappe gave his thoughts on future events that could be a possibility here as well. Maria Lorenson asked about the insurance liability standpoint and stated that in her experience the guests could not be served by an actual employee. She expressed that the guests may have to serve themselves. Rich Wachtel agreed that checking with our insurance provider needed to be a priority in the planning of this event.

Jim Klein motioned for the Airport Authority to co-host the Chamber Mixer on that date and time, with the rental fee being waived, and the beer/wine being provided by the Authority. Jason Barrett made a second to the motion. All were in favor. The motion was carried.

**2<sup>nd</sup> Item on the Agenda: Review of Website Proposals/Action as needed**

The members were sent via email, and provided a hard copy of an additional proposal from Pro-Design for the web and logo design for the Airport Authority website. Rick Wachtel expressed his previous experience of working with this particular company. All were positive comments. Dennis Barron asked about the solicitation of these proposals. Neil Doran stated that all were contacted by verbal contact and based on previous interaction or personal references with these businesses. Discussion opened about the options of local web design companies and what services they each provide, as well as the importance of the photographs and digital imagery for the website. Rick Wachtel also suggested the maintenance of the website to be handled by our own employees. Neil elaborated more on what each company had proposed for the maintenance, as well as their photography suggestions or referrals. Dan Zappe expressed his thoughts on the timing of this selection of proposals, based on what the Master Plan and Delta Services will be changing/doing for the Airport and how they will integrate. Neil Doran stated the difference between what Master Plan was doing and specifically marketing the airport. Discussion continued. Dennis Barron made a motion to table the decision of web design proposals for more review time. Steve Cox seconding the motion. All were in favor. The motion was carried.

**3<sup>rd</sup> Item on the Agenda: Executive Session – Review of Employee Handbook/Action as needed**

Maria Lorenson made a motion to go into Executive Session. Dan Dulyea seconded the motion. All were in favor. The motion was carried.

Steve Cox motioned to come out of Executive Session and Dennis Barron seconded the motion.

Following the Executive Session, Ken Collinson made a motion that the Office Manager position be a minimum of 32 hours per week and be considered a Full-time position, with all Full-time benefits, with hours to be scheduled by Airport Manager, effective immediately. Dennis Barron seconded the motion. All were in favor. The motion was carried.

Jason Barrett motioned to adjourn the meeting with Steve Cox giving a second.

The meeting was adjourned at 6:37pm.