

HUNTINGTON TRI-STATE AIRPORT AUTHORITY
BOARD MEETING MINUTES
FROM November 18, 2021

Members Present:

President- Dave Lieving
Vice President
Secretary- Andrew Fischer
Treasurer-Kenneth Adkins
Jeff Maddox
Bill Dingus
Scott Sharp
Robert Plymale
Danny Pelfrey

Staff Present:

Brent Brown, Airport Director
Ashley Draper, Admin. Asst.
Kristi Bias, Finance Asst.
Clint Ransom, Deputy Director

Others Present:

Scott Sheets- Dinsmore

Proxy

*Steve Williams-Proxy to David Lieving
Robert Plymale-Proxy to Andrew Fischer
Nancy Cartmill-Proxy to Andrew Fischer
Tim Gibbs-Proxy to David Lieving
Jerome Gilbert-Proxy to Charlotte Weber
DeAnna Holliday-Proxy to Bill Dingus*

1. Meeting was called to order by President, Dave Lieving at 11:37 am
2. Public Comments: None
3. Approval of the Regular Board Minutes from **September 2021** Board Minutes
Called to Motion by Andrew Fischer 2nd by Bill Dingus
4. Approval of the Financial & Statistical Reports for **September 2021**
Called to Motion by Bill Dingus 2nd by Danny Pelfrey

Financial Report (Bias)

Bias went over the September financials.

Marketing Report (Bias)

- Total enplanements for October **increased 51.4%**.
- Allegiant **increased 40.7 %** the month of October and increased **47%** year to date.
- American **increased 120%** for the month of October **increased 69.1%** year to date.
- Charter **increased 47.6%** for the month of October and **increased 17.3%** year to date

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Executive Report (Brown)

Mr. Brown updated on the MU hanger. They are removing the old skin and adding the new skin, removing rust spots, no large problems found.

Mr Brown said the Pond Project was completed just holding off closing it out to watch and make sure the drainage and grass hold up.

Mr. Brown updated the access road project that runs down to the fuel farm is almost complete. They fixed the slip and resurfaced the road and parking around the Jet center to the fuel farm. Will no close out till we can watch the slip area to make sure it will hold and the black top sealed.

Mr. Brown updated the board on the airport improvements. We are switching all lights over to LED in the terminal and hangers. New paint though out the terminal.

Mr. Brown informed the board members that Allegiant Air wanted employees to be paid \$13.00 an hour. They let us raise the rates on the turn to help cover the cost.

Old Business- **None**

Consent Agenda:

- A. Approval to sign a Resolution to pay 1 invoice in the amount of \$351,368.53 for the [Runway Safety Area Project](#), also know as the “Pond Project.” As a match to the Federal funding, the Airport would accept money from the West Virginia Infrastructure and Jobs Development Council in the amount of \$44,109.97. **Called to Motion by Andy Fischer 2nd by Danny Pelfrey**
- B. Approval of employee Christmas bonuses for full-time and part-time employees. Each full-time employee shall receive one hundred dollars and each part-time employee shall receive fifty dollars. **Called to Motion by Bill Dingus 2nd by Jeff Maddox**
- C. Approval to award a one-time bonus in the amount of five hundred dollars to all full-time employees who did not qualify or receive any unemployment benefits due to the COVID pandemic. **Called to Motion by Danny Pelfrey 2nd by Andrew Fischer**

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Regular Agenda:

- A. Approval and acceptance of the Marketing Committee recommendation to extend the contract with Bulldog Creative Services for an additional year.
Called to Motion by Bill Dingus 2nd by Danny Pelfrey

- B. Election of a Nominating Committee. This shall consist of the Past President and four (4) Members of the Corporation who are duly elected by a majority vote of the Members. The Nominating Committee shall report the recommendations at the December Board meeting. **Called to Motion by Bill Dingus 2nd by Jeff Maddox**

Current Officers: President – Dave Lieving (New-Tim Gibbs)
 Vice President – Tim Gibbs (New-Andy Fischer)
 Secretary – Andy Fischer (New-Kenneth Adkins)
 Treasurer – Kenneth Adkins (New-Danny Pelfrey)

Other Business-

- A. Economic Development Committee Update: **Grant from AEP**
- B. Finance Committee Update: **No update**
- C. Insurance Committee Update: **Increase in Cyber Insurance**
- D. Marketing Committee Update: **No update**

15. Open Session

16. Further Discussion- **None**

17. Closed Session: 12:48pm Called to Motion by Andrew Fischer 2nd by Bill Dingus

17. Meeting adjourned 1:16pm

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