



Central West Virginia Regional Airport Authority
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MINUTES OF THE MEETING OF THE BOARD OF MEMBERS OF THE CENTRAL WEST VIRGINIA REGIONAL AIRPORT AUTHORITY

The meeting of the Board of Members of the Central West Virginia Regional Airport Authority ("CWVRAA" or "Board") was held in the Public Use Conference Room in the Airport Director's Office, West Virginia International Yeager Airport ("CRW" or "Airport"), Charleston, West Virginia, and via video conferencing, on June 25, 2025, beginning at Noon, pursuant to proper notice to the public and media.

Board Members Present: A roll call was taken, and the following Members were present: Ed Hill, *representing the Kanawha County Commission*, appearing in person; Mara Boggs, *representing the Kanawha County Commission*, appearing via video conferencing; James Dodrill, *representing the Putnam County Commission*, appearing via video conferencing; Todd Goldman, *representing the Kanawha County Commission*, appearing via video conferencing; Allen Holder, *representing the Lincoln County Commission*, appearing in person; Archie Hubbard, *representing the Boone County Commission*, appearing via video conferencing; Andrew Jordon, *representing the Kanawha County Commission*, appearing in person; Rodney LeRose, *representing the Nicholas County Commission*, appearing in person; Lisa Pack, *representing the Kanawha County Commission*, appearing in person; Col. Bill Peters, *Ex-Officio*, appearing in person; Trip Shumate, *representing the City of Charleston*, appearing in person; General Allen Tackett, *representing the Kanawha County Commission*, appearing in person; Dr. Lew Whaley, *representing the City of Charleston*, appearing in person; and Jeremy Young, *representing Commissioner Ben Salango of the Kanawha County Commission*, appearing in person.

Board Members Absent: Bernie Wehrle, *representing the Kanawha County Commission*.

Also Present: Dominique Ranieri, *Airport Director & CEO*; LJ Marciano, *Chief Operating Officer*; Josh Potter, *Chief Financial Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Andrew Gunnoe, *Chief Legal Officer*; JR Caldwell, *General Manager of Maintenance and Facilities*; Adrea Gritt, *General Manager of FBO*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Barbara Matthey, *Executive Secretary*; Bailey Harless, *Intern*; Austin Rogers, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; Joe Reidy, *Three Point Strategies*; Ed Brinson, *Regional Manager for American Airlines*; Rachel Theek, *Station Manager for Unifi*; Katherine Sheldon, *Metro News*; and Rick Steelhammer, *Gazette Mail*.

Chairman Hill called the meeting to order at 12:00 P.M.

Approval of May 28, 2025, Board Meeting Minutes: Chairman Hill presented the May 28, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mr. Goldman, seconded by Mr. Jordon, and was unanimously approved.

Airport Director & CEO's Report – Director Ranieri reported to the Board on the following:

1. **Presentation Regarding Bag Delivery Processes** - Director Ranieri invited Ed Brinson, Regional Manager for American Airlines, and Rachel Theek, Temporary Station Manager for Unifi, to address concerns regarding baggage delivery delays and potential understaffing by airline contractors at CRW. As baggage handling is performed by airline and contractor personnel—not CRW staff—the Airport is very concerned with the recent increase in passenger complaints.
CRW is actively auditing baggage delivery times and reporting delays to the responsible local airline teams. Each carrier has its own policies and performance metrics, with most aiming to deliver bags within 25 minutes of arrival. The Airport convened station managers to share their procedures and discuss challenges to meeting these targets. The discussion focused on improving delivery timelines and identifying collaborative strategies to enhance passenger experience.
The Airport will continue to monitor and meet with Airline Station Managers regarding their performance. Further, the Airport will confer with its consultants and planners to evaluate potential airside system improvements that could expedite luggage transfer from aircraft to baggage claim to be incorporated into future terminal renovation phases.
2. **Summer Travel in Full Swing** - Director Ranieri reported to the Board that daily passenger enplanement continues to rise and exceed previous years. In May the Airport saw nearly 20,000 passengers enplaned and multiple 1,000-plus-passenger days in the month of June.
3. **Project Updates:**
 - **GA Apron Site Preparation** – Groundbreaking to take place on July 1.
 - **Restroom Renovations** – Renovations continue, and contractors expect to be able to open the restrooms with temporary sinks and lighting in the next couple of weeks.
 - **Baggage Belt #2** – The Belt is now operational, and the Airport is receiving great feedback regarding the ease of getting bags off the bag belt.
 - **CRW Next – Pre-Security Renovation:** Phase II will include the ticket lobby, the ramp area near the secure area exits and the TSA Checkpoint, Baggage Claim and all public circulation spaces in between.
4. **Open Positions** – CRW has open positions for a custodian, maintenance worker, and Marketing & Communications Manager.
5. Director Ranieri presented Ed Hill, Andrew Jordan, and General Tackett each with a plaque for their service to the Board of Members of the Central West Virginia Regional Airport Authority in recognition of their dedicated service during their tenure. Bernie Wehrle will also receive a plaque.

General Counsel Report – Mr. Rogers, *Babst Calland*, presented his report to the Board. Babst Calland has assisted with the analysis of various employment, operational, and leasing matters.

Construction Report – General Tackett presented to the Board the progress of the following construction projects: GA Apron Expansion, Phase 1, Maintenance Building Relocation & SRE

Facility Site Preparation; Baggage Claim Device Installation; Restroom Renovations; and Improve Airport Drainage, Phase 1.

Finance – Mr. Goldman reported to the Board the following: Terminal Area Revenue is \$305,000 over budget; Customer Facility Charges is \$142,000 over budget, and GA Operating Revenue is \$40,000 under budget. On the expense side, salaries are on budget, benefits are substantially under budget, maintenance is substantially under budget, the GA expenses are also under budget. Cash on Hand is about \$8,803,000, Outstanding Debt is \$8,200,000 and all debt is at a fixed interest rate below 3%.

Military Affairs and Public Safety Report – Col. Peters reported to the Board there were 15 different military aircraft stops purchasing approximately 11,085 gallons of fuel.

Ad Hoc General Aviation Report – Mr. Dodrill did not have any items to report this month.

Marshall University Bill Noe Flight School Update – Mr. Dodrill reported to the Board that the Marshall Flight School is going through three FAA inspections this week. One inspection is at the AMT School at Tristate Airport and the other inspections are at two of the three satellite locations. The enrollments at all the locations for this coming Fall are all full. Nancy Ritter is working with Director Ranieri and her team to finalize the documentation for the additional hangar.

Action Items:

ADCI Task Order 1023 – Maintenance Retaining Wall Project – Director Ranieri presented to the Board ADCI Task Order 1023 – Maintenance Retaining Wall Project. After a brief discussion, a motion for the Board to approve and the Chairman to sign ADCI Task Order 1023 for CMI Service was made by General Tackett, seconded by Mrs. Pack, and unanimously passed.

SEGRA Master Service Agreement for Dedicated Internet Access – Director Ranieri presented to the Board the SEGRA Master Service Agreement for Dedicated Internet Access. After a brief discussion, a motion was made by Dr. Whaley, seconded by Mr. Young, and unanimously passed for the Board to approve and the Chairman to sign the Master Service Agreement with SEGRA.

Change Order #2 Maintenance Building Relocation Project – Director Ranieri presented to the Board Change Order #2 Maintenance Building Relocation Project. After a brief discussion, a motion was made by General Tackett, seconded by Mr. Goldman, and unanimously passed for the Board to approve and for the Chairman to sign Change Order #2 for the Maintenance Relocation Project.

Consulting Services Agreement with Three Points Strategies, LLC – Director Ranieri presented to the Board the Consulting Service Agreement with Three Points Strategies, LLC. After a brief discussion, a motion was made by General Tackett, seconded by Mr. Jordon, and unanimously passed for the Board to approve and the Chairman to sign the Consulting Services Agreement with Three Point Strategies, LLC.

Annual Board of Members Matters – Chairman Hill presented to the Board the Acknowledgement of Voting Rights. After a brief explanation, a motion was made to acknowledge the Fiscal Year 2026 voting rights by Mr. Shumate, seconded by Mr. Goldman, and unanimously passed.

A motion to postpone the election of Officers until the July meeting was made by Mr. Shumate, seconded by Mrs. Pack, and unanimously passed.

There being no further business to discuss, the meeting was adjourned at 1:00 PM.

The next meeting is scheduled for July 23, 2025, at Noon.



Acting Chairman

Secretary