WEST VIRGINIA INTERNATIONAL YEAGER AIRPORT

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 May 28, 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 in person; Todd Goldman, *representing the Kanawha County Commission,* appearing via video conferencing; Andrew Jordon, *representing the Kanawha 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: Allen Holder, *representing the Lincoln County Commission*; Archie Hubbard, *representing the Boone County Commission;* Rodney LeRose, *representing the Nicholas County Commission;* and 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;* Adrea Gritt, *General Manager of FBO;* Barbara Matthey, *Executive Secretary*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Bailey Harless, *Intern*; Travis Ryan, *Operations Specialist;* Laci Jarrell, *Capital Jet Center;* Austin Rogers, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.;* Christine Varney, *Airport Design Consultants, Inc.*; Keith Fritz, *Airport Design Consultants, Inc.*; Joe Reidy, *Three Pont Strategies;* Katherine Sheldon, *Metro News; and* Jeffery Mace, *Regional Intergovernmental Council.*

Chairman Hill called the meeting to order at 12:01 P.M.

Approval of April 23, 2025, Board Meeting Minutes: Chairman Hill presented the April 23, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Dr. Whaley, seconded by Mr. Jordon, and was unanimously approved.

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

1. **Fiscal Year 2026 Budget** - Director Ranieri reported to the Board that the Budget for Fiscal Year 2026 was complete and would be presented later in the meeting for approval by the Board.
2. **Real ID: Update** – Transition is going smoothly.
3. **Student Outreach and Education Programs** - Over 400 Students visited CRW in the month of May. The focus of the student tours included airport operations and careers in aviation. CRW wants to thank its partners the WV State Aviation Division, the 130th Fire Department, and TSA, as well as Hercules and Ned for their assistance in this Outreach.
4. **Charleston Area Alliance Downtown Open** – CRW is participating in the CAA Downtown Open. Thanks to the maintenance team for constructing our putt-putt hole for the Mini Golf Course which was based on the Airport's runway.
5. **Project Updates:**
   - **GA Apron** – A Stakeholder's Meeting was held last night at Marshall University. This project will go into construction sometime in June.
   - **Bag belt** – is completed and will go live on June 9.
   - **Airport Terminal Improvement Project and Renovations** – CRW has received the ATP grant and will start with the pre-security renovation.
6. **Open Positions** – CRW has open positions for a custodian and a maintenance employee.
7. **2025 Professional Development Grant** – Laci Jarell was awarded a grant to attend the AAAE Airport Customer Experience Symposium in Halifax, Nova Scotia.
8. **Employee of the Quarter** – CRW is proud to recognize Travis Ryan as this quarter's Employee of the Quarter for his outstanding performance, professionalism, and deep knowledge in his role as an Operations Specialist.

General Counsel Report – Mr. Rogers, *Babst Calland*, presented his report to the Board. Babst Calland has continued to assist with the analysis of various employment, operational, and leasing matters; as well as continuing to assist in the review and response to Department of Environmental Protection Notices of Violation.

Construction Report – Mrs. Varney, *ADCI,* presented to the Board the progress of the following construction projects: Improve Airport Drainage, Phase 1; GA Apron Expansion, Phase 1; Maintenance Building Relocation & SRE Facility Site Preparation; Baggage Claim Device Installation; and Restroom Renovations.

Finance – Mr. Potter reported to the Board the following: Operating Revenue is about $140,000 above budget; with the main drivers being the Terminal Area Revenue, which is about $240,000 above budget; and the Customer Facility Charges, which is about $100,000 above budget. Operating Net Income is $880,000 above budget. Cash on Hand is about $8,600,000, with $7,100,000 being restricted funds. Outstanding Debt is $8,300,000 with monthly debt payments about $74,000. 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 military fuel stops purchasing approximately 11,358 gallons of fuel. An A-400 Royal Air Force aircraft came to Charleston and took a total of 11,499 gallons of Jet A fuel.

Ad Hoc General Aviation Report – A GA Stakeholder's Meeting was held May 27th at Marshall University regarding the GA Apron project. This project will go into construction in June.

Marshall University Bill Noe Flight School Update – Mr. Dodrill reported to the Board that this summer the flight school has a unique opportunity to participate in an FAA study involving the transfer of skills from simulator to helicopter. This summer, 12 students were selected to receive ground instruction of 35 hours in a simulator and 6 to 8 hours in the actual Airbus helicopter funded by the FAA. The new hangar is still in design, and they are making some additions before they begin construction. The flight school hosted 7 of the largest rotor craft operators for a safety summit last week at the flight school. Last semester 26 students graduated. There are a total of 65 new students enrolled for the fall semester in Charleston, 20 in Wheeling, 15 in Martinsburg, and 15 in Lewisburg. Chief Major Sergeant Williams from the 130th became a AMT Instructor and will run the maintenance program at the Charleston location.

Action Items:

Fiscal Year 2026 Budget – Mr. Potter presented to the Board the Fiscal Year 2026 Budget. After a discussion and as recommended by the Finance Committee, a motion for the Board to approve the Fiscal Year 2026 Budget was made by Dr. Whaley, seconded by Mrs. Pack, and unanimously passed.

ENCOVA Workers' Compensation Insurance Renewal 2026 – Director Ranieri presented to the Board the ENCOVA Workers' Compensation Insurance Renewal 2026. After a brief discussion, a motion was made by Mrs. Pack, seconded by Mr. Shumate and unanimously passed to approve the renewal of Workers' Compensation Insurance through ENCOVA Insurance in the amount of $64,527.00. Mr. Dodrill abstained from voting.

Department of Multimodal Transportation Facilities Annual Resolution for AIP Matching and Direct Grants – Director Ranieri presented to the Board the Department of Multimodal Transportation Facilities Annual Resolution for AIP Matching and Direct Grants. After a brief discussion, a motion was made by Mr. Young, seconded by Mr. Jordon, and unanimously passed for the Board to approve and for the Chairman to sign the Resolution.

ADCI / ZMM Task 1021 Terminal Pre-Security Renovations Design and Bidding Services – Director Ranieri presented to the Board the ADCI / ZMM Task 1021 Terminal Pre-Security Renovations Design and Bidding Services. After a brief discussion, a motion was made by General Tackett, seconded by Mr. Dodrill, and unanimously passed for the Board to approve and the Chairman to sign Task Order 1021 between CWVRAA and ADCI to include authorization for the Authority to accept and the Chairman to sign the corresponding FAA AIP Grant Agreement for Task Order 1021.

Pay Application #3 – SRE Building Relocation – Director Ranieri presented to the Board the Pay Application #3 – SRE Building Relocation. After a brief discussion, a motion was made by

General Tackett, seconded by Dr. Whaley, and unanimously passed to authorize the Chairman to sign a Resolution approving Pay Application #3 for submission to West Virginia Development Authority EEGF Grant Fund.

Change Order #2 – Baggage Handling Installation – Director Ranieri presented to the Board Change Order #2 – Baggage Handling Installation, which is a $20,000.00 credit back to the grant. After a brief discussion, a motion was made by Mr. Young, seconded by General Tackett, and unanimously passed for the Board to approve and for the Chairman to sign Change Order #2.

Maintenance Drainage Wall Bid – Director Ranieri presented to the Board the Maintenance Drainage Wall Bid. After a brief discussion, a motion was made by General Tackett, seconded by Mr. Jordon, and unanimously passed to accept Triton Construction's revised bid proposal in the amount of $2,448,720.00 and to award a construction contract and provide Notice to Proceed to the contractor, contingent on FAA review and funding approval.

GA Apron Construction Project Grant Agreements – Director Ranieri presented to the Board the GA Apron Construction Project Grant Agreements. After a brief discussion, a motion was made by General Tackett; seconded by Mr. Dodrill for the Board to upon receipt accept and for the Chairman to sign FAA AIP Program Grant Agreements (3-54-0003-88-2025 and FAA AIP 3-54-0003-89-2025) for the GA Apron Expansion Construction Project, subject to legal counsel review and approval.

Shooter Detection System Servicing and Software Support – Director Ranieri presented to the Board the Shooter Detection System Servicing and Software Support. After a brief discussion, a motion was made by General Tackett, seconded by Mr. Shumate, and unanimously passed for the Board to approve and for the Chairman to sign the agreement between CWVRAA and Johnson Controls to provide the Shooter Detection System Software license for 5 years in the amount of $34,709.00, subject to legal counsel review and approval.

There being no further business to discuss, the meeting was adjourned at 12:42 PM.

The next meeting is scheduled for June 25, 2025, at Noon.

R. Edison Hill

Ed Hill, Chairman

James Dodrill, Vice Secretary