



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 July 23, 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: Trip Shumate, *representing the City of Charleston*, appearing in person; Todd Goldman, *representing the Kanawha County Commission*, appearing in person; Mara Boggs, *representing the Kanawha County Commission*, appearing in person; Delegate Tristan Leavitt, *representing the Kanawha County Commission*, appearing in person; Kyle Mork, *representing the Kanawha County Commission*, appearing in person; Lisa Pack, *representing the Kanawha County Commission*, appearing in person; Booth Goodwin, *representing the Kanawha County Commission*, appearing in person; Jeremy Young, *representing Commissioner Ben Salango of the Kanawha County Commission*, appearing in person; James Dodrill, *representing the Putnam County Commission*, appearing in person; Allen Holder, *representing the Lincoln County Commission*, appearing in person; Col. Bill Peters, *Ex-Officio*, appearing in person; and Dr. Lew Whaley, *representing the City of Charleston*, appearing in person.

**Board Members Absent:** Archie Hubbard, *representing the Boone County Commission*, and Rodney LeRose, *representing the Nicholas 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*; Adrea Gritt, *General Manager of FBO*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Barbara Matthey, *Executive Secretary*; Mychal Schulz, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; Joe Reidy, *Three Point Strategies*; Jeffery Mace, *Regional Intergovernmental Council*; Katherine Sheldon, *Metro News*; and Rick Steelhammer, *Gazette Mail*.

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

**Approval of June 25, 2025, Board Meeting Minutes:** Acting Chairman Shumate presented the June 25, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mr. Goldman, seconded by Mr. Dodrill, and was unanimously approved.

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

- Director Ranieri welcomed new Board members Secretary Ruby, Delegate Leavitt, Mr. Goodwin, Mr. Mork, and Mr. Saluja. New Board members were familiarized with the reports included in the Board materials.

- She noted that on July 8th the Governor announced a partnership among the State of West Virginia, Kanawha County, the City of Charleston, the Charleston Area Alliance, and Breeze Airways, which includes the resumption of nonstop service to Tampa beginning October 3rd and expanded connections within Breeze's network.
- The annual TSA inspection under 49 C.F.R. §1542 was completed with no findings. The Department of Homeland Security ended the "No Shoes" policy.
- Runway closures were scheduled for August 4th–9th to remove rubber deposits. Closures would occur overnight after the last arrival and reopen before the first departure, with notifications provided to general aviation and medical operators.
- CRW operations had been affected by summer weather conditions, which continued to be monitored against national performance.
- Recent FAA awarded grants total \$7,692,730.
- Upcoming events include the West Virginia Aviation Conference at Snowshoe Mountain Resort on July 27th–29th, AAE online training on August 5, the CRW Employee Picnic on August 23rd, and the West Virginia Chamber Business Summit on August 27th–29th, during which the August Board meeting would be held both at The Greenbrier and at the Airport.
- Open positions at the Airport included a custodian, a maintenance worker, and a Marketing & Communications Manager.

**General Counsel Report** – Mr. Schulz, *Babst Calland*, presented his report to the Board. Babst Calland has assisted with the analysis of various employment, operational, and leasing matters. He also reported that a decision has not been made on the *Corotomon* matter.

**Construction Report** – Director Ranieri introduced Rob Whittington, ADCI, who presented 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.

It was announced that there would be a Construction Committee meeting held on Friday, August 15, 2025, at 10 AM. Anyone on the Board is welcome to attend.

**Finance** – Mr. Goldman reported to the Board the following: after completing the Airport's fiscal year on June 30, the Total Operating Revenues is over budget on the revenue side by \$331,000, about 2 ½% over. On the expense side, salaries are on budget, benefits are slightly under budget, maintenance is \$378,000 under budget, and all operating expenses are \$1,062,000 under budget, which is 8.8% under budget. The Airport lives within the budget and saved some money to put aside for some of the projects that are being discussed that for which matching funds may be needed. Statement of Cash Balances is \$9,080,000, most of which is restricted, which is an increase of \$250,000 of Cash Balance from the prior month. Restricted is \$7,000,000, and unrestricted is \$2,100,000. Outstanding debt is \$8,155,000, with a monthly debt service of \$74,000. Annual expense of \$890,000 for debt services is roughly 7% of our total budget, with all the debt at a rate less than 2.7%. The Airport retired an expensive bond a few months ago at the recommendation of Administration.

**Military Affairs and Public Safety Report** – Col. Peters reported to the Board that, due to the work on the Apron, the Airport sold slightly less than half of the previous month's military fuel sales. Helicopters and other military aircraft, however, are still coming to the Airport. There was about 5,000 gallons of military fuel sold, and there are contracts set for 3 units that will use the

Airport for a backup base in the event a hurricane hits their respective home base this hurricane season.

**Ad Hoc General Aviation Report** – Mr. Dodrill reported to the Board that the Capital Jet Center report is in your binder as part of the Director's report, and more generally, on the aviation side, nothing more to report.

**Marshall University Bill Noe Flight School Update** – Mr. Dodrill reported to the Board that there is nothing additional to add concerning Marshall. Marshall University Flight School is presenting at AirVenture in Oshkosh, Wisconsin, this week. They have an aircraft on display, and some students are interacting with the many people attending Oshkosh. Marshall has already had some inquiries and calls based on its presence there. Enrollment is up again at all the locations across the state.

**Action Items:**

At this time, Mr. Shumate suggested that the Action Items be taken out of order and that the Board discuss the Election of new Officers so that the new Chairman could preside over the rest of the meeting.

**Board of Members Matters – Election of Officers** – Mr. Goodwin made a motion to nominate Todd Goldman as Chair, Lisa Pack as Vice Chair, Dr. Lew Whaley as Secretary and Mara Boggs as Vice Secretary, seconded by Mr. Mork, and unanimously passed. Mr. Goldman as Chairman assumed responsibility for the rest of the meeting.

**Kanawha Valley Regional Transit (KRT) Fuel Purchase Agreement** – Director Ranieri presented to the Board Kanawha Valley Regional Transit (KRT) Fuel Purchase Agreement. After a brief discussion, a motion for the Board to approve and authorize the Chairman to sign, the Fuel Purchase Agreement with KRT for 2025-2027 was made by Mr. Young, seconded by Delegate Leavitt, and unanimously passed.

**ADCI Task Order 1022 Terminal Improvements – 30% Design** – Director Ranieri presented to the Board ADCI Task Order 1022. After a brief discussion, a motion was made by Mr. Mork, seconded by Mrs. Pack, and unanimously passed for the Board to approve and the Chairman to be authorized to sign, ADCI Task Order 1022 Terminal Improvements - 30% Design of the Post-Security Terminal Renovations.

**ADCI Task Order 1020 – Fuel Farm Improvements** – Director Ranieri presented to the Board ADCI Task Order 1020. After a brief discussion, a motion was made by Mr. Goodwin, seconded by Dr. Whaley, and unanimously passed for the Board to approve, and for the Chairman to be authorized to sign, ADCI Task Order 1020 Fuel Farm Improvements.

**Terminal Renovation** – Director Ranieri presented to the Board the Terminal Renovation. After a brief discussion, a motion was made by Delegate Leavitt, seconded by Mr. Young, and unanimously passed for the Board to (1) approve that bids for the Terminal Pre-Security Renovations be opened on July 31, 2025; and (2) that the Airport submit the lowest qualified bidder for the Terminal Pre-Security Renovations to the FAA as part of an ATP Grant Application [AIP 93].

**Scheduled Maintenance and Repair Agreement with Casto Services** – Director Ranieri presented to the Board the Scheduled Maintenance and Repair Agreement with Casto Services. After a brief discussion, a motion was made by Mr. Mork, seconded by Mr. Shumate, and unanimously passed for the Board to approve, and for the Chairman to be authorized to sign, the Scheduled Maintenance and Repair Agreement with Casto Technical Services.

**Lease Agreement Between the Central West Virginia Regional Airport Authority and West Virginia Real Estate Division for the Department of Multimodal Transportation Facilities** – Director Ranieri presented to the Board the Lease Agreement Between the Central West Virginia Regional Airport Authority and West Virginia Real Estate Division for the Department of Multimodal Transportation Facilities. After a brief discussion, a motion was made by Mrs. Pack, seconded by Mr. Shumate, and unanimously passed for the Board to approve, and authorize the Chairman to sign a lease with the West Virginia Real Estate Division, on behalf of the West Virginia Department of Multimodal Transportation Facilities, subject to legal counsel review and approval.

**Board of Members Matter – Discussion Regarding August Meeting** – Director Ranieri presented to the Board that the Central West Virginia Regional Airport Authority's August meeting takes place on the first day of the West Virginia Chamber of Commerce's Annual Meeting & Business Summit happening at the Greenbrier, and that many of the Board members will be attending that meeting. She asked that the Board adjust the meeting time, and the Director has made arrangements for a meeting room at the Greenbrier. Director Ranieri stated that, according to the Bylaws, the Board's meetings are typically at noon, but the starting time can be changed if 48-hour notice is given. Chairman Goldman suggested that the Authority do a two location Board meeting that would be held here at the Airport and at the Greenbrier starting at 10:30 AM, which gives ample time to transition from one meeting to the next meeting and get maximum participation as well.

Chairman Goldman asked if the Board needed to discuss committee appointments. A discussion took place regarding committee appointments. Two committees were discussed at this meeting, Construction and Finance. Lisa Pack has agreed to be Chair of the Finance Committee. Construction Committee will be as follows: Kyle Mork, Chair, Todd Goldman, Paul Saluja, Jim Dodrill, Archie Hubbard, and Jeremy Young. The Finance Committee will be as follows: Lisa Pack, Chair, Todd Goldman, Dr. Lew Whaley, Mara Boggs, Kyle Mork, and Booth Goodwin.

There being no further business to discuss, the meeting was adjourned at 12:52 PM.

The next meeting is scheduled for August 27, 2025, at 10:30 AM.

  
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Acting Chairman

  
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Chairman