



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 September 24, 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: Lisa Pack, *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; Kyle Mork, *representing the Kanawha County Commission*; appearing via video conferencing; Chelsea Ruby, *representing the Kanawha County Commission*, appearing via video conferencing; Kim Fleck, *representing Commissioner Ben Salango of the Kanawha County Commission*, appearing in person; Paul Saluja, *representing the Kanawha County Commission*, appearing in person; Trip Shumate, *representing the City of Charleston*, appearing in person; and Dr. Lew Whaley, *representing the City of Charleston*, appearing in person.

Board Members Absent: Todd Goldman, *representing the Kanawha County Commission*; Booth Goodwin, *representing the Kanawha County Commission*; Allen Holder, *representing the Lincoln County Commission*; Archie Hubbard, *representing the Boone County Commission*; Delegate Tristan Leavitt, *representing the Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; and Col. Bill Peters, *Ex-Officio*.

Also Present: Dominique Ranieri, *Airport Director & CEO*; LJ Marciano, *Chief Operating Officer*; Josh Potter, *Chief Financial Officer*; Andrew Gunnoe, *Chief Legal Officer*; Paige Withrow, *Chief Marketing Officer*; Alexa Dolce, *Marketing and Communications Manager*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Barbara Matthey, *Executive Secretary*; Mychal Schulz, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; and Jeffery Mace, *Regional Intergovernmental Counsel*.

Vice Chairman Pack called the meeting to order at 12:01 PM

Approval of August 27, 2025, Board Meeting Minutes: Vice Chairman Pack presented the August 27, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mr. Shumate, seconded by Mr. Saluja, and was unanimously approved.

Airport Director & CEO’s Report – Director Ranieri gave a preview of the Curbside Enhancements mock-ups. An Open House will be held on October 14 from 12:00 PM to 6:00 PM to provide the public with an opportunity to view the proposed enhancements and meet with members of the design and construction teams, who will be located throughout the ticket lobby

and baggage claim areas. West Virginia State Parks will be on-site with merchandise, and a food truck will be positioned in front of the terminal.

The General Aviation Apron Expansion Project continues to progress on schedule. Governor Morrissey's office and the West Virginia Department of Highways have prioritized the repaving of Eagle Mountain Road immediately following completion of the expansion project.

On September 20, Girls in Aviation Day was held with record attendance. Director Ranieri expressed appreciation to the many partners who contributed to the event's success, including the Marshall University Bill Noe Flight School, Women in Aviation – Marshall University Chapter, Civil Air Patrol, Capital Jet Center, West Virginia State University Extension Service, ZMM Architects and Engineers, United Way of Central West Virginia, West Virginia Stargate, the 130th Airlift Wing Fire Department, Girl Scouts of America, and HealthNet. Attendees were available to speak with participants about careers and educational opportunities in aviation.

Director Ranieri reported that a private entity has expressed interest in making necessary capital improvements to bring Hangar 10 back into service for aircraft rental. The opportunity has been advertised on the airport's website and published in local media to ensure an open and fair process. Responses of interest are due by October 8 at 4:00 PM.

The Airport is also seeking interest from a pre-security coffee vendor as part of the terminal renovation project, which will allow for additional concessions in the ticket lobby. An invitation for local coffee shop operators has been posted on the airport's website at flycrw.com/business and published in the newspaper.

Upcoming community events include participation in First Responder Day at Gritt's Farm on October 18 and the CARES Trunk or Treat on October 25.

Director Ranieri also noted that Chairman Goldman, though unable to attend today's meeting, will be presenting CRW's ongoing projects to the Infrastructure West Virginia Group at their inaugural annual meeting.

Current open positions at the Airport include: Custodial position in Buildings, Customer Service Representative at Capital Jet Center, and Operations Specialist in the Operations Department.

Director Ranieri welcomed Alexa Dolce as the Airport's new Marketing and Communications Manager. Ms. Dolce has prior experience as a flight attendant and brings a valuable aviation background to the Airport team.

General Counsel Report – Mr. Schulz, *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 assisting with the review and analysis of various construction documents. He also reported that we have been notified by the West Virginia Supreme Court of Appeals that it will hear oral arguments on the certified questions presented in the *Corotoman* matter, Fourth Circuit. The Court has not provided us with a date for that oral argument.

Construction Report – Rob Whittington, ADCI presented the progress of the following construction projects: GA Apron Expansion, Phase 1; Maintenance Building Relocation & SRE Facility Site Preparation; Improve Airport Drainage, Phase 1; and Pre-Security Renovations.

Finance – Mrs. Pack reported to the Board that even though we are just in the second month of our fiscal year, September is another good month as noted in the Net Operating Income Statement. Revenue is on budget, which is about \$2.5 million. Our expenses continue to be down. Overall, Total Net Income is up about \$300,000 from what was budgeted. The Statement of Cash Balances is about \$100,000 and our parking fund cash is about \$100,000. Outstanding Debt is the same every month; interest rates are fixed, and we are paying about \$58,000 a month in reduction of our debt.

Military Affairs and Public Safety Report – Director Ranieri reported to the Board that our military activity has been impacted by the GA Apron Expansion project but the team at CJC has been able to get aircraft in when they do need to be at CRW. As you can see by the Report there were 20 different military aircraft this month purchasing approximately 7,506 gallons of fuel.

Ad Hoc General Aviation Report – Mr. Dodrill reported to the Board that the Capital Jet Center report is included as part of the Director's report, and there is nothing new to add.

Marshall University Bill Noe Flight School Update – Classes have resumed. The new incoming class will start flying within the next two weeks. The second helicopter, Schweizer 300C, is here now, which will be used mainly for introductory training. Over 230 students are attending classes in all four locations. Director Ranieri stated that the flight school announced the start of a new Dispatcher program.

Action Items:

ProDIGIQ Software Service and Support Agreement (FAA Part 139 Airport Self-Inspection Module and Safety Management System, (ProSafeT) – Director Ranieri presented to the Board ProDIGIQ Software Service and Support Agreement. After a brief discussion, a motion for the Board to approve and the Chairman to sign the Software Service and Support Agreement between the Central West Virginia Regional Airport Authority and ProDIGIQ, subject to legal counsel review and approval, was made by Mr. Shumate, seconded by Dr. Whaley, and unanimously passed.

Contract of Lease with the West Virginia Real Estate Division for the Commission on Special Investigations – Director Ranieri presented to the Board the Contract of Lease with the West Virginia Real Estate Division for the Commission on Special Investigations. After a brief discussion, a motion for the Board to approve and the Chairman to sign the Contract of Lease between Central West Virginia Regional Airport Authority with State of West Virginia, Department of Administration, Real Estate Division for the Commission on Special Investigation, subject to legal counsel review and approval was made by Mr. Saluja, seconded by Dr. Whaley, and unanimously passed.

Supplemental Lease Agreement with the Federal Aviation Administration (FAA) for FAA Navigational Aids at West Virginia International Yeager Airport – Director Ranieri presented to the Board the Supplemental Lease Agreement with the Federal Aviation Administration. After

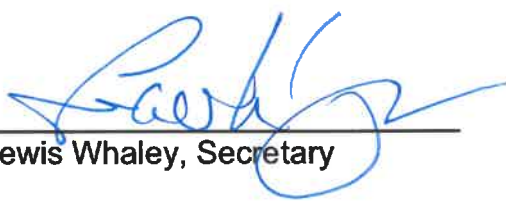
a brief discussion, a motion was made for the Board to approve and the Chairman to sign the Supplemental Lease Agreement between Central West Virginia Regional Airport Authority and the Federal Aviation Administration (FAA) for FAA Navigational Aids at West Virginia International Yeager Airport, subject to legal counsel review and approval was made by Dr. Whaley, seconded by Mr. Shumate, and unanimously passed.

There being no further business to discuss, the meeting was adjourned at 12:31 PM.

The next meeting is scheduled for October 22, 2025, at noon.



Todd Goldman, Chairman



Lewis Whaley, Secretary