WEST VIRGINIA INTERNATIONAL YEAGER AIRPORT

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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 Eisenhower Room, Parlor C, Greenbrier Resort ("Greenbrier"), as well as, 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 August 27, 2025, beginning at 10:30 A.M., pursuant to proper notice to the public and media.

Board Members Present: Due to timing of the West Virginia Chamber Annual Meeting and Business Summit, the Board agreed to hold the August meeting in two locations. A roll call was taken, and the following Members were present: Todd Goldman, *representing the Kanawha County Commission,* appearing in person at the Greenbrier; James Dodrill, *representing the Putnam County Commission,* appearing in person at the Greenbrier; Booth Goodwin, *representing the Kanawha County Commission,* appearing in person at the Greenbrier; Delegate Tristan Leavitt, *representing the Kanawha County Commission,* appearing in person at the Greenbrier; Lisa Pack, *representing the Kanawha County Commission,* appearing in person at the Airport; Chelsea Ruby, *representing the Kanawha County Commission,* appearing via video conferencing; Jeremy Young, *representing Commissioner Ben Salango of the Kanawha County Commission,* appearing in person at the Airport; Paul Saluja, *representing the Kanawha County Commission,* appearing via video conferencing; and Dr. Lew Whaley, *representing the City of Charleston*, appearing via video conferencing.

Board Members Absent: Mara Boggs, *representing the Kanawha County Commission*; Allen Holder, *representing the Lincoln County Commission*; Archie Hubbard, *representing the Boone County Commission;* Rodney LeRose, *representing the Nicholas County Commission*; Kyle Mork, *representing the Kanawha County Commission;* Col. Bill Peters, *Ex-Officio,* and Trip Shumate, *representing the City of Charleston.*

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;* 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.;* and Daniel Woods, *Metro News.*

Chairman Goldman called the meeting to order at 10:30 AM.

Approval of July 23, 2025, Board Meeting Minutes: Chairman Goldman presented the July 23, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mr. Goodwin, seconded by Delegate Leavitt, and was unanimously approved.

Airport Director & CEO's Report – Director Ranieri reported that 21,813 passengers were enplaned in July, making it the busiest month in more than a decade. Bids were received for the Pre-Security Renovation (Phase 2), with the contract award finalized during the meeting. A public open house for the project will be scheduled in October.

She noted that the Airport conducted its annual snow plan review in August, as well as quarterly Tenant, Safety & Security, and Wildlife Management Committee meetings. USDA also completed its annual wildlife training.

Upcoming events include "Be My Neighbor Day" at Slack Plaza on September 13 from 11:00 a.m. to 2:00 p.m., and "Girls in Aviation Day" at CRW on September 20 from 10:00 a.m. to 1:00 p.m.

Director Ranieri congratulated Joe Belcher of Operations for successfully completing the AAAE ACE Safety Management Systems Certification.

General Counsel Report – Mr. Schulz, *Babst Calland*, presented his report to the Board. Babst Calland has assisted CRW with the analysis of various employment, operational, and leasing matters in the past month, as well as assisting with the review and analysis of various construction documents.

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; Baggage Claim Device Installation; Restroom Renovations; Improve Airport Drainage, Phase 1; and, Pre-Security Renovations.

Finance – Mrs. Pack reported to the Board the following: Operating Revenue, consistent with what was budgeted, is just about $6,000.00 more than anticipated, a 6% increase from last year. Operating expenses are down almost $100,000.00 from what had been budgeted. Overall, net income for the first month of the fiscal year is about $100,000.00, which is close to $87,000.00 more than what had been budgeted. Statement of Cash Balances are consistent with what they were last month. The Authority has a total of $9,200,000 in cash, of which $7,500,000 is restricted and $1,600,000 is unrestricted. Outstanding Debt is consistent every month with a monthly debt payment of about $74,000.00, and outstanding debt went down almost $60,000.00 from the previous month, with total outstanding debt of just over $8,000,000. Interest rates are all fixed, and very low, which puts the Airport in a good place.

Military Affairs and Public Safety Report – Director Ranieri reported to the Board that CJC fueled 20 different military aircraft this month, which resulted in purchases of approximately 12,272 gallons of fuel, which is great considering the ongoing GA Apron expansion project, which has limited CJC's capacity. The team presented a list of different units and aircraft types that visited us during the month, which included where each unit is based.

Mr. Dodrill announced to the Board that, if any of the Board is interested in attending, a homeless veteran stand down day event sponsored by the Veteran's Administration's Resource Center will be held in in Huntington on Ninth Street on September 17, 2025, from 10 AM to 1 PM with a wide range of VA and community services present.

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 – No report.

Action Items:

Passageways Inc. (d/b/a OnBoard) Software Contract Renewal – Director Ranieri presented to the Board the renewal agreement with OnBoard, the Airport's Board software provider. After a brief discussion, a motion for the Board to approve, and for the Chairman to sign, the OnBoard Software Contract Renewal Agreement, subject to legal counsel review, was made by Delegate Leavitt, seconded by Mrs. Pack, and unanimously passed.

Discussion of Bids received for Terminal Pre-Security Renovation Project and AIP Grant 93 – Director Ranieri presented to the Board the bids submitted on July 31, 2025, for the Terminal Pre-Security Renovation Project and AIP Grant 93. After a brief discussion, and as recommended by the project engineer and the Construction Committee, a motion to award the Terminal pre-security renovation project to Grae-Con Construction, as the qualified low bidder in the amount of $5,551,467.00, was made by Mr. Young, seconded by Dr. Whaley, and unanimously passed.

A motion was then made to authorize the Chairman to execute the FAA Airport Improvement Program Airport Terminal Program (ATP) grant offer (AIP 93) when received from FAA by Dr. Whaley, seconded by Delegate Leavitt, and unanimously passed.

Discussion of ADCI / Studdiford Task 1021 Supplement for BHS Design and Construction Administration – Director Ranieri presented to the Board ADCI / Studdiford Task Order 1021. After a brief discussion, a motion was made for the Board to approve a supplement to Task 1021 to include Studdiford Technical Solutions, Inc.'s Proposal for Professional Services, Baggage Handling System Claim Carousel Replacement date June 13, 2025, in the amount of $57,276.00, by Mr. Goodwin, seconded by Mrs. Pack, and unanimously passed.

Discussion regarding ADCI Task 1022 Terminal Improvements 30% Design – Director Ranieri presented to the Board ADCI Task Order 1022. After a brief discussion, a motion was made for the Board to approve an adjustment to ADCI Task 1022 in order to increase the budget for the work under ADCI Task 1022 from $2,056,063.00 to $2,553,797.00 based on funding availability in the ATP Grant (AIP 93) by Mr. Young, seconded by Dr. Whaley, and unanimously passed.

Discussion of ADCI Task 1024 Curbside & Elevator Design and Construction Administration Proposal – Director Ranieri presented to the Board ADCI Task 1024. After a brief discussion, a motion was made for the Board to approve ADCI Task 1024 for design, bid, and construction administration services for curbside improvements to the terminal building, as well as a lobby elevator replacement, pursuant to the Curbside & Elevator Design Support Services proposal submitted by ADCI dated August 12, 2025, in an amount not to exceed $201,146.00 by Delegate Leavitt, seconded by Mrs. Pack, and unanimously passed.

Discussion Regarding HDR's Task 1303 Amendment #1 for Construction Administration Services for Improve Airport Drainage Wall Construction. – Director Ranieri presented to the

Board HDR's Task 1303 Amendment #1. After a brief discussion, a motion was made for the Board to approve, and to authorize the Chairman to sign, Amendment #1 to Task 1013 (Improve Airport Drainage) for the provision of Construction Administration Services by HDR, not to exceed $70,179.13, by Dr. Whaley, seconded by Delegate Leavitt, and unanimously passed.

Chairman Goldman noted that recent additional funding awards were the result of strong relationships fostered by the Airport, recommendations from staff, and the Board's support. He commended ADCI, staff, and the entire team for their efforts in ensuring that available funds are used responsibly and for securing these significant resources for the Airport.

There being no further business to discuss, the meeting was adjourned at 11:13 AM.

The next meeting is scheduled for September 24, 2025, at noon.

Todd Goldman, Chairman

Lewis Whaley, Secretary