



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 October 22, 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: Todd Goldman, *representing the Kanawha County Commission*, appearing in person; Mara Boggs, *representing the Kanawha County Commission*, appearing in person; James Dodrill, *representing the Putnam County Commission*, appearing via video conferencing; Booth Goodwin, *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; Col. Bill Peters, *Ex Officio*, appearing in person; Chelsea Ruby, *representing Governor Morrisey, appointed by the Kanawha County Commission*, appearing in person; Paul Saluja, *representing the Kanawha County Commission*, appearing via video conferencing; Jeremy Young, *representing Commissioner Ben Salango of 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: Allen Holder, *representing the Lincoln County Commission*; 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*; Andrew Gunnoe, *Chief Legal Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Andrea Gritt, *General Manager of FBO*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Barbara Matthey, *Executive Secretary*; Thomas Meyer, *Line Service Technician, CJC*; Mychal Schulz, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; Ben Beaks, *Three Point Strategies*; Terri Dodrill, *McGriff Insurance*; Britt Jarrett, *McGriff Insurance*; Anna Saunders, *WCHS*; Aaron Parker, *WV MetroNews*; and Victoria Yeager.

Chairman Goldman called the meeting to order at 12:06 PM

Approval of September 24, 2025, Board Meeting Minutes: Chairman Goldman presented the September 24, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mr. Shumate, seconded by Mrs. Pack, and was unanimously approved.

Airport Director & CEO's Report – provided the Board with an operational, project, and community-engagement updates.

1. **Federal Government Shutdown:** Director Ranieri reported that the federal government shutdown has reached Day 22. She expressed appreciation to all federal employees at CRW who continue to report to work despite the lack of compensation. The Airport continues to participate in bi-weekly industry calls with airport leaders and federal lobbyists regarding national impacts, and staff remain in regular contact with both U.S. Senate offices to monitor federal actions affecting CRW.

CRW recently hosted a series of Open House Breakfasts, Luncheons, and Listening Sessions for federal workers. Following CRW's initiative, the Charleston Area Alliance expressed interest in hosting a similar event. Additional local organizations—including the Bucket, Chick-fil-A Southridge, South Charleston and Town Center Mall Subway—have contacted the Airport to provide support as well.

There have been no major operational impacts to the TSA checkpoint during the shutdown. One temporary closure occurred due to equipment repairs that required contractor intervention. Additionally, the Air Traffic Control Tower operated under "limited services" for one day due to staffing challenges, but service has since normalized.

2. **Capital Project Updates:**
GA Apron Expansion:
The project is complete. Strong coordination with contractors will allow the Airport to also replace the GA Apron wash-pad grates.

Maintenance Drainage Project:
Work is expected to begin shortly. H-pile deliveries will start the week of November 3. Deliveries are being coordinated to avoid traffic impacts in front of the terminal.

CRWNext Terminal Renovation:
The recent Open House was well attended by employees and community members. Feedback focused on project timelines, the security checkpoint, food service options, and gate-area improvements.

Curbside Improvements:
The project is currently out to bid. With permission of the ADO, the bid deadline has been extended by one week.

3. **Cybersecurity:** Director Ranieri briefed the Board on recent national cybersecurity issues, including the AWS outage and a U.S. airport sound system hack. She reported that CRW's external IT provider recently completed a full cybersecurity analysis, with the Airport scoring well. All recommended enhancements are already underway.
4. The Director noted that short committee sessions may be scheduled for: Military Affairs & Public Safety Committee, Finance Committee, and the Ad Hoc Policy & Bylaws Committee

5. **Air Service and Enplanement Trends:** Enplanements for the most recent reporting period were up 16% over September 2024. Director Ranieri highlighted a graphic included in the Board packet showing that West Virginia is no longer the most expensive state for domestic flights. According to U.S. Bureau of Transportation Statistics data cited in a recent Brian Cohen article, average fares have decreased by \$74.93, bringing West Virginia below Alabama, Alaska, and Wyoming. The improvement is attributed to strong air-service development efforts by the Governor, Secretary Ruby, the Kanawha County Commission, the Charleston Area Alliance, and the City of Charleston.
6. **Ground Transportation Challenges:** Passengers have reported difficulty securing Uber and Lyft rides at certain times. The Charleston Area Alliance is exploring supplemental ground-transportation options. KRT has expanded its point-to-point service, and CRW will partner with KRT on passenger education regarding transit options.
7. **Employee of the Quarter:** Director Ranieri introduced the Employee of the Quarter: Thomas Meyer (Capital Jet Center).

The Director wished Board member, Paul Saluja, a very happy birthday!

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 here at the Airport and we have also continued to assist with the review and analysis of various construction and other contracts with all the construction activity going on at the Airport.

Construction Report – Rob Whittington, ADCI presented the progress of the following construction projects: GA Apron Expansion, Phase 1; Improve Airport Drainage, Phase 1; and Pre-Security Renovations.

Finance – Mrs. Pack provided the financial update for the period ending September, marking the completion of the first quarter of the new fiscal year. She reported that September continued to be a strong month for the Airport, driven in large part by increased passenger activity.

1. **Revenue Performance:**
Enplanement growth resulted in notable increases in parking and rental car revenues, up approximately \$90,000. Total revenues year-to-date are up by roughly \$90,000, representing 2.5% above budget. Compared with the prior year, revenues are up approximately \$224,000, a 6.5% year-over-year increase.
2. **Expense Performance:** Overall expenses continue to trend below budget:
Salaries and benefits are down approximately \$136,000, due in part to several vacant positions that are expected to be filled later in the year.
Maintenance materials and supplies remain below projections. Against a year-to-date budget of \$474,000, actual expenditures are \$292,000, a reduction of \$182,000.
General Administration expenses are down slightly more than \$200,000 year-to-date.
In total, these three categories reflect a combined reduction of approximately \$550,000 compared to budget.

3. **Operating Expenses – Airport Fund:** Mrs. Pack noted that General Administration expenses are lower in part because certain construction-related costs originally budgeted in operations are now being charged to grant funding, further reducing operating outlays.
4. **Cash Position:** The Airport Fund cash balance is approximately \$300,000. Parking Fund cash increased by roughly \$137,000 over the prior month. Rental Car Fund cash increased by approximately \$263,000. Overall unrestricted cash balances increased by approximately \$832,000 from the previous month.

Military Affairs and Public Safety Report – Col. Peters reported to the Board that CRW has provided the military 5,770 gallons of fuel over this past month. GA capacity is still a bit restricted due to construction on the apron.

Ad Hoc General Aviation Report – Mr. Dodrill had nothing to report.

Marshall University Bill Noe Flight School Update – Mr. Dodrill reported that the students are in the middle of mid-terms right now and that CRW is currently working on amendments to the lease agreement between the Airport and the flight school.

Action Items:

Annual Insurance Renewals – Terri Dodrill of McGriff Insurance presented to the Board a brief overview of the different policies that are up for renewal. After a brief discussion, a motion for the Board to approve McGriff Insurance renewal for general liability insurance, subject to legal counsel approval, was made by Mr. Mork, seconded by Delegate Leavitt, and unanimously passed.

A second motion for the Board to approve McGriff Insurance renewal for public officials' liability insurance (EPLI), subject to legal counsel approval, was made by Mr. Goodwin, seconded by Commissioner Ruby, and unanimously passed.

A third motion for the Board to approve McGriff Insurance renewal for property, inland marine, and auto insurance, subject to legal counsel, was made by Mr. Young, seconded by Ms. Pack, and unanimously passed.

Mr. Dodrill abstained from voting on these matters.

Engagement Letter with Suttle & Stalnaker to provide audit services to CWVRAA for the Fiscal Year ending June 30, 2025 – Director Ranieri presented to the Board the Engagement Letter with Suttle & Stalnaker for audit services. After a brief discussion, a motion for the Board to approve and authorize the Chairman to sign the Engagement Letter with Suttle & Stalnaker to provide audit services to CWVRAA for the Fiscal Year ending June 30, 2025, was made by Delegate Leavitt, seconded by Mr. Mork, and unanimously passed.

Hangar 10 Investment Opportunity Lease – Director Ranieri presented to the Board Hanger 10 Investment Opportunity Lease. After a brief discussion, a motion for the Board to approve and the Chairman to sign the Lease between CWVRAA and successful proposer, Intermountain

Electronics, Inc., subject to legal counsel review and approval, was made by Dr. Whaley, seconded by Mr. Shumate, and unanimously passed.

Contract of Lease – Municipal Pensions Oversight Board – Director Ranieri presented to the Board the Contract of Lease with the Municipal Pensions Oversight Board. After a brief discussion, a motion for the Board to approve, and the chairman to sign the Contract of Lease between CWVRAA and the State of West Virginia, Department of Administration, Real Estate Division, Municipal Pensions Oversight Board, subject to legal counsel review and approval, was made by Ms. Boggs, seconded by Mr. Mork, and unanimously passed.

Sage Intacct Annual Renewal – Director Ranieri presented to the Board the Annual Renewal with Sage Intacct. After a brief discussion, a motion for the Board to approve, and to authorize the Chairman to sign the Sage Intacct Annual Renewal Agreement was made by Mr. Young, seconded by Mr. Mork, and unanimously passed.

Holiday Gifts for Employees – Director Ranieri presented to the Board the proposal for the Holiday Gift for employees. After a brief discussion, a motion for the Board to recommend a \$200 Walmart gift card for full-time employees and a \$100 Walmart gift card for part-time employees was made by Mr. Young, seconded by Dr. Whaley, and unanimously passed.

Annual Employment Review – Chairman Goldman noted that the Annual Review of the Airport Director, originally scheduled for September, had been delayed due to his absence from the prior meeting. He invited Director Ranieri to provide a summary of her accomplishments over the past year prior to the Board entering executive session.

Director Ranieri highlighted key achievements, a full list of which was included in the Board packet:

1. **Financial Strength and Stewardship:** She reported that the Airport is in one of its strongest financial positions in many years. Disciplined fiscal management has provided the flexibility necessary to advance multiple airport improvement projects.
2. **Air Service Development:** CRW achieved some of its strongest air service performance in years. Director Ranieri emphasized the unprecedented regional alignment among community partners and leaders including the State, Kanawha County Commission, City of Charleston, and Charleston Area Alliance, in prioritizing air service development and recruiting Breeze airways to CRW. Unlike many peer airports that have lost legacy carriers, CRW continues to maintain strong relationships with American, United, and Delta, supporting ongoing service stability and opportunities for future frequency expansion.
3. **Terminal and Infrastructure Projects:** More than **\$17 million** in FAA discretionary grant funding has been awarded—an exceptional level given current national competition. Major milestones have been achieved in terminal modernization, infrastructure upgrades, and general aviation improvements. The GA apron expansion was successfully funded through a combination of sources, demonstrating the Airport's ability to leverage diverse funding streams.

4. **Safety, Operations, and Compliance:** CRW completed multiple **Part 139 inspections with zero discrepancies**. FAA inspectors noted that they would feel confident having their own families use the Airport. Emergency preparedness initiatives were expanded beyond required triennial exercises to include additional tabletop scenarios with partner agencies, including emerging risks related to electric vehicle fires in parking structures. Preparations for Safety Management System implementation are underway and CRW is already practicing internal SMS principles.
5. **Tourism, Customer Service, and Workforce Development:** CRW became the **first organization in Kanawha County** to complete the West Virginia Tourism Works training for all employees. Staff members pursued advanced professional training through NTSB, AAE, and ACI programs, bringing back best practices to improve Airport operations. Employee recognition programs and internal communications have been strengthened.
6. **Economic Impact Assessment:** While the last full economic impact study was conducted in 2019 (estimated at \$225 million), economic analysis project CRW's **2025 impact at approximately \$255 million**, excluding capital projects and the Marshall University Bill Noe Flight School. The flight school independently contributes an estimated **\$17.8 million** in economic activity.
7. **Professional Milestones:** Director Ranieri completed the **Accredited Airport Executive (A.A.E.) designation**, joining fewer than 550 active A.A.E.s nationally, including fewer than 100 women. She also received multiple professional recognitions over the past year and continued to serve on the **ACI-NA U.S. Policy Council**, representing CRW as the smallest airport on the council during a pivotal period of federal policy activity.
8. **Governance, Transparency, and Modernization:** She noted enhancements to Board engagement, continued transparency, and digital modernization, including OnBoard utilization and planned updates to the Policy Manual and Board Bylaws to allow for e-signatures. Policy modernization, accountability, and continued clean audit results remain areas of focus.

Director Ranieri concluded by expressing pride in the Airport's employees and leadership team, and gratitude for the Board's continued support.

Several Board members offered comments of appreciation and support:

- **Chairman Goldman** stated that was quite a list and he for one is very proud of the accomplishments of Director Ranieri, and the fact that she runs our airport.
- **Mr. Shumate** stated the Airport is run very well.
- **Mrs. Boggs** expressed that it has been a pleasure working with Director Ranieri.
- **Mrs. Pack** noted appreciation for the Director's engagement in the community and focus on the region.
- **Col. Peters** commended the staff's positive impact on passengers, especially children, and noted broad community appreciation.

- **Commissioner Ruby** emphasized that although new to the Board, she has been working with the Airport and the Airport team for years, and that it is interesting to get to see this level of detail regarding the operation. Secretary Ruby noted CRW's outsized role in driving statewide tourism growth, noting that statewide enplanements—especially from CRW—continue to outpace national trends.
- **Delegate Leavitt** praised the Director's professionalism and responsiveness, particularly during past oversight discussions.
- **Mr. Dodrill** thanked the Director for her accessibility and responsiveness, noting that issues raised by community members are consistently addressed quickly and thoroughly. Mr. Dodrill noted that sometimes Board members have to reach out to her at odd hours, on weekends and evenings, and would say without exception she has always been very responsive, very accessible, and also when I bring something to her she's already aware of it and working the issue so I'm just very grateful for that.
- **Dr. Whaley** observed that Director Ranieri is the third Airport Director he has worked with in five to six years and stated that the current leadership team is the strongest he has seen. He emphasized the cohesive, collaborative culture among senior management and praised the Airport's communications efforts and overall team integration.

Chairman Goldman thanked Director Ranieri and reaffirmed his pride in her leadership and accomplishments.

At 1:20 PM, a motion to go into executive session, pursuant to W. Va. Code §6-9A(b)(1) to discuss matters arising from the employment of the airport Director as it relates to the annual review of the Airport Director's performance & compensation was made by Mr. Shumate, seconded by Delegate Leavitt, and unanimously passed.

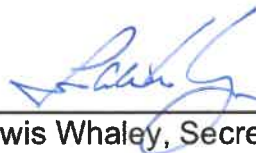
At 1:51 PM, a motion to exit executive session and go back into regular session was made by Mr. Mork, seconded by Mr. Young, and unanimously passed. It was noted that no formal action or vote was taken during executive session.

There being no further business to discuss, the meeting was adjourned at 1:53 PM.

The next meeting is scheduled for December 3, 2025, at noon.



Todd Goldman, Chairman



Lewis Whaley, Secretary