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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 December 3, 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*; Mara Boggs, *representing the Kanawha County Commission*; James Dodrill, *representing the Putnam County Commission*; Booth Goodwin, *representing the Kanawha County Commission*; Allen Holder, *representing the Lincoln County Commission*; Delegate Tristan Leavitt, *representing the Kanawha County Commission*; Kyle Mork, *representing the Kanawha County Commission*; appearing via video conferencing; Lisa Pack, *representing the Kanawha County Commission*; Col. Bill Peters, *Ex Officio*; Secretary Chelsea Ruby, *representing the Kanawha County Commission, appearing via video conferencing*; Paul Saluja, *representing the Kanawha County Commission, appearing via video conferencing*; Jeremy Young, *representing Commissioner Ben Salango of the Kanawha County Commission*; Trip Shumate, *representing the City of Charleston*; and Dr. Lew Whaley, *representing the City of Charleston*.

**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*; Andrew Gunnoe, *Chief Legal Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Andrea Gritt, *General Manager of FBO*; JR Caldwell, *General Manager of Maintenance and Facilities*; Barbara Matthey, *Executive Secretary*; Mychal Schulz, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; Joe Reidy, *Three Point Strategies*; and Aaron Parker, *WV Metro News*.

Chairman Goldman called the meeting to order at 12:01 PM

**Approval of October 22, 2025, Board Meeting Minutes:** Chairman Goldman presented the October 22, 2025, Board Meeting minutes for approval. A motion was made to approve the minutes by Mrs. Pack, seconded by Delegate Leavitt, and was unanimously approved.

**Airport Director & CEO's Report** – Director Ranieri provided the Board with the following report.

1. **Federal Government Shutdown:** Director Ranieri reported that the shutdown ended after 43 days. She extended thanks to the community that really stepped up to support our federal employees that are based here at CRW.

She listed the following supporters of the efforts to help feed our federal employees since the last report: Bricks & Barrels, Rolling Smoke BBQ, the Bucket, Texas Roadhouse, Pies & Pints, Chick-fil-A Town Center and South Charleston, Greylock Energy, Steptoe & Johnson, The Charleston CVB, Grae-Conn Construction, Vitis Technology, Triton, Subway of Dunbar, ADCI, ZMM Architects and Engineers, Ridgeview BBQ, Three Point Strategies, Graziano's Pizza of South Charleston, West Virginia Outdoor, Landcore, The Charleston Area Alliance, and Larry & Lisa Pack.

2. **CRW Merchandise:** The Marketing team has developed CRW merchandise, which is now available for purchase at [flycrw.com](http://flycrw.com). Revenue will contribute to the Marketing budget.
3. **CRW Ambassadors:** CRW's new volunteer program has launched. The CRW Ambassadors program is designed to enhance the customer experience and support our operations during terminal renovations. Volunteers will be trained, wear badges and vests to identify themselves.
4. **Capital Project Updates:**

- **GA Apron Expansion:**

The GA Apron is open, and we have reached substantial completion on that project. One Change Order is on the Agenda today for the Board's consideration—replacement of wash pad covers at the existing GA Apron.

- **Airport Drainage Project:**

Construction has begun. H-pile deliveries that started in early November were completed efficiently thanks to the cooperation of the contracting team with the Airport. The total duration of that project will be about 55 days.

- **CRWNext: Curbside enhancement:**

Bids were open on November 6th, Main Street Builders of Princeton, WV, submitted the qualified low bid and is being recommended for award.

- **Pre-Security Renovation:**

Phase 1 construction walls will be installed starting this week in Phase 1A locations.

**30% Design Presentation** – The design team continues to advance the 30% design package for the Terminal Expansion and Renovation Program. A full design progress update will be presented at the January Board meeting.

5. **A few notable items the Director highlighted from departmental reports contained in the Board packet:**
  - **Marketing Report, Social Media Data** - Facebook views up 159% and we had over 38K people view our posts and reels (up 51%).
  - **Operations** – CRW held an internal Emergency Response Tabletop Drill. This was an excellent opportunity to discuss emergency preparedness and coordination during construction.

- Airline Baggage Delivery Audit, Evening Flights – Focus was placed on evening flights for a period of time to capture data on how long it is taking the airline ground handlers to deliver passengers' luggage. The Operations department will expand their audit to include daytime flights in the coming weeks.
- Police Report – Chief Johnson attended the Kanawha County Commission Public Safety Grant Committee meeting and the November 20<sup>th</sup> Kanawha County Commission meeting where the commission approved all of CRW's grant requests for law-enforcement and fire department funding. CRW appreciates this funding and thanks the Kanawha County Commission for their support.

6. Open Positions: CRW is hiring for the following positions—Customer Service Representative at CJC; Operations Specialist; and Maintenance Team Member.

7. Upcoming Events:

December 4 – Christmas at Coonskin Park

December 6 – Ripley Christmas Parade

December 11 – Charleston Christmas Parade

December 12 – Kanawha County Public Library Holiday Open House

December 18 – Airport celebration with Santa and the West Side Middle School Chorus

December 11-12 – Aviation Issues Seminar: Director Ranieri will be attending in Washington DC.

Finally, the Director congratulated JR Caldwell, Maintenance and Facilities Manager, for 30 years at CRW.

**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 have also continued to assist with the review and analysis of various construction and other contracts with all of the construction and 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 in October, showing the fourth month of our fiscal year. She reported that October continues to be a strong month for the Airport, driven in large part by increase in passenger activity.

1. Revenue Performance: Revenue is \$155,000 above budget, representing a 3.2% increase over budgeted amounts, and approximately \$364,000 higher than October 2024, a 7.5% increase year over year.
2. Expense Performance: Overall expenses continue to trend below budget due to Maintenance materials and supplies and General Administration expenses.

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 operational outlays.
4. **Cash Position:** The Airport Fund cash balance is up by approximately \$417,000.00 from last month. The Airport continues to pay down its debt. The Airport has paid almost \$60,000.00 in principal, and most of our payments are going to principal not to interest.

**Military Affairs and Public Safety Report** – Col. Peters reported to the Board that CRW has provided to the military 5,097 of fuel over this past month.

**Ad Hoc General Aviation Report** – Mr. Dodrill had no report this month.

**Marshall University Bill Noe Flight School Update** – Mr. Dodrill reported that there will be about 25 new students starting at the flight school in the Spring and that the new Dispatcher Training Certification has been received and the program will soon be up and running.

**Action Items:**

**BETA Site Host Agreement and ADCI Task Order 1028** – Director Ranieri presented the updated BETA Site Host Agreement and ADCI task for design, bid, and construction administration for the installation of the BETA charging station for EvTOL aircraft. After a discussion regarding EvTOL, a motion for the Board to approve and to authorize the Chairman to sign the BETA Site Host Agreement, subject to final legal approval, was made by Delegate Leavitt, seconded by Mr. Young, and unanimously passed.

A second motion for the Board to approve and to authorize the Chairman to sign ADCI Task Order 1028 was made by Mrs. Pack, seconded by Mrs. Boggs, and unanimously passed.

**Third Amendment to the Food, Beverage and Concession Lease Agreement with Faber** – Director Ranieri presented to the Board the Third Amendment to the Food, Beverage and Concession Lease Agreement with Faber. The amendment is necessitated by the pre-security renovations. This Agreement removes the pre-security restaurant space from their current lease and does not impact the minimum annual guarantee to the Airport. A motion for the Board to approve and authorize the Chairman to sign the Third Amendment to the Food, Beverage and Concession Lease between Central West Virginia Regional Airport Authority and Faber, was made by Mr. Young, seconded by Mr. Holder, and unanimously passed.

**ADCI Task Order 1025: Pen and Ink Airport Layout Plan Update and Technical Memorandum Development** – Director Ranieri presented to the Board ADCI Task Order 1025: Pen and Ink Airport Layout Plan Update and Technical Memorandum Development. The last Airport Layout Plan update was completed in September of 2022 by Landrum & Brown. This update will be funded through FAA AIP grant funds (AIP 82) at 90% with the 10% match being funded by the West Virginia Department of Multimodal Transportation Facilities. After discussion, a motion for the Board to approve and the Chairman to sign ADCI Task Order 1025, subject to legal counsel review and approval, was made by Mr. Shumate, seconded by Delegate Leavitt, and unanimously passed.

**United States Department of Agriculture (USDA) Cooperative Service Agreement (CSA) to conduct Wildlife Hazard Assessment (WHA)** – Director Ranieri presented to the Board the United States Department of Agriculture (USDA) Cooperative Service Agreement (WHA). Part 139 airports are required to address wildlife hazard prevention. The Airport has an annual contract with the USDA to assist with certain species review and maintenance of our wildlife plan. This agreement provides a more comprehensive study, to be completed by USDA over a period of 14 months. The cost of this study is \$45,288.00, funded by the Airport. After discussion, a motion for the Board to approve and the Chairman to sign the USDA Cooperative Service Agreement and Wildlife Hazard Assessment was made by Dr. Whaley, seconded by Delegate Leavitt, and unanimously passed.

**Project Award – Curb Front Renovation** – Bids were received for the terminal curb front renovation, and the qualified low bidder was Main Street Builders of Princeton, West Virginia. The Airport is seeking the Board's approval to award the base bid plus alternate #1, the concrete walkway replacement to the curb front in front of the terminal doors. The FAA has allocated \$979,220.00 from ATP funding and is going to provide the additional funds through an amendment to the AIP grant 93. The West Virginia Division of Multimodal Transportation Facilities has indicated it will provide an additional \$50,000.00 grant match and the Airport will be responsible for approximately \$178,280.00 in local matching funds. The Airport will continue conversations regarding funding of the alternate #2, replacement of the parking garage elevator if funding can be secured. After the discussion, a motion for the Board to award the project to the lowest qualified bidder, Main Street Builders, Base Bid plus Add Alternate #1, in the amount of \$1,207,500.00, and to authorize the Chairman to sign construction contract documents subject to legal counsel review, was made by Mr. Shumate, seconded by Mrs. Pack, and unanimously passed.

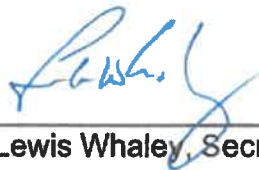
**Change Order – GA Apron Project** – Director Ranieri presented to the Board a Change Order relating to the GA Apron Project in the amount of \$41,843.00 for wash pad replacements on the existing GA Apron. After discussing this Change Order, a motion for the Board to approve and to authorize the Chairman to sign Change Order #1 with Landcore Builders for the GA Apron project was made by Mr. Young, seconded by Delegate Leavitt, and unanimously passed.

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

The next meeting is scheduled for January 28, 2025, at noon.



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Todd Goldman, Chairman



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Lewis Whaley, Secretary