



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 March 25, 2026, 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; James Dodrill, *representing the Putnam County Commission*, appearing via video conferencing; Booth Goodwin, *representing the Kanawha County Commission*, appearing in person; Allen Holder, *representing the Lincoln County Commission*, appearing via video conferencing; 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; Secretary 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; and Dr. Lew Whaley, *representing the City of Charleston*, appearing in person.

Board Members Absent: Mara Boggs, *representing the Kanawha County Commission*; Archie Hubbard, *representing the Boone County Commission*; Delegate Tristan Leavitt, *representing the Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; Paul Saluja, *representing the Kanawha County Commission*; 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*; Jennifer Kuhn, *General Manager of Operations and Buildings*; Barbara Matthey, *Executive Secretary*; Mychal Schulz, *Babst Calland*; Austin Rogers, *Babst Calland*; Rob Whittington, *Airport Design Consultants, Inc.*; Joe Reidy, *Three Point Strategies*; Venu Menon, *Mea Cuppa Coffee*; Elbert Mosley, *WOWK-13 New*; Bethany Jarrell, *WCHS TV*; and Jeffrey Mace, *Regional Intergovernmental Council*.

Chairman Goldman called the meeting to order at noon.

Approval of February 25, 2026, Board Meeting Minutes: Chairman Goldman presented the February 25, 2026, Board Meeting minutes for approval. A motion was made to approve the minutes by Dr. Whaley, seconded by Mr. Mork, and was unanimously approved.

Airport Director & CEO’s Report – Director Ranieri provided the following report:

- **Behind the Journey Marketing Campaign:** Director Ranieri announced the launch of a new passenger education campaign, “Behind the Journey,” scheduled to begin in April and run for 12 weeks. The campaign includes signage, digital content, and educational tools designed to improve transparency and strengthen passenger trust.
- **Employees of the Quarter – Q1 2026:** Director Ranieri recognized Darrell Mac and Samantha Perry, night shift employees at Capitol Jet Center, as Employees of the Quarter. Both were commended for exceptional customer service after a pilot chose to return to CRW specifically because of their service, bringing a group of Cessna 172s for an overnight fuel stop during their shift.
- **Open Positions:** Current openings include: a Line Service Technician at Capitol Jet Center, an Operations Specialist, and an Accounts Payable Specialist.
- **Upcoming Events:**
 - a. Herc & Ned’s Birthday Celebration – Director Ranieri thanked Board members and staff who attended the recent birthday celebration at Kanawha County Library.
 - b. TSA PreCheck Event – April 7–10, hosted at Capitol Jet Center due to ongoing terminal construction. Walk-ins are accepted; appointments are strongly recommended. Details are available on CRW’s website and social media channels.
 - c. Global Entry – CRW is coordinating with U.S. Customs and Border Protection to reschedule makeup interview dates following the cancellation of the previously scheduled event.
 - d. Breeze Myrtle Beach Service – Seasonal service to Myrtle Beach resumes June 10 and operates through September 5. Tickets may be purchased in person at CRW on Tuesdays from 11:00 a.m. to 1:00 p.m.
- **Airline Station Customer Service Update:** Director Ranieri reported on follow-up activity since the Ad Hoc Baggage Delivery Committee meeting. Breeze engaged directly with Unifi’s CEO, with CRW’s concerns a point of discussion. Chief Operating Officer LJ Marciano held in-person meetings with Piedmont and American Airlines station representatives, who committed to pursuing new station management. Written communications with Unifi have continued, and CRW is working with legal counsel to explore additional remedies.
- **Partial Government Shutdown:** Director Ranieri provided an update on the ongoing partial federal government shutdown’s impact at CRW. CRW is not experiencing the TSA staffing shortages reported at major hubs, and travelers departing CRW have not been required to significantly adjust arrival times. TSA officers have not received pay since February. CRW is collecting donations of non-perishable food, household items, and gift cards (maximum \$20 value) in the ticket lobby through the Ambassador program, Monday through Friday, 8:00 a.m.–5:00 p.m. Director Ranieri noted that over 450 TSA officers nationwide have resigned during the shutdown, raising concern about long-term TSA recruitment and staffing capacity. Director Ranieri also reported that CRW has posted clarification signage outside the TSA checkpoint to communicate to passengers that the Airport does not authorize or post partisan materials within the checkpoint.

- **ACI-NA / AAAE Legislative Conference – Washington, D.C.:** Director Ranieri and Chief Legal Officer Andrew Gunnoe attended the Airport Council International – North America and American Association of Airport Executives (AAAE) Legislative Conference in Washington, D.C. During the trip, they met with Senator Capito, Congresswoman Miller, and Senator Justice’s staff to discuss aviation issues and congressionally designated spending requests. CRW submitted a \$3.75 million request to Congresswoman Miller’s office for a stormwater modernization project addressing aging infrastructure, drainage, environmental compliance, and resiliency. CRW is also working with the offices of Senators Capito and Justice on an additional request related to de-icing technology enhancements.
- **Jet Fuel Prices:** Director Ranieri reported that jet fuel prices have increased significantly in connection with the ongoing conflict in Iran, creating what the industry has characterized as “jet fuel shock.” Some airlines have already implemented fare increases to offset higher operating costs. CRW is closely monitoring flight loads to ensure aircraft remain full, as airlines may reduce service or delay new route announcements during periods of fuel price volatility. Director Ranieri noted that Breeze Airways, as a low-cost carrier, is particularly sensitive to fuel costs, and that anticipated near-term route announcement discussions are being monitored accordingly.
- Director Ranieri introduced Joe Reidy of Three Point Strategies to provide a summary of the 2026 West Virginia Legislative Session.

West Virginia Legislative Session Report – Joe Reidy, Three Point Strategies:

Mr. Reidy summarized the 2026 West Virginia legislative session, characterizing it as a mixed result. The House of Delegates began session with a focused economic development agenda, approximately half of which was enacted. Notable items that did not pass include the Team West Virginia initiative and an aviation hangar fund. The Governor’s proposed 10% income tax cut resulted in a 5% reduction. Mr. Reidy expressed optimism that items not enacted this session, including the hangar fund, may be refined and advanced in future sessions.

CRW’s primary legislative achievement was the passage of Senate Bill 607, the Airport Project Delivery Modernization Act, sponsored by Senators Charnock and Takubo. The bill modernizes airport procurement methods to align state requirements with applicable federal standards, eliminating duplicated processes when federal funding is involved. The bill received support from the West Virginia Contractors Association and was among the first signed by the Governor, with an effective date from passage. Of 2,777 bills introduced during the session, 306 passed to the Governor’s desk (approximately 11%).

Mr. Reidy commended Delegate Leavitt for his work in support of the legislation and recognized the Board and staff for their ongoing and consistent engagement with the Legislature throughout the year, noting that early outreach was a key factor in the bill’s success.

General Counsel Report – Mr. Schulz of Babst Calland presented counsel’s report. Over the past month, Babst Calland has continued to assist the Airport with employment, operational, and leasing matters and with the review and analysis of construction and other contracts. Mr. Schulz

noted that the report was prepared in advance of oral argument in the *Corotoman* appeal, which took place before the West Virginia Supreme Court of Appeals on March 24, 2026. Chairman Goldman acknowledged the significance of the proceeding and commended Mr. Schulz for his preparation and presentation.

Construction Report:

- **Project Management Update** – Mr. Whittington, ADCI, presented the progress of the following construction projects:
 1. Improve Airport Drainage, Phase 1;
 2. Pre-Security Renovations; and
 3. Curbside Exterior Improvements.

Finance – Mrs. Pack presented the financial report for the period ending February 28, 2026, representing the eighth month of the fiscal year:

- **Revenue Performance:** Total revenues are approximately \$176,000 above budget (1.9%), compared to 3.2% above budget at the end of December. Year-to-date revenues are approximately \$650,000 above the prior year, with approximately half of that increase attributable to rental car revenues. February 2026 revenues were within approximately \$200 of February 2025 revenues.
- **Expense Performance:** Total expenses are approximately \$650,000 below budget, though the variance is beginning to normalize as staffing levels stabilize. Expenses are also approximately \$166,000 below the prior year.
- **Cash and Debt Position:** Overall cash balances remain stable, with construction expenditures largely offset by revenue performance. The Airport has paid approximately \$703,000 in debt service since this time last year and expects total debt reduction of approximately \$1 million for the fiscal year.

Military Affairs and Public Safety Report – Col. Peters reported that CRW sold 12,481 gallons of fuel to the military during the past month, reflecting a return of military aircraft activity.

Ad Hoc General Aviation Committee and Marshall University Bill Noe Flight School Update – Mr. Dodrill provided the following update for the Marshall University Bill Noe Flight School:

- Core drillings for the new hangar are complete.
- The flight school has commenced Upset Prevention and Recovery Training (UPRT) in the recently acquired Extra 300 aircraft. UPRT trains pilots to identify and recover from unexpected in-flight upsets, including stalls, spins, and unusual attitudes.
- Fall enrollment is trending 28% above the prior year.
- The first state aviation pathway will launch this fall with junior and senior students from Berkeley County through Marshall Aviation, representing the first aviation pathway program in West Virginia. A broader-related announcement is expected later this spring.
- The flight school is in the process of finalizing a lease amendment with CRW.
- Col. Bill Peters noted that a Marshall University Bill Noe Flight School graduate recently received the program's first Airline Transport Pilot (ATP) certificate and will

serve as a full-time flight instructor, while also holding the minimum qualifications for airline employment.

Action Items:

Policy Manual and Bylaws Revisions – Director Ranieri presented proposed revisions to the Authority’s Policy Manual and Bylaws, which were circulated to the Board on March 9, 2026. The revisions reflect a general cleanup and reorganization effort to better align content with appropriate governing documents.

Mr. Goodwin moved that the Board accept the recommended changes to the Policy Manual and Bylaws of the Central West Virginia Regional Airport Authority Board of Members and authorize the Chairman to sign the documents. The motion was seconded by Mr. Young and unanimously approved.

Mea Cuppa Coffee Concession Lease – Director Ranieri presented a proposed concession lease with Mea Cuppa Coffee for a coffee shop to be located in the pre-security area of the terminal, in the space currently occupied by the military lounge. The military lounge will be relocated to a larger space within the terminal. The location will provide counter service and seating accessible to passengers, employees, flight students, and community members, with designated parking in the 20-minute lot for drive-up coffee pickup.

Mr. Mork moved that the Board approve and the Chairman sign the coffee shop concession lease agreement with Mea Cuppa Coffee. The motion was seconded by Mrs. Pack and unanimously approved.

Everbridge Software Renewal – Director Ranieri presented a proposal to renew the Authority’s Everbridge emergency notification software for a three-year term at a total cost of \$34,286.66. Everbridge provides multi-channel emergency notifications (text, email, and phone call) and activates a conference bridge for coordinated response by Airport staff, Metro 911, and other enrolled personnel. The system has been used effectively during recent incidents, including coordination with Metro 911 during bomb threat responses. The Master Services Agreement has been reviewed by legal counsel. Multi-year pricing provides cost certainty over the term.

Mr. Young moved that the Board approve and the Chairman sign the Everbridge Software Renewal Agreement for a term of three years at a total cost of \$34,286.66. The motion was seconded by Col. Peters and unanimously approved.

Boom Lift Purchase – Director Ranieri presented a proposal to purchase a used 2018 boom lift from United Rentals at a cost of \$38,500, to be funded from the Airport Reserve Account. The lift reaches 65–70 feet and is the same model CRW has rented annually at a cost of approximately \$37,000 per year. New units of comparable specification are priced at over \$140,000. Staff obtained quotes for alternative units in compliance with the Authority’s purchasing policy. Maintenance personnel have completed required training through the rental program and will perform required preventative maintenance checks before placing the unit in service.

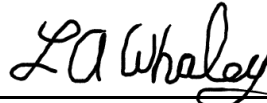
Mr. Mork moved that the Board approve the purchase of a boom lift from United Rentals in the amount of \$38,500. The motion was seconded by Mrs. Pack and unanimously approved.

Chairman Goldman announced that the next regular meeting will be held on April 22, 2026, at noon.

There being no further business to discuss, the meeting was adjourned at 12.42 PM.



Todd Goldman, Chairman
2026-04-23 11:09 UTC



Lewis Whaley, Secretary
2026-04-23 17:29 UTC