



February 20, 2020

PUBLIC NOTICE

The monthly meeting of the Board of Members of the Central West Virginia Regional Airport Authority will be held on **Wednesday, February 26, 2020 at Noon** in the Public Use Conference Room, of the Airport Director's Office, Yeager Airport, Charleston, West Virginia.

Nicholas A. Keller
Airport Director



Board Meeting
Agenda
February 26, 2020 at 12:00 p.m.

1. Approval/Correction of January 22, 2020 Meeting Minutes
2. **Personnel Report** – Emiley Schoolcraft
3. **Legal Issues Report** - Chuck Bailey
 - A. Previously Approved License Agreements
Action Desired: Motion for the Board to provide approval for the Chairman to enter into and execute future nonmaterial amendments to previously Board approved and executed License Agreements between the CWVRAA and Companies for facilitating military aircraft and ground training. (Note: This will allow the airport and companies to update the maps and training site availability as they change.)
4. **Airport Director's Report** – Nick Keller
5. **Construction**
 - A. Construction Update Report – Nick Keller
 - B. L.R. Kimball Engineer's Report
6. **Finance** – Trip Shumate
 - A. Invoices over \$5,000.00
Action Desired: Approval of payment of invoices over \$5,000.00.
 - B. Sage Intacct Accounting System Demonstration – Maggie Leaprot
 - C. Audit is due on March 24th
Action Desired: Motion to delegate authority to the Finance Committee to accept the audit and approve submission to the West Virginia State Auditor's Office Chief Inspector Division and Federal Audit Clearinghouse.
 - D. Credit card statement for review and information
 - E. Financial Reports
 - F. Check Registers
7. **Military Affairs, Public Safety, and Police Report** – Col. Bill Peters and James Mason
8. **Operations Report** – Russ Kennedy
9. **General Aviation Report** – Kevin Price
10. **Marketing the Airport Report** – Dominique Ranieri
Airline Activity Report
11. **Contracts and Leases**
 - A. Office Trailer Rental – Customs Project (temporary line shack)
Action Desired: Motion for approval to enter into a rental agreement with Williams Scotsman, Inc., subject to legal counsel approval, in the amount of \$12,370.87 (6 Month Rental, Delivery, Installation, and Return with the option to extend the rental agreement on a monthly

basis at a rate of \$2,061.81/per month) to rent a temporary office trailer for line service technicians. (Note: This trailer will be used for line service technicians until their new facility is built as part of the Customs project.)

B. Insulation Removal in Hangar 3

Action Desired: Motion for the Board to approve hiring K & N Contracting, Inc. in the amount of \$20,000.00 to remove insulation in Hangar 3 to mitigate bird nesting.

C. Lexington Coal Revised License Agreement

Action Desired: Motion for the Board to approve for the Chairman to sign the License Agreement between Lexington Coal Company, LLC and CWVRAA.

12. **Adjournment**

Reminder: The next meeting is March 25, 2020 at Noon