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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 (“Airport”), Charleston, West Virginia, and via video conferencing, on June 22, 2022, beginning at Noon, pursuant to proper notice to the public and media.

Board Members Present: A roll call was taken, and the following people were present: James Dodrill, *representing the Putnam County Commission*, appearing in person; Todd Goldman, *representing the Kanawha County Commission*, appearing in person; Priscilla Haden, *representing the Kanawha County Commission*, appearing in person; Ed Hill, *representing the Kanawha County Commission*, appearing in person; Alan Holder, *representing Lincoln County Commission*, appearing in person; Archie Hubbard, *representing Boone County Commission*, appearing in person; Andrew Jordon, *representing the Kanawha County Commission*, appearing in person; Ben Salango, *representing the Kanawha County Commission*, appearing via video conferencing; Trip Shumate, *representing the City of Charleston*, appearing in person; Gen. Allen Tackett, *representing the Kanawha County Commission*, appearing in person; and Dr. Lew Whaley, *representing the City of Charleston*, appearing in person.

Board Members Absent: Brian Abraham, *representing Governor James Justice*; Mara Boggs, *representing Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; Col. Bill Peters, *Ex-Officio*; and Bernie Wehrle, *representing the Kanawha County Commission*.

Also Present: Kevin Brown, *FBO General Manager-Aviation Services*, appearing in person; Andrea Gritt, *FBO General Manager – Customer Service*, appearing in person; Nick Keller, *Airport Director & CEO*, appearing in person; Russ Kennedy, *Operations Manager*, appearing via video conferencing; Maggie Leaptrot, *Director of Accounting*, appearing in person; Barbara Matthey, *Executive Secretary*, appearing in person; Jessica Morris, *Assistant Human Resources Specialist*, appearing in person; Josh Potter, *Chief Financial Officer and Comptroller*, appearing in person; Kevin Price, *Chief Development Officer*, appearing in person; Max Wallace, *Creative Production Specialist*, appearing in person; Paige Withrow, *Marketing Manager*, appearing in person; Rachel Urbanski, *Public Affairs Specialist*, appearing in person; Stephen Caudill, *Staff Accountant*, appearing in person; Katrina Bowers, *Babst Calland*, appearing in person; Austin Rogers, *Babst Calland*, appearing in person; Alan Peljovich, *ADCI*, appearing in person; Mara Thompson, *ADCI*, appearing in person; Dr. David Pittenger, *Marshall University*, appearing in person; Jim Christie, *PALS*, appearing via video conferencing; John

Rochelle, *PALS*, appearing via video conferencing; Tamara Fuller, *CAMC*, appearing in person; Abby Reale, Director of Advocacy at Mountain Health Network, appearing in person; Jim Kaufman, *Executive Director, West Virginia Hospital Association*, appearing in person; Ted Diaz, Cabinet Secretary, *West Virginia Department of Veterans Assistance*, appearing in person; Jake Flatley, *Metro News*, appearing in person; and John Greene, *WCHS*, appearing in person.

Chairperson Hill called the meeting to order at 12:00 PM.

Approval of May 25, 2022, Meeting Minutes: Chairperson Hill presented the May 25, 2022, meeting minutes for approval. After a correction was noted to the General Aviation entry, a motion was made by Mr. Goldman, seconded by Ms. Haden, to approve the May 25, 2022, meeting minutes as corrected, and was unanimously approved.

Personnel Report– Jessica Morris presented to the Board the names of the employees with anniversaries in May. This month’s employee of the month is Stephen Caudill. Stephen has been in our finance department for a little over two years and was recently promoted to Staff Accountant.

Legal Report – Ms. Bowers reported that Babst Calland assisted with the implementation of the new non-commercial lease forms, the preparation of the voting rights for the fiscal year ending June 30, 2022, and a grant offer from the FAA related to the Runway Rehabilitation 05/23 project. The firm continues assisting with a breach of contract matter pending in the Circuit Court of Kanawha County.

Airport Director & CEO’s Report– Director Keller presented to the Board that he recently attended the Aviation Festival Americas in Miami, FL. He also participated in Leadership West Virginia sessions in Huntington and Fayetteville. He explained that Leadership West Virginia, which is a non-profit, brings together different leaders from across the state into one class which has seven sessions throughout the year which take place Thursday through Friday afternoon. He stated that last week’s meeting was in Fayetteville and dealt with tourism. The class heard from the National Park Service. One of the interesting takeaways from the Park Service was that the New River Gorge has now been designated as a national park and has gone from a place where somebody may stay for a day on their way to their vacation somewhere else to actually being a destination where people are starting to plan their vacation based around the national park. We are obtaining data to take back to the airlines about the Airport being a destination for people who want to fly into a national park.

The CWVRAA had airline budget meetings and terminal planning meetings and have more scheduled. Overall, the airlines are happy with the budget and are thankful that we are using that Federal Relief money to backfill projected operational losses so there are not massive increases in landing fees or rent.

We submitted the Wheeling Airport assessment to the Regional Economic Development Partnership. Also, in planning out next year’s FAA reauthorization, we’re working with

Congressional delegation and our federal consultants on language that we can put into a bill that will make getting grants easier. Also, we are looking at potential options for air service incentives and are hoping to get more incentives from the federal government so we can get more air service.

Summersville - We obtained a Jet A tank from Air Evac. The Authority located the Jet A tank at the Summersville airport, so jet fuel can be sold. We are working with consultants on a proposed property transfer from the Army Corps of Engineers to Nicholas County Commission.

Environmental Reviews – We mentioned at the Construction meeting that there are a lot of environmental reviews going on right now. The environmental review related to the GA should be done and submitted to the FAA by December, and we should get approval in February. Upon receipt of that approval, we can start actual construction on apron, hangars, and things of that nature.

We are working on an RFP for three box hangars. These will be 60 x 60 box hangars and will be a land lease for three different parcels and hopefully we will have that out next month and then later on this summer issue a request for information from developers for the rest of the GA area to gauge interest for land leases.

Director Keller also wanted to mention Josh Potter being named “40 Under 40” this year.

We’ve been working with Beta Technologies and are going to move forward with the light aircraft charger next year, being a part of the environmental assessment. We had to relocate it outside the taxiway where it was proposed so it doesn’t interfere with Operations, but it will be over off taxiway Charlie.

West Virginia University Economic Impact Study – The Authority received an Economic Impact Study from West Virginia University using our Capital Expenditures budget. If you look at the total economic impact on all our construction, the big takeaway is \$1.1 billion economic impact over the next 10 years for the State of West Virginia. Additionally, there will be over 650 full-time permanent jobs created and about 800 jobs here in construction. Also, there will be over \$39 million generated in state and local tax revenue as a result of all those figures and projects. We have sent this information out to some members of the legislature and the governor’s office, so they know that because of these projects there is a serious documented return on these investments.

A discussion came up regarding the U.S. Customs office. Director Keller stated that we’ve seen some international flights come in and we’ve seen a lot more interest and activity. The only piece of equipment that Customs is waiting on is a server that has to be custom built, but they are still clearing flights.

Director Keller also mentioned that he talked to Sean Hill, the Director of KRT, about the nightly bus service to hotels and said they are averaging 3 or 4 people utilizing the service

every night. Three or four people may not seem like much, but it is an integral part of the customer experience.

Marshall University Bill Noe Flight School Update – Dr. Pittenger discussed the collaboration between Marshall University and the Airport. Tomorrow Marshall will be co-hosting an event with the Charleston Area Alliance over in their hangar about all the things that are available not only at the Airport but with the air program as well. This afternoon Dr. Pittenger and his colleagues will meet with representatives from the Governor Justice for potential scholarships for the students as they progress through the program. They submitted a grant to the FAA for a training program. If Marshall gets the grant, it will fund 15 high school students from Kanawha County to come on campus and study. Marshall is working with the schools in order to maintain interest in future students joining the flight school going forward. Marshall has hired some new faculty, including flight instructors, as well as a new maintenance technician and will be hiring a new full-time faculty member. In August and November, they are expecting additional airplanes. Director Keller and Dr. Pittenger have already begun to talk about what are the long-term consequences in terms of need for an additional hangar. There are new initiatives and the open house on July 2. There are a lot of flights going in and out, performing touch and goes, and doing laps around the area to develop student confidence and keeping current students extremely busy in getting all the certifications. There will be a lot more activity as we move forward this summer and, in the fall, as the new classes begin. Not only will the fall class be another large class, but Marshall is also connecting with more out-of-state students so Marshall will be facing the need for more permanent facilities for long-term residents for our out-of-state students and as it begins the process of working with the state department for international students.

Director Keller informed the Board that coinciding with the Open House, we have an American Airlines DC 3 coming in for the weekend. We have also arranged a flyover by a DC3 on Sunday evening over downtown during Regetta. Paige is working with Regetta Commission to do a promo since it is their 75th Anniversary and the American Airlines DC3 served this Airport.

Construction Report– General Tackett reported to the Board that the Construction Committee along with the Finance Committee met before our meeting. We have \$719 Million worth of projects including, but not limited to, the Safety Overrun, and the new terminal. He then turned the rest of the Construction Report over to Alan Peljovich.

Mr. Peljovich shared that ADCI continues to grow in this region and introduced Mara Thompson, who has joined ADCI. She is now located at the Airport full-time.

Taxiway Alpha is being closed for modifications. We are working with contractor to complete remaining scope items by end of July. We have the new signs coming to be installed, the new lengths of the taxiways will be referred to as Alpha 1 to Alpha 5 instead of all Taxiway Alpha on the ends. We are putting in the new monuments. Alpha should be reopened in at least 30 days. Package 3 is the same contractor so they should be finished by early July and then by mid-July we should start having our night closures as

they get ready for the 72-hour closure which will happen in September and last 72 hours. This will finish the runway.

C2 Jet Bridge Installation is done.

Eagle Mountain Road Sewer Extension – the sewer pipe is on location, and the contractor is ready to begin.

Hangars 9 and 10 Door Replacement – The CWVRAA received There was one a bid of \$692,000 with a \$70,000 elective so the cost would be about \$622,000. This was the only bid, and it was about what we expected it to cost. The bidder is interested in working and proposed giving us another price for replacing what the Airport has in kind. So, the bidder bid all the work and reported that he could replace both doors with the same system the Airport has but with all new equipment for \$311,000. We are taking that under advisement, but the goal is to have an EDA grant cover this.

Chairman Hill advised that Mr. Dodrill stated that some people needed to leave so he moved the General Aviation Report to now.

General Aviation –Mr. Dodrill introduced Jim Christie and John Rochelle from PALS who appeared virtually. PALS is the acronym for the Patient Airlift Services: an organization looking to expand their operations westward. They are up and down the east coast and fly patients in need of medical care and veterans to various locations at no cost. Some of the hospital networks; Mr. Kaufman, the executive director of the West Virginia Hospital Association; and Secretary Diaz from the West Virginia Department of Veterans Assistance were present in person. There was a time of questions and answers regarding the service, how it differed from Angel Network and how to get in touch with them, how the service worked and if family members were included in the flights.

Finance – Todd Goldman presented the Fiscal Year 2023. He pointed out some highlights of the budget, such as being about \$1.4 Million over budget on revenue. On the Budgeted Net Operating Income, we budgeted about a \$2.8 Million deficit, and we are at \$866,000.00. We've drawn down \$4.3 Million of federal stimulus money for this year. With that said, there is still \$3.5 million of federal relief money available. The CWVRAA has outstanding debt of \$14.2 million. Our collective average of the interest rate on the \$14.2 million is 2.53 The CWVRAA is in a good position because we have long term debt put in place at a very, very low interest rate. Our debt services are less than our annual revenue. The Finance Committee met with the Construction Committee to go over the Capital Expenditure Budget and recommended approval as presented which will be presented later in the meeting.

Military Affairs – Director Keller gave a brief update. In the last month we've had 40 fuel stops but the most significant was the U.S. Navy E2 out of Norfolk which was Phase 2 out of 3 or Hot Fuel training. Stage 3 training is the actual integration of the hot fueling so we're ready whenever they are ready.

Airport Operations Report – Mr. Kennedy reported that we had our annual Certification Inspection on the 31st of May and that the inspector was very pleased with the way the Airport is being ran. The team of Operations and Maintenance are in compliance with the FAA regulations. We came away with a report of zero findings for the year.

Action Items:

Fiscal Year 2023 Capital Expenditure Budget –As recommended by the Construction and Finance Committees, a motion to adopt the Fiscal Year 2023 Capital Expenditure Budget was made by Mr. Dodrill; seconded by Ms. Haden, and unanimously passed.

Workers Compensation 2022-2023 renewal Quote – Mr. Potter presented to the Board that the premium for this year is actually almost \$11,000 less than last year. A motion for the Board to approve the renewal for Workers Compensation insurance through Encova Insurance in the amount of \$58,222.00 was made by Mr. Goldman, seconded by Mr. Hubbard, and unanimously passed.

Task Order Number 1000 Supplemental between CWVRAA and Airport Design Consultants, Inc. regarding Comprehensive Program Management Services at West Virginia International Yeager Airport and Supplemental Fee for 2022-2023 Professional Management Services – A motion to approve and for Chairman to sign the Task Order Number 1000 Supplemental between CWVRAA and Airport Design Consultants, Inc., subject to legal counsel review was made by General Tackett, seconded by Mr. Goldman, and unanimously passed.

Runway 23 Environmental Impact Statement Phase II Grant –A motion for the Board to apply for and accept a grant from the Federal Aviation Administration for Runway 23 Environmental Impact Statement Phase II was made by General Tackett, seconded by Mr. Hubbard, and unanimously passed.

Board of Members Matters: Acknowledgment of Voting Rights - Chairman Hill explained that at this time of year we acknowledge the voting rights of Board members. After a brief explanation and discussion, Chairman Hill called for a motion from the Board to acknowledge and approve the voting rights of the Members of the Board. Mr. Shumate made the motion to acknowledge and approve the voting rights of the Members of the Board, seconded by Mr. Goldman, and unanimously passed.


Election of Officers – Every year at this time in June we have election of officers as is mandated by our Bylaws. We have a Chairperson, a Vice Chairperson, a Secretary, a Vice Secretary and I have been serving as Chairman, Trip Shumate has been serving as Vice Chairman, Bernie Wehrle has been serving as Secretary and Prisilla Haden has been serving as Vice Secretary. With that I will open the floor for nominations for Chair. Dr. Whaley stated that he felt we have been well served by the present leadership of the Board and I would recommend that we readopt the current leadership of the Board and move forward, Mr. Goldman seconded that motion, and unanimously passed. A motion

has been made and seconded to renew the current officers of the Board, and unanimously passed.

The topic of the Hangar Lease Agreement was raised. Due to the nature of the business, it was determined that this was not the time or forum for discussion of this topic.

There being no further business to discuss, the meeting adjourned at 1:15 PM.

The next meeting is scheduled for July 27, 2022, at Noon.



R. Edison Hill, Chairman



Priscilla Haden, Vice Secretary