



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 (“Airport”), Charleston, West Virginia, and via video conferencing, on July 27, 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: Priscilla Haden, *representing the Kanawha County Commission*, appearing in person; Ed Hill, *representing the Kanawha County Commission*, appearing in person; Allen 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; Col. Bill Peters, *Ex-Officio*; appearing via video conferencing; Trip Shumate, *representing the City of Charleston*, appearing in person; and Gen. Allen Tackett, *representing the Kanawha County Commission*, appearing in person.

Board Members Absent: Brian Abraham, *representing Governor James Justice*; Mara Boggs, *representing Kanawha County Commission*; James Dodrill, *representing the Putnam County Commission*; Todd Goldman, *representing the Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; Ben Salango, *representing the Kanawha County Commission*; Bernie Wehrle, *representing the Kanawha County Commission*; and Dr. Lew Whaley, *representing the City of Charleston*.

Also Present: Kevin Brown, *FBO General Manager-Aviation Services*, appearing in person; JR Caldwell, *Maintenance Manager*, appearing via video conferencing; 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; 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; Dominique Ranieri, *Assistant Airport Director & COO*, appearing in person; Mindy Shaffer, *Executive Assistant*, appearing in person; Paige Withrow, *Marketing Manager*, appearing in person; Rachel Urbanski, *Public Affairs Specialist*, appearing in person; Zachary Leftridge, *Projects Accountant*, appearing in person; Officer Brian Jones, appearing in person; Officer Tom Mullins, appearing in person; Katrina Bowers, *Babst Calland*, appearing in person; Alan Peljovich,

ADCI, appearing via video conferencing; Mara Thompson, *ADCI*, appearing in person; Dr. David Pittenger, *Marshall University*, appearing in person; Rick Steelhammer, *Metro News*, appearing in person; Joe Reidy, Three Point Strategies, LLC, appeared in person and Jeb Cory, *C & H Taxi*, appearing in person.

Chairperson Hill called the meeting to order at 12:01 PM.

Approval of June 22, 2022, Meeting Minutes: Chairperson Hill presented the June 22, 2022, meeting minutes for approval. A motion was made by Mr. Shumate, seconded by Mr. Jordan, to approve the June 22, 2022, meeting minutes, and was unanimously approved.

Personnel Report– Jessica Morris presented to the Board the Airport currently has two open positions and announced the names of the employees with anniversaries in July. Jeremiah Nunley was awarded a Career Diploma for the completion of the Diesel Mechanics/Heavy Truck Maintenance program from Penn Foster College. This month’s employee of the month is Officer Brian Jones, who was recognized for outstanding customer service for stranded military recruits.

Legal Report – Ms. Bowers reported that Babst Calland assisted with the application to trademark “FLYCRW” which has been accepted by the United States Patent and Trademark Office. Also, the firm assisted with the issuance of a request for proposal for third party development of an aeronautical facility and a proposed Electric Vehicle Charging Station Host Site Agreement. The firm continues to respond to freedom of information act requests, implementation of new non-commercial lease forms, and a breach of contract matter.

Airport Director & CEO’s Report– Director Keller announced the resignation of Maggie Leaptrot. Director Keller presented to the Board that he met with West Virginia Tourism Secretary Ruby regarding air service efforts. Airport staff will be meeting with an airline, along with Secretary Ruby, in August regarding these air service efforts. The Airport is still pursuing terminal funding and reviewing the FAA decision requiring the terminal project being placed in the Environmental Impact Statement, which could delay the terminal project two to three years. The Airport is working on drafting language for what is being called the capital city airport viability grant program for non-hub or small hub airports. The Airport is finalizing and anticipates issuing a RFP later this week for aeronautical development in the general aviation area. Since last month, Capital Jet Center has instituted an AVGAS tiered discount program for non-commercial users. Director Keller participated in Leadership West Virginia. The Charleston Area Alliance voted to revise their Bylaws to place the Airport Director and CEO as an ex-officio board member. The Airport is working with Civil Military Innovation Institute (“CMI2”) on military training partnerships in coal mines in Nicholas County and Clay County. CMI2 already has contracts with the Marine Corps and other military branches to do military training.

Marshall University Bill Noe Flight School Update – Dr. Pittenger announced that Nancy Ritter is now the Chief Flight Instructor for Marshall University Bill Noe Flight School (“Flight School”) and that there are six new team members. Dr. Pittenger stated that there will be 2 new airplanes to meet the demands for student involvement and that the Flight School will probably have to start some serious discussions with the Airport regarding extensions of the Flight School facilities at the Airport given continued growth. Dr. Pittenger stated that Marshall is extremely proud to partner with the Airport and glad about the marketing that the Airport is doing to help with the Flight School.

Construction Report– General Tackett turned the Construction Report over to Alan Peljovich and Mara Thompson. Mara Thompson continued the discussion regarding the Program Management Updates.

Runway Rehabilitation Package 2 – Ms. Thompson reported that paving is completely done, the signs will be installed next week, and the new airfield survey monument will be installed in August.

Runway Rehabilitation Package 3 – Ms. Thompson reported that the project was started on Monday night. Surveying has begun and runway closures will be as scheduled from September 12 through 15.

C2 Jet Bridge – Ms. Thompson reported that this project is nearly complete, with a few last finishing touches that American has requested.

Eagle Mountain Road Sewer Extension – Ms. Thompson reported that the project is ready to start as soon as the few things needed from the EDA are completed before the Notice to Proceed is issued. The materials are ready to go once that Notice to Proceed is issued.

Hangars 9 and 10 Door Replacement – Once funding is received and the decision of which estimate will be used made, this project will proceed. There were two estimates received: one on a fabric door and one on the existing door. The prices were about half of what it was originally quoted.

Shooter Detection System – Ms. Thompson reported that this project is to install gunshot detection sensors throughout the Airport terminal and the Flight School classrooms. One bid, which was under the engineer’s estimate, was received and that bid will be awarded to Nitro Construction for \$103,975.00.

General Tackett concluded the report by informing the Board that the Environmental Impact Study continues to move forward, and we look forward to starting on the other projects.

Chairman Hill asked about the lightning strike on the runway on July 13th, and Director Keller reported that the incident summary was included in the Board packet for their review.

Finance – Josh Potter discussed the Net Operating Income Statement. Mr. Potter stated that the Airport had a decent income for the month, which is how things have been trending lately. In viewing the year ended, before federal relief funds, the Airport ended up with a \$1.2 million loss, which was better than budgeted. The Airport drew down about \$4.3 million in grant revenue which gave the Airport an overall \$3 million income for the year. Most of that money will go into the infrastructure fund where it will be used for construction projects.

Military Affairs – Col. Bill Peters reported that the military was active for the month and there are a lot of things coming up. Col. Peters stated that it has been a pleasure working with the Flight School at the Airport for check rides that the students have to complete as a part of their training.

General Aviation –Director Keller stated there was no General Aviation report but there was a Capital Jet Center Report included in the Board packet. The fuel sales for July 2022 as compared to those in 2021 and 2022 were discussed.

Action Items:

Task Order 1010 between CWVRAA and ADCI for Pavement Management Plan at West Virginia International Airport –After a brief discussion of Task Order 1010 for a Pavement Management Plan, a motion for the Board to approve Chairman Hill to sign Task Order 1010 between CWVRAA and ADCI for Pavement Management Plan at West Virginia International Yeager Airport, subject to general counsel review, was made by General Tackett; seconded by Ms. Haden, and unanimously passed.

Electric Vehicle Charging Station Host Site Agreement with BETA Technologies, Inc. – After a brief discussion of this Agreement, a motion for the Board to approve Chairman Hill to sign the Electric Vehicle Charging Station Host Site Agreement with BETA Technologies, Inc., subject to general counsel review, was made by General Tackett, seconded by Mr. Holder, and unanimously passed.

Shooter Detection System – Director Keller presented to the Board that this Shooter Detection System was funded through a specific grant and is 100% paid for. A motion for the Board to accept the lowest bid for the Shooter Detection System and for the Board to approve Chairman Hill to sign the Standard Form of Agreement Between Owner and Contractor between CWVRAA and Nitro Construction Services for the Shooter Detection System was made by General Tackett, seconded by Mr. Shumate, and unanimously passed.

Change Order with TK Airport Solutions for C2 Bag Conveyor – After a brief discussion regarding this Change Order, a motion for the Board to approve and for Chairman Hill to sign a Change Order with TK Airport Solutions for the installation of a bag conveyor on Jet Bridge C2, not to exceed \$72,761.14, subject to general counsel review, was made by Mr. Shumate; seconded by Mr. Jordon, and unanimously passed.

There being no further business to discuss, the meeting adjourned at 12:40 PM.

The next meeting is scheduled for August 24, 2022, at Noon.

R. Edison Hill, Chairman

Priscilla Haden, Vice Secretary