



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 (“CWWRAA” 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 August 24, 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; Rodney LeRose, *representing the Nicholas County Commission*, appearing in person; Col. Bill Peters, *Ex-Officio*; appearing in person; Gen. Allen Tackett, *representing the Kanawha County Commission*, appearing in person; Bernie Wehrle, *representing the Kanawha County Commission*; appearing via video conferencing; 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*; Allen Holder, *representing Lincoln County Commission*; Archie Hubbard, *representing Boone County Commission*; Andrew Jordon, *representing the Kanawha County Commission*; Ben Salango, *representing the Kanawha County Commission*; and Trip Shumate, *representing the City of Charleston*.

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; 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; Zachary Leftridge, *Projects Accountant*, appearing in person; Officer Tom Mullins, appearing in person; Don Jones, *custodian*, appearing in person; Natasha Thompson, *custodian*, appearing in person; Katrina Bowers, *Babst Calland*, appearing in person; Austin Rogers, *Babst Calland*, appearing in person; Alan Peljovich, *ADCI*, appearing via video conferencing; Mara Thompson, *ADCI*, appearing in person; Christine Varney, *ADCI*, appearing in person; Dr. David Pittenger, *Marshall University*, appearing in person; Rick Steelhammer, *Gazette-Mail*, appearing in person; Jake Flatley, *Metro News*,

appearing in person; and Matt Nelson, Esquire, *Lewis Brisbois Bisgaard & Smith*, appearing in person.

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

Approval of July 27, 2022, Meeting Minutes: Chairperson Hill presented the July 27, 2022, meeting minutes for approval. A motion was made by Ms. Haden, seconded by Dr. Whaley, to approve the July 27, 2022, meeting minutes, and was unanimously approved.

Personnel Report– Jessica Morris presented to the Board that Brittany McClain has been hired as a Customer Service Representative at Capital Jet Center. The Airport currently has two open positions. Ms. Morris announced the names of the employees with anniversaries in August. In other HR news, Zachary Leftridge has been promoted from Project Accountant to Accounting Manager, and Brittany McClain was our first hire through our UKG Recruitment Page. This month's employee of the month is Natasha Thompson, who was recognized for her great work ethic and positive attitude.

Legal Report – Ms. Bowers introduced Austin Rogers who reported that Babst Calland assisted with contract review, freedom of information act requests, the implementation of new lease forms, and a breach of contract matter in the past month.

Airport Director & CEO's Report– Director Keller reported that, for the first time, the CWVRAA hosted an airline visit to the Airport. The airline met with West Virginia Tourism Secretary Ruby, as well as Commissioner Wheeler, Mayor Goodwin, Speaker Roger Hanshaw and Tim Brady, CEO of the Charleston Convention and Visitors Bureau, regarding expansion of service and advertising campaigns to be launched in the cities in which we have direct flights. The airline also visited the New River Gorge National Park & Preserve.

Assistant Director Ranieri and Chief Development Officer Price met with the FAA and Ricondo and conducted multiple agency and public outreach meetings regarding the scope of the Environmental Impact Statement ("EIS"). The EIS includes a forecast and runway length analysis, which supports an 8,000 ft runway. Assistant Director Ranieri and Chief Development Officer Price also reviewed the purpose and need document and met with FAA regarding comments. The CWVRAA has received and reviewed the updated FAA Terminal Area Forecast.

Director Keller reported that the Welch Airport assessment is completed and that he participated in the Leadership West Virginia session in Morgantown focusing on education. Director Keller also discussed that since the terminal project was going to be delayed there were some possible interim terminal improvements to be completed such as public address system; Jet Bridge C3; restroom upgrades and family restrooms; HVAC improvements; and pipe repairs.

Chairman Hill then made a presentation to Director Keller in recognition of his Accredited Airport Executive designation.

Marshall University Bill Noe Flight School Update – Dr. Pittenger gave an update of what is happening at the Bill Noe Flight School. Dr. Pittenger announced that Bill Noe is stepping down from the Board of Trustees of Marshall University and becoming the Chief Aviation Officer for Marshall. He will oversee the flight school as well as the maintenance program. Dr. Pittenger explained that Marshall opened new training opportunities for students and those that may not be degree-seeking. Dr. Pittenger announced that Jim Dodrill has now become a teacher of law and aviation class at the flight school.

Construction Report– General Tackett reported that he attended the EIS meeting. General Tackett then turned the Construction Report over to Mara Thompson and Christine Varney of ADCI. *Runway Rehabilitation Package 2* – Ms. Thompson reported that the taxiway signs have been installed and the only items outstanding are the new airfield survey monuments and some joints that will be sealed during the closure. *Runway Rehabilitation Package 3* – Ms. Thompson reported that we are in full preparation for the closure on September 12 at 8:00 a.m. through September 15 at 8:00 a.m. They have been working nights to move the center line lights and wiring for the edge lights in preparation for paving. *C2 Jet Bridge Installation* – Ms. Thompson turned the presentation over to Ms. Varney. Ms. Varney reported that this morning ADCI saw American using the Jet Bridge. American requested a Telford Belt and that order has been placed and that should be the final item on this project. *Eagle Mountain Road Sewer Extension* – Ms. Varney reported that they are waiting for one additional item from the EDA in order to issue the Notice to Proceed, but the contractor is ready to go once that Notice to Proceed is issued. *Shooter Detection System* – Ms. Varney reported that the contract with Nitro Construction was authorized at last month's meeting. Ms. Varney reported that ADCI is getting everything in order and looking to start that project in early September. After discussion concerning the runway closures, Director Keller stated that the runways will be closed, there have been press releases issued concerning the runway closures, that the closure was placed on the website and social media, and that the CWVRAA started working with the airlines about 8 months ago advising them of the closures.

Finance – Mr. Goldman reported that we only have the first month of fiscal year 2023 and noted one line item General Aviation, which is \$305,000 revenue over budget and that is all attributed to fuel sales. Mr. Goldman reported other finance highlights—CWVRAA has about \$14 million in debt, its rates are between 2.15% and 3.82% so it is well positioned as far as the cost of its debt. It has unrestricted cash of about \$2.3 million so its debt payment is about 10% of our revenue budget. Additionally, Mr. Goldman stated that so as far as long-term trajectory for how the airport is operating, it is on good footing and still has about \$3.3 Million of federal funds that can be drawn down.

Military Affairs – Col. Bill Peters reiterated that the fuel sales have been good, about 35,000 gallons, which included forty-six fuel stops from 23 military units.

General Aviation –Mr. Dodrill had no significant report but commented that others in the region have had to restock their fuel and increase their prices, so we are now very comparable in price with other regions and even under some.

Action Items:

Amendment to Perpetual Easement and Right of Way between CWVRAA and Kanawha County Commission –After a brief discussion of the Amendment to Perpetual Easement and Right of Way between the CWVRAA and Kanawha County Commission, a motion for the Board to approve Chairman Hill to sign the Amendment to Easement and Right of Way between the CWVRAA and Kanawha County Commission, was made by Mr. Goldman, seconded by Mr. LeRose, and unanimously passed.

Discuss pending lawsuit of Pluri Potent Partnership v. CWVRAA with legal counsel – At 12:35 PM, a motion to go into executive session to discuss pending lawsuit, Pluri Potent Partnership v. CWVRAA, with legal counsel was made by Mr. Dodrill, seconded by Mr. LeRose, and unanimously passed. At 1:23 PM, a motion to exit executive session was made by Mr. Dodrill, seconded by Mr. Goldman, and unanimously passed. It was noted that no formal action was taken during executive session.

There being no further business to discuss, the meeting adjourned at 1:26 PM.

The next meeting is scheduled for September 28, 2022, at Noon.



R. Edison Hill, Chairman



Priscilla Haden, Vice Secretary