



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 May 25, 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 via video conferencing; Andrew Jordon, *representing the Kanawha County Commission*, appearing via video conferencing; Rodney LeRose, *representing the Nicholas 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; 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*; Archie Hubbard, *representing Boone County Commission*; Col. Bill Peters, *Ex-Officio*; and Ben Salango, *representing the Kanawha County Commission*; and.

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; Eric Johnson, *Chief of Police*, 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; Dominique Ranieri, *Assistant Airport Director & COO*, appearing in person; Mindy Shaffer, *Executive Assistant*, appearing in person; Shayla White, *Human Resource Specialist*, appearing via video conferencing; Paige Withrow, *Marketing Manager*, appearing in person; Rachel

Urbanski, *Public Affairs Specialist*, appearing in person; Morgan Good, *Account Clerk*, appearing in person; Buck Hayes, *Parking*, appearing in person; Katrina Bowers, *Babst Calland*, appearing in person; Austin Rogers, *Babst Calland*, appearing in person; Alan Peljovich, *ADCI*, appearing via video conferencing; Nancy Ritter, *Assistant Director Marshall School of Aviation*; appearing in person; Jake Flatley, *Metro News*, appearing in person; and Jake Flatley, *Metro News*, appearing in person.

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

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

Personnel Report– Jessica Morris presented to the Board there was one new hire, Teddy Mullins, Custodian. She also presented the names of the employees with anniversaries in May. It was announced that Morgan Good graduated from WV State University and has accepted a full-time position in the Finance Department. This month’s employee of the month is Ralph “Buck” Hays.

Legal Report – Ms. Bowers reported that Babst Calland continues to provide assistance with the resolution of operational and leasing issues. The firm has been reviewing various contracts and continues to assist with responding to Freedom of Information Act requests a breach of contract matter and the development of a new non-commercial annual hangar lease.

Airport Director’s Report– Chairman Hill congratulated Director Keller on his 15 years of full-time service at the Airport. He also congratulated him on being awarded the distinction of Accredited Airport Executive by the American Association of Airport Executives by completing a three-phase accreditation process. Director Keller joins a select group of individuals who have earned this designation in the six plus decades of the accreditation program’s existence.

Director Keller reported to the Board the Taxiway A Relocation project environmental efforts continue to move forward. We received copies of support letters from Senator Manchin, Senator Capito and Congresswoman Miller. Congresswoman Miller also came to the Airport for a tour. Terminal planning is continuing. To complete an overall assessment of the Wheeling Ohio County, Airport staff conducted multiple site visits at the Wheeling Ohio County Airport. The Airport is entering into an agreement with the City of Welch to conduct a similar assessment of their airport. The Airport continues to work on air service development goals for a New York City service as well as daily Orlando service. The Airport has a Vision Statement in place but continues working on a Mission Statement and revised strategic goals. Kanawha Valley Regional Transportation (“KRT”) will begin offering travelers nighty bus service to hotels in downtown Charleston.

Marshall University Bill Noe Flight School Update – Nancy Ritter presented to the Board that the summer flying continues. The Marshall University Bill Noe Flight School (“Marshall Flight School”) is interviewing instructors and other possible workers at the Flight School and they are expecting around 30 students in the fall. A video regarding the open house at Marshall is to be played at movie theatres prior to *Top Gun: Maverick* movie.

Construction Report– General Tackett spoke about the excitement of the Marshall Flight School and preparing new pilots for the present need. He also reported that the Environmental Impact Statement is continuing and the importance of the 8,000 feet of runway instead of 7,000 feet. It is also important that we have State matching funds to complete the anticipated projects. He then turned the presentation over to Alan Peljovich. Mr. Peljovich reported on the Runway 5-23 Rehabilitation: Package 2. ADCI is still working with the contractor to complete the remaining scope items by July 2022. The Runway 5-23 Rehabilitation: Package 3 was bid out and the sole bidder was West Virginia Paving. The grant paperwork has been submitted to FAA for approval and we are waiting on that decision. The C2 Jet Bridge installation is complete. Eagle Mountain Road Sewer Extension is going through final stages. It should be completed by the next Board meeting. The project is being funded by EDA. The Snow Removal Equipment Purchase is being re-packaged to utilize Federal funds and should be put out for bid soon. Bids were received on May 17 with one bidder being Paramount Builders with a bid of \$692,000.

Finance – Todd Goldman presented the Fiscal Year 2023 Proposed Budget to the Board for consideration. The Income Statements on page 22 showed the CWVRAA was close to what it estimated for the budget and the Airport is operating efficiently. The Statement of Cash Balances and the Outstanding Debt was also presented to the Board for review.

Military Affairs – Director Keller reported that we had multiple units call and ask about sites for future training. We had 25 fuel stops from 16 units totaling around 13,000 gallons of fuel. Hot fuel training is scheduled for Navy E-2s.

General Aviation –Mr. Dodrill stated regarding the customs facility the following “if you build it they will come.” He reported that the non-commercial general aviation aircraft hangar leases are being finalized. The Airport is working on getting apron lighting near Gate 15 because of feedback from a recent General Aviation Committee meeting. The PF Flyers Part 135 Operation should have their grand opening in South Carolina on June 6. After they commence operations in South Carolina, they will move ahead with their expansion plan for CRW as well. PALS will be attending our June Board meeting to introduce a possible expansion into West Virginia. PALS is the largest voluntary patient airlift provider nationwide east of the Mississippi.

Action Items:

Director Keller brought up the following for review and approval of the Board:

Fiscal Year 2023 Proposed Budget – Josh Potter presented the Budget to the Board. After a brief discussion and as recommended by the Finance Committee, a motion for the Board to approve to adopt the Fiscal Year 2023 Budget was made by Dr. Whaley, seconded by Mr. Dodrill, and unanimously passed.

One-Time Employee Cost of Living Adjustment – Director Keller presented to the Board a suggestion of a One-Time Employee Cost of Living Adjustment for 2022. After a brief discussion and as recommended by the Finance Committee, a motion for the Board to approve a one-time employee cost of living adjustment for all Airport employees was made by Ms. Haden, seconded by Mr. LeRose, and unanimously passed.

Tourism Award – It was announced that Paige Withrow was presented with the President's Award for outstanding achievement in tourism marketing by the Charleston WV Convention & Visitors Bureau.

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

The next meeting is scheduled for June 22, 2022, at Noon.



R. Edison Hill, Chairman



Priscilla Haden, Vice Secretary