



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 February 22, 2023, beginning at Noon, pursuant to proper notice to the public and media.

Board Members Present: A roll call was taken, and the following Members were present: Ed Hill, *representing the Kanawha County Commission*, appearing in person; Todd Goldman, *representing the Kanawha County Commission*, appearing in person; Allen Holder, *representing the Lincoln County Commission*, appearing in person; Archie Hubbard, *representing the Boone County Commission*, appearing in person; Rodney LeRose, *representing the Nicholas County Commission*, appearing in person; Col. Bill Peters, *Ex-Officio*, appearing in person; Trip Shumate, *representing the City of Charleston*, appearing in person; General 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 the Kanawha County Commission*; James Dodrill, *representing the Putnam County Commission*; Andrew Jordon, *representing the Kanawha County Commission*; Ben Salango, *representing the Kanawha County Commission*; and Bernie Wehrle, *representing the Kanawha County Commission*.

Also Present: Dominique Ranieri, *Airport Director & CEO*; LJ Marciano, *Chief Operating Officer*; Andrew Gunnoe, *Chief Development Officer*; Josh Potter, *Chief Financial Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Mindy Shaffer, *Executive Assistant*; Barbara Matthey, *Executive Secretary*; Laci Jarrell, *Training Specialist, CJC*; Katrina Bowers, *Babst Calland*; Mychal Schulz, *Babst Calland*; Alan Peljovich, *ADCI*; Mara Thompson, *ADCI*; Rick Steelhammer, *Gazette-Mail*; Phillip Tucker, *Air Traffic Control*; and Jason Kotzbauer, *Air Traffic Control*.

Chairman Hill called the meeting to order at 12:04 PM.

Approval of January 25, 2023, Meeting Minutes: Chairman Hill presented the January 25, 2023, meeting minutes for approval. A motion was then made by Mr. Shumate, seconded by Mr. Goldman, to approve the January 25, 2023, meeting minutes, and the motion unanimously approved.

Airport Director & CEO's Report - Director Ranieri reported to the Board that Mrs. Haden's family will attend the March meeting for a presentation of a plaque in her honor. Director Ranieri also updated the Board on the progress of the Airport Road and Keystone Drive roadwork; the Invitation to Bid for the automobile rental concessions; the pavement management plan; and provided a legislative update. There were 1.64 million people reached via broadcast news and social media during the celebration of General Yeager's 100th birthday. There will be an event on March 27, 2023, at the Kanawha County Library to celebrate the release of Hercules's first children's book, *The Adventures of Hercules – A New Friend*. Director Ranieri announced that there were three employees that received certifications from AAEE. Director Ranieri also announced Laci Jarrell, Training Specialist at Capital Jet Center, as the Employee of the Month.

General Counsel Report – Ms. Bowers of Babst Calland reported to the Board that the firm continued with the evaluation of operational and leasing matters, the review of various contracts, and responses to Freedom of Information Act Requests. They also continue to work with litigation counsel on the matter of *Corotoman, Inc. v. CWVRAA, et al.*

Construction Report – General Tackett reported that the Environmental Impact Study continues to move forward on our extension of the runway. Mara Thompson of ADCI then reported on the progress of the following current construction projects: Runway 5-23 Rehabilitation, for which the FAA approved via email the change orders as discussed in January's Board meeting; C2 Jet Bridge Installation; Eagle Mountain Road Sewer Extension; Shooter Detection System; Snow Removal Equipment Acquisition; and Improve Airport Drainage, Phase 1. Alan Peljovich then updated the Board regarding the active grant applications being considered.

A question arose regarding what type of doors were going to be used for Hangar 9 and 10 door replacement and whether it has been confirmed that it would be perfectly level across in front of the hangars. Mr. Peljovich stated that ADCI will check to ensure that across in front of the hangars it would be perfectly level. As to the doors used for replacement, Mr. Peljovich recommended a door that would support on its own.

Finance – Mr. Goldman presented to the Board the Net Operating Income Statement. Mr. Goldman stated that if you look at it collectively, we have \$8.4 million of actual revenue for fiscal year ending January 31, 2023, which is about \$1.2 million over budget on revenue. Comparatively we are under budget on expenses so we experienced a smaller loss than we anticipated. The loss at this point was expected to be \$930,000; however, we have approximately at \$325,000 in loss at this point. To offset our losses, we are still drawing down federal grant revenue. To date, we have drawn down \$483,000 and this is being drawn down as needed to offset the operating expenses. We still have about \$2.9 million outstanding grant revenue that can be drawn down for future budgets. To put this in comparison, our revenue is basically on budget and our expenses are under budget. If you look at this collectively it all seems off because of the fuel sales are so significant that it makes everything look skewed but if you look at the subset not affected by the fuel sales you will see that management is doing a good job on staying on budget and also

holding down costs. As pointed out last month, parking revenue was up by 4% and now we are up by 6%. We have cash reserves of \$664,000 that are unrestricted and we're paying about 11% of our annual budget for annual debt payment which is about \$1,330,000. We are on sound footing.

Military Affairs and Public Safety Report – Col. Peters reported to the Board that the fuel sales to the military have contributed to the fuel sales. We've had 28 fuel stops from 14 units that purchased approximately 11,500 gallons of fuel. We have some military exercises scheduled soon.

Ad Hoc General Aviation – No report.

Marshall University Bill Noe Flight School Update – No report.

Action Items:

Election of Vice Secretary – After a brief discussion of the duties of the Vice Secretary and nomination of Mr. Dodrill, the action was tabled until next month.

Improve Airport Drainage, Phase 1 – A motion for the Board to give HDR Engineering, Inc. Notice to Proceed for planning phase services prior to receipt of FAA AIP Entitlement Grant 3-54-0003-080-2023; to approve the Chairman to sign FAA AIP Entitlement Grant 3-54-0003-080-080-2023, which is anticipated to come in March 2023; and to approve the Chairman to sign Task Order 1302, subject to legal counsel review was made by Mr. Hubbard, seconded by Dr. Whaley, and unanimously passed.

GA Apron Expansion, Phase 1 – After a brief explanation and discussion, a motion for the Board to give HDR Engineering, Inc. Notice to Proceed for planning phase services prior to receipt of FAA AIP Entitlement Grant 3-54-0003-079-2023 and to approve the Chairman to sign FAA AIP Entitlement Grant 3-54-0003-080-079-2023 was made by Mr. Hubbard, seconded by Mr. Goldman, and unanimously passed.

Consider resolution of the claim filed by the CRWRAA against Bailey & Wyant, PLLC in Corotoman, Inc. v. CWVRAA et al., Civil Action No. 2:21-cv-00545 and execution of Settlement Agreement and Release – After a brief discussion, a motion for the Board to approve and authorize Chairman Hill to sign the Settlement Agreement and Release resolving the claims of CWVRAA against Bailey & Wyant, PLLC for the amount of \$500,000.00 was made by Mr. Shumate, seconded by Mr. LeRose, and unanimously passed.

Renewal of Management Agreement between CWVRAA and Nicholas County Airport Authority – After a brief discussion, a motion for the Board to approve and to authorize Chairman Hill to sign the Revised Management Agreement was made by Dr. Whaley, seconded by Col. Peters, and unanimously passed.

United States of America License for Real Property – After a brief discussion, a motion for the Board to approve and to authorize Chairman Hill to sign the license agreement related to military training exercises, subject to legal counsel review was made by Mr. Goldman, seconded by Mr. LeRose, and unanimously passed.

Mr. Holder mentioned a Resolution passed by the Lincoln County Commission seeking for the US Postal service to create a commemorative stamp honoring General Yeager and asked that the Airport Board consider passing a similar resolution. It was decided that the Board would add this item to the March agenda for discussion.

There being no further business to discuss, the meeting adjourned at 12:43 PM.

The next meeting is scheduled for March 22, 2023, at Noon.



R. Edison Hill, Chairman

