



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 (“CRW” or “Airport”), Charleston, West Virginia, and via video conferencing, on May 24, 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; Archie Hubbard, *representing the Boone County Commission*, appearing via video conferencing; Rodney LeRose, *representing the Nicholas County Commission*, appearing in person; Lisa Pack, *representing the Kanawha County Commission*, appearing in person; Trip Shumate, *representing the City of Charleston*, appearing in person; General Allen Tackett, *representing the Kanawha County Commission*, appearing in person; Bernie Wehrle, *representing the Kanawha County Commission*, appearing via video conferencing; Dr. Lew Whaley, *representing the City of Charleston*, appearing in person; and Lance Wheeler, *representing the Kanawha County Commission*, appearing via video conferencing.

Board Members Absent: Brian Abraham, *representing Governor James Justice*; Mara Boggs, *representing the Kanawha County Commission*; James Dodrill, *representing the Putnam County Commission*; Allen Holder, *representing the Lincoln County Commission*; Andrew Jordon, *representing the Kanawha County Commission*; and Col. Bill Peters, *Ex-Officio*.

Also Present: LJ Marciano, *Chief Operating Officer*; Josh Potter, *Chief Financial Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Andrew Gunnoe, *Chief Development Officer*; Barbara Matthey, *Executive Secretary*; Mindy Shaffer, *Executive Assistant*; Matt Ketter, *Maintenance Supervisor*; Katrina Bowers, *Babst Calland*, appearing via video conferencing; Mychal Schulz, *Babst Calland*; Mara Thompson, *ADC*; Rick Steelhammer, *Gazette-Mail*; Joe Reidy, *Three Point Strategies*; Dan Benzon, *Benzon Aviation Group*; Phillip Tucker, *Air Traffic Control*; and Elbert Mosley, *WOWK 13 News*.

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

Approval of April 26, 2023, Meeting Minutes: Chairman Hill presented the April 26, 2023, meeting minutes for approval. A motion was then made by Mr. LeRose, seconded by Mr. Goldman, to approve the April 26, 2023, meeting minutes, and the motion was unanimously approved.

Airport Director & CEO's Report – Assistant Director Marciano reported to the Board the following updates on behalf of Director Ranieri. Breeze Airways' inaugural flight will be held on May 31, 2023. CRW has partnered with the Charleston CVB and Breeze Airways to give one lucky winner from Charleston, SC, a Charleston Sternwheel Regatta experience. CRW is also excited to announce its Summer Vacation Promotion in partnership with WQBE. Four lucky winners will have the opportunity to receive a pair of round-trip tickets to Orlando International Airport (MCO) on Breeze Airways. The employee of the month is Matt Ketter, Maintenance Supervisor. A brief discussion took place regarding the decline in daily average fuel sales as compared to last year and that the price of fuel is also trending downward.

General Counsel Report – Ms. Bowers of Babst Calland presented her report to the Board. Babst Calland has continued working on the employee handbook and estimate having a draft shortly. Babst Calland has also finalized the execution of the Master Service Agreement with Prosource that the Board approved last month. Work continues with the analysis of various employment matters and operational issues, including preparation of office space leases and continuation of work on different litigation matters.

Construction Report – General Tackett reported to the Board that our Environmental Impact Study regarding the runway is continuing to go forward. Mara Thompson updated the Board regarding the following projects: Runway 5-23 Rehabilitation-Package 3; Eagle Mountain Road Sewer Extension; Shooter Detection System; Snow Removal Equipment Acquisition; Improvement Airport Drainage, Phase 1; GA Apron Expansion; and Terminal Roof Repairs, Phase 1. Ms. Thompson also updated the Board on the Active Grant Application. There was a brief discussion regarding a design to address a slip repair.

Finance – Mr. Goldman reported to the Board that a new report has been added to the Finance portion of our packet. Mr. Goldman pointed out to the Board that in this report the General Aviation is showing revenue being over budget, but this amount is almost equivalent to cost of goods sold at Aviation, and are offset by the cost of the fuel we are selling. The Airport has a net loss year to date of \$640,000.00, which is better than anticipated. The Airport is still drawing down federal grant revenue to offset the loss and will be able to preserve that revenue for about two more fiscal years. In anticipation of the ending of that grant, the Airport is working to find other sources of revenue. The Airport still has \$2.5 million of federal grant money available to draw down. Cash reserves show unrestricted \$804,000.00 and restricted about \$5.6 million. The Airport is carrying about \$13 ½ million in debt and the monthly cost of that is about \$110,000.00 with most being subject to interest rates under 3%.

Military Affairs and Public Safety Report – Assistant Director Marciano reported to the Board that the military has been very active.

Ad Hoc General Aviation – Assistant Director Marciano reported that the GA Committee will meet in June to discuss the Minimum Standards with regard to insurance requirements, and the opportunity to update Airport hangar facilities through private investment.

Marshall University Bill Noe Flight School Update – Assistant Director Marciano reported that the Bill Noe Flight School has a full summer flight schedule with the school having aircraft in the air seven days a week. The flight school is also looking at a large class of students beginning this fall.

Action Items:

Dan Benzon from Benzon Aviation Consulting gave the Board a brief explanation regarding the negotiations of the first three action items dealing with the Lease & Concession Agreement between CWVRAA and the three Rental Car Companies; Enterprise Rent-A-Car, Avis Rent a Car System and Budget Rent A Car System, and National Car Rental and Alamo Rent A Car. Although Hertz, who left during COVID, participated in early stages of the RFP process, they did not respond to the RFP. The Board was informed that these contracts would begin on July 1, 2023, with a term of five years (ending June 30, 2028).

Lease & Concession Agreement between Central West Virginia Regional Airport Authority and EAN Holdings, LLC, d/b/a Enterprise Rent-A-Car –After a brief discussion a motion for the Board to approve the Chairman to sign the Lease & Concession Agreement between Central West Virginia Regional Airport Authority and EAN Holdings, LLC, d/b/a Enterprise Rent-A-Car was made by Mr. Shumate, seconded by Mrs. Pack, and unanimously passed.

Lease & Concession Agreement between Central West Virginia Regional Airport Authority and Avis Budget Car Rental, LLC, d/b/a Avis Rent A Car System and Budget Rent A Car System – After a brief discussion, a motion for the Board to approve the Chairman to sign the Lease & Concession Agreement between Central West Virginia Regional Airport Authority and Avis Budget Car Rental, LLC, d/b/a Avis Rent A Car System and Budget Rent A Car System was made by Mr. Goldman, seconded by Mr. Shumate, and unanimously passed.

Lease & Concession Agreement between Central West Virginia Regional Airport Authority and EAN Holdings, LLC, d/b/a National Car Rental and Alamo Rent A Car – After a brief discussion, a motion for the Board to approve the Chairman to sign the Lease & Concession Agreement between Central West Virginia Regional Airport Authority and EAN Holdings, LLC, d/b/a National Car Rental and Alamo Rent A Car was made by Mr. Goldman, seconded by Mr. Shumate, and unanimously passed.

Supplement No 1 Agreement for Professional Services West Virginia International Yeager Airport Extend Sanitary Sewer Along Eagle Mountain Road – Assistant Director Marciano

explained that this Supplement No. 1 will result in no additional financial obligation (\$57,798.00) but will instead amend the base contract with LR Kimball to document the same change reflected on the economic development administration change order form that was approved at last month's board meeting. After a brief discussion, a motion for the Board to approve the Chairman to sign Supplement No. 1 to the Agreement for Professional Services with CDI Infrastructure, LLC dba LR Kimball to extend sanitary sewer along Eagle Mountain Road was made by General Tackett, seconded by Mr. LeRose, and unanimously passed.

Division of Multimodal Transportation Facilities Grant for Project Number CWVR0782023, FAA Project 3-54-0003-078-2023 - Snow Removal Equipment Acquisition – Assistant Director Marciano explained that this grant is for \$53,592.00 which is the 5% match of FAA Grant 78 leaving the remaining 5% of the grant to be funded by the Airport. After a brief discussion, a motion for the Board to approve Chairman to sign the Division of Multimodal Transportation Facilities Grant Agreement for Project Number CWVR0782023 was made by General Tackett, seconded by Mr. LeRose, and unanimously passed.

Division of Multimodal Transportation Facilities Grant for Project Number CWVR0792023, FAA Project 3-54-0003-079-2023 - GA Apron Expansion Phase I Design – Assistant Director Marciano explained that this grant is for \$21,123.00 which is the 5% match of FAA Grant 79 for the GA Apron Expansion with the remaining 5% match to be funded by the Airport. After a brief discussion, a motion for the Board to approve Chairman to sign the Division of Multimodal Transportation Facilities Grant Agreement for Project Number CWVR0792023 was made by General Tackett, seconded by Mrs. Pack, and unanimously passed.

Division of Multimodal Transportation Facilities Grant for Project Number CWVR0802023, FAA Project 3-54-0003-080-2023 - Improve Airport Drainage Phase I Environmental – Assistant Director Marciano explained that this grant is for \$19,743.00 which is the 5% match of FAA Grant 80 for the improvement of airport drainage phase I, with the remaining 5% match funded by the Airport. After a brief discussion, a motion for the Board to approve Chairman to sign the Division of Multimodal Transportation Facilities Grant Agreement for Project Number CWVR0802023 was made by General Tackett, seconded by Mr. Shumate, and unanimously passed.

There being no further business to discuss, the meeting adjourned at 12:35 PM.

The next meeting is scheduled for June 28, 2023, at Noon.



R. Edison Hill, Chairman



James Dodrill, Vice Secretary