



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 April 26, 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; Mara Boggs, *representing the Kanawha County Commission*; appearing via video conferencing; James Dodrill, *representing the Putnam County Commission*; appearing in person; Todd Goldman, *representing the Kanawha County Commission*, appearing in person; Andrew Jordon, *representing the Kanawha County Commission*, appearing via video conferencing; Lisa Pack, *representing the Kanawha County Commission*, appearing in person; Col. Bill Peters, *Ex-Officio*, 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 in person.

**Board Members Absent:** Brian Abraham, *representing Governor James Justice*; Allen Holder, *representing the Lincoln County Commission*; Archie Hubbard, *representing the Boone County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; and Trip Shumate, *representing the City of Charleston*.

**Also Present:** Dominique Ranieri, *Airport Director & CEO*; L.J. 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*; Rodney Kimble, *Building Maintenance*; Katrina Bowers, *Babst Calland*; Austin Rogers, *Babst Calland*; Mara Thompson, *ADCI*; Rick Steelhammer, *Gazette-Mail*; Greg Thomas, *Prosource*; Ryan Fackley, *Prosource*; Nikki Bays, *Prosource*; Melissa Pemberton, *Prosource*; and Katherine Skeldon, *Metro News*.

Chairman Hill called the meeting to order at 12:00 PM. Chairman Hill introduced and welcomed our two new Board members, Lisa Pack and Lance Wheeler.

**Approval of March 22, 2023, Meeting Minutes:** Chairman Hill presented the March 22, 2023, meeting minutes for approval. A motion was then made by Dr. Whaley, seconded by Mr. Dodrill, to approve the March 22, 2023, meeting minutes, and the motion was unanimously approved.

**Airport Director & CEO's Report** - Director Ranieri reported to the Board the following updates: The Breeze Airways Inaugural Flights to Charleston, SC and Orlando, FL will be on May 31, 2023. Paige is planning the celebration along with Breeze officials, Governor Justice, Secretary Ruby, the Kanawha County Commission, the City of Charleston and all of our amazing representatives that made this historical partnership possible. 294 people enrolled in TSA Precheck® at this month's pop-up enrollment event, and 286 people completed their Global Entry interviews at the US Customs and Board Protection Global Entry event.. We would like to thank Port Directors Steve Collins and the managers and officers from the Ports of Philadelphia, Pittsburgh and Norfolk that came into West Virginia to assist applicants and to conduct interviews. Yesterday CRW opened bids for Automobile Rental Concessions, and all incumbents submitted bids to continue to provide rental car service here at the Airport. The maintenance department has begun the extensive process of deep cleaning the parking garages and as a part of the process, Chief Johnson has been identifying and processing multiple abandoned vehicles in our garages. The Maintenance Department will power wash the garage and address any maintenance items.. Director Ranieri updated the Board on employee staffing changes. Director Ranieri then reported to the Board that a member of our Operations Department, Kylie Dibble, lost her home to fire and the Airport has taken up monetary, clothing and household donations to help her and her family rebuild. Our April Employee of the Month is Rodney Kimble, one of our custodians. Director Ranieri introduced representatives from Prosource Technologies, including Mr. Thomas,, our new IT and cybersecurity provider. Mr. Thomas reported that they will be focusing on current needs and the longer term master plan for the Airport. Mr. Thomas opened the floor for questions. A brief discussion took place regarding Prosource's facilities here in the area and others that they work with as well.

**General Counsel Report** – Mrs. Bowers of Babst Calland reported to the Board that the firm has begun the review and revision of the employee handbook; assisted with the proposed Air Service Incentive Program Agreement with Breeze Aviation Group; and reviewed the Master Service Agreement with Prosource Technologies. The firm continues to oversee litigation matters that arise.

**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; Improve Airport Drainage, Phase 1; GA Apron Expansion; and Terminal Roof Repairs, Phase 1, along with the Active Grant Applications.

**Finance** – Mr. Goldman reported to the Board that we are nine months into the fiscal year and directed the Board's attention to the Net Operating Income Statement which shows

operating revenue \$1.47 million over budget. Of the \$1.47 million over budget, \$1.36 million is coming from the General Aviation area and is fuel related. The Maintenance budget seems to be under budget, but Director Ranieri assured Mr. Goldman that the Airport is up to date on all maintenance and that CRW is saving some money in reserves for larger purchases before the end of the fiscal year. The CWVRAA has drawn down about \$846,000 in grant revenue and still has \$2.53 million of revenue available to draw down. Parking revenue is up about 10%, which is a good indicator that we're getting an increase in flight activity and parking revenue. Mr. Goldman noted that although interest rates continue to rise, the highest interest rate we are paying is 7% and others are at rates less than 3% which is better than the industry standard.

**Military Affairs and Public Safety Report** – Col. Peters reported to the Board now that the weather has broken, we've had a lot of military exercises and have sold about 13,000 gallons of fuel to the military last month. We had 300 military personnel in Operation Area Alpha. We had Apache helicopters, Chinook, and a Blackhawk based here. We will do that again next month.

**Ad Hoc General Aviation** – Mr. Dodrill had no report.

**Marshall University Bill Noe Flight School Update** – Mr. Dodrill stated that the Flight School was finishing up their semester this week. The first summer term will begin immediately after the semester is finished. The school had its first commercial pilot certified by Col. Peters two weeks ago, and, there has been at least one more since then. Enrollment and flying continues to increase.

**Action Items:**

*Approval of the 2023-2024 Disadvantaged Business Enterprise (DBE) Program* – After a brief discussion a motion for the Board to approve and to authorize Chairman to sign CWVRAA's 2023-2024 Disadvantaged Business Enterprise (DBE) Program Policy Statement was made by Mr. Goldman, seconded by Mr. Jordon, and unanimously passed.

*Eagle Mountain Road Sanitary Sewer Project – EDA Change Order* –After a brief discussion, a motion for the Board to approve and to authorize the Chairman to sign the EDA Change Order form for the Eagle Mountain Road Sanitary Sewer Project in the amount of \$57,798.00 was made by Gen. Tackett, seconded by Ms. Pack, and unanimously passed.

*Roof Repairs-Phase 1 – Grant Acceptance, Acceptance of Lowest Bid, and Inspection Services by ADCI* – After a brief explanation and discussion, a motion for the Board to approve and authorize Chairman Hill to sign FAA ATP Grant in the amount of \$1.1 million upon receipt; to approve and authorize Chairman Hill to sign an agreement with ADCI for inspection services associated with Roof Repairs-Phase 1, subject to legal counsel approval in the amount not to exceed \$75,000; and to award the bid to the lowest qualified

bidding contractor that will not exceed the funds provided for in the FAA ATP Grant was made by Gen. Tackett, seconded by Mr. Goldman, and unanimously passed.

*Airport Joint Use Agreement between the Central West Virginia Regional Airport Authority, United States of America, and State of West Virginia* – After a brief discussion, a motion for the Board to approve and to authorize the Chairman to sign the Airport Joint Use Agreement between the Central West Virginia Regional Airport Authority, United States of America, and State of West Virginia was made by General Tackett, seconded by Col. Peters, and unanimously passed.

*Scheduled Airline Operation Agreement and Terminal Building Lease between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc.* – After a brief discussion, a motion to authorize the Chairman to sign the Scheduled Airline Operating Agreement and Terminal Building lease between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc. was made by Dr. Whaley, seconded by Mr. Wheeler, and unanimously passed.

*Air Service Incentive Program Agreement between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc.* – After a brief discussion, a motion for the Board to approve and to authorize the Chairman to sign the Air Service Incentive Program Agreement between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc., subject to legal counsel approval, was made by Dr. Whaley, seconded by Mr. Dodrill, and unanimously passed.

*Master Services Agreement between the Central West Virginia Regional Airport Authority and ProSource Technologies, Inc.* – After a brief discussion, a motion for the Board to approve and to authorize the Chairman to sign the Master Services Agreement between the Central West Virginia Regional Airport Authority and Prosource Technologies, Inc., subject to legal counsel approval, was made by Mr. Goldman, seconded by Ms. Pack, and unanimously passed.

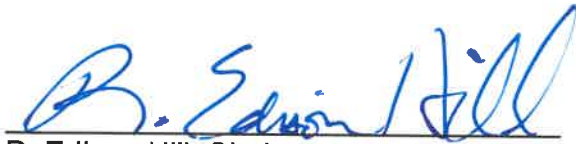
Chairman Hill noted that October 14 is the anniversary of General Chuck Yeager having broken the sound barrier. Chairman Hill stated he will be appointing an ad hoc sound barrier committee to consider acknowledging or celebrating this event and noted that the board needs to be in control of any such acknowledgment or celebration to ensure it is done properly and in consideration of liability issues. Chairman Hill will be reaching out to several Board members to serve on the committee and consider some of the ideas of Victoria Yeager. Mara Boggs and Mr. Dodrill said they would be willing to serve on that committee.

Mr. Dodrill asked about the possibility of having a mockup of the X1 built for display here at the airport but found out that it was extremely expensive. As an alternative, Mr. Dodrill noted that the Robert C. Byrd Institute could possibly build a mock-up for CRW.

Mr. Gunnoe and Mr. Marciano presented Director Ranieri with a framed copy of the Gazette article from the Breeze Airways announcement in recognition of her accomplishment and work to bring Breeze to CRW.

There being no further business to discuss, the meeting adjourned at 12:51 PM.

The next meeting is scheduled for May 24, 2023, at Noon.



R. Edison Hill, Chairman



James Dodrill, Vice Secretary