



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 (“CRW” or “Airport”), Charleston, West Virginia, and via video conferencing, on June 28, 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; James Dodrill, *representing the Putnam 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; 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; 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; 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*; Todd Goldman, *representing the Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; and Lance Wheeler, *representing the Kanawha County Commission*.

Also Present: Dominique Ranieri, *Airport Director and Chief Executive Officer*; LJ Marciano, *Chief Operating Officer*; appearing via video conferencing; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Andrew Gunnoe, *Chief Development Officer*; Barbara Matthey, *Executive Secretary*; Mindy Shaffer, *Executive Assistant*; Travis Ryan, *Operations Duty Specialist*; Katrina Bowers, *Babst Calland*; Mychal Schulz, *Babst Calland*, appearing via video conferencing; Mara Thompson, *ADCI*; Alan Peljovich, *ADCI*; Nancy Ritter, *Director and Chief Flight Instructor, Marshall School of Aviation*; Joe Reidy, *Three Point Strategies*; Ben Beakes, *Three Point Strategies*; Phillip Tucker, *NATCA*; Mark White, *pilot for The Masters Law Firm*; Stacy Brooks, *Pluri Potent Partnership*; Victoria Yeager; and Katherine Skeldon, *Metro News*.

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

Approval of May 24, 2023, Meeting Minutes: Chairman Hill presented the May 24, 2023, meeting minutes for approval. A motion was made by Mr. Dodrill, seconded by Dr. Whaley, to approve the May 24, 2023, meeting minutes, and the motion was unanimously approved.

Airport Director & CEO's Report – Director Ranieri reported to the Board the following updates: Breeze Airways has added a third route from CRW to Tampa, Florida (TPA) starting October 4 with flights on Wednesdays and Saturdays. For the fourth year in a row someone from CRW has been selected by The State Journal's to be honored as part of their Generation Next: 40 Under 40. This year, Paige Withrow received this honor. KRT is introducing a Rideshare app called KRT Plus, and CRW is the pilot location. KRT will provide passengers a quick ride to downtown hotel locations through the new application. The terminal Building HVAC and Partial Roof Replacement Project continues to progress at the Airport and is funded by the \$1 Million grant from the Airport Terminal Programs Grant. CRW received two bids that were within budget for this project. CRW continues working with the FAA on the Environmental Impact Statement Project for the airfield, safety, and terminal improvement project. The next step will be additional analysis regarding alternatives. CRW has been monitoring very closely the proposed 2023 FAA Reauthorization Bill and has been in communication with our congressional representatives. Director Ranieri highlighted some items contained in Capital Jet Center's report, such as—FBO Manager Gritt's addition of a new chart entitled "Average Daily Customers." This addition shows the year-to-year comparison and trends in the flights taking place at the FBO and a breakdown of the aircraft by category. CRW along with Airport's General Counsel continue to work on updates to the Employee Handbook, and a Personnel Committee meeting to review the proposed changes will be scheduled shortly. Our HR staff recently attended the Society of HR Management National 2023 Conference.

Our employee of the month is Travis Ryan, who is an Operations Duty Specialist.

General Counsel Report – Ms. Bowers of Babst Calland presented her report to the Board. Babst Calland continues to make revisions to the employee handbook and assist in the transition of IT vendors, as well as assisting with the analysis of various employment matters, operational issues, and office leasing matters. Ms. Bowers stated that she recently attended the ACINA Legal Affairs Conference geared towards exploring emerging legal trends for airports across the county. Babst Calland continues to work with litigation counsel in the Corotoman matter in which we are awaiting a decision and working with outside counsel on an employment matter. A personal injury matter pending in the Circuit Court of Kanawha County has been dismissed.

Construction Report – General Tackett reported to the Board that our Environmental Impact Study regarding the runway is continuing to go forward. Alan Peljovich updated the Board regarding the following projects: Runway 5-23 Rehabilitation-Package 3; Shooter Detection System; Snow Removal Equipment Acquisition; Improvement Airport Drainage, Phase 1; GA Apron Expansion; and Terminal Roof Repairs, Phase 1. Mr.

Peljovich also updated the Board on the active Grant Application; as well as the miscellaneous engineering tasks that still need to be completed.

Finance – Director Ranieri reported to the Board a few highlights from this month’s financial statements. The year-to-date overall loss before federal relief is currently \$855,321.00, which is better than budgeted. CRW has drawn down a total of \$1,095,530.00 in federal relief funds. The Airport fund has a net income for the month of May and continues to perform better than budgeted. Revenue is slightly below budget with the gap being much closer than last month. Special facilities have an overall loss but expenses should continue to decrease for that fund. The RAC revenue is over what was budgeted for the year, and it appears the year will show a strong net income even though expenses are over budget. Marketing has a net income for May and should get through the rest of the fiscal year without any additional Federal funds. CRW Services has a net income for May and the GA fund looks great this month, showing a net income due to stronger revenue for May.

Military Affairs and Public Safety Report – Col. Peters reported to the Board that many aircraft visited CRW in the month of June. CRW had more military fuel sold by June 16 this year than sold all of last year.

Ad Hoc General Aviation – Mr. Dodrill again mentioned fuel sales and that they are up across the board. Mr. Dodrill also announced tomorrow morning’s Meet and Greet at the Capital Jet Center from 8:30 a.m. to 10:30 a.m.

Marshall University Bill Noe Flight School Update – Ms. Ritter reported that the Bill Noe Flight School is down probably 70% of students because of vacations. The flight school and the Airport will be partnering in a Press Release regarding some upcoming activities and have some positive signs for growth coming this fall. There will be a class of over 40 students that will begin in August and of those 40 students there are about 18% coming from different careers seeking careers in aviation. Marshall received approval from the Department of Homeland Security to do international training. There are also more aircraft arriving: one coming in November and several coming in next year.

Discussion of Personnel Matters – Capital Jet Center Management – At 12:33 P.M., a motion to go into executive session to discuss personnel matters concerning Capital Jet Center Management was made by Mr. Hubbard, seconded by Mr. Dodrill, and unanimously passed. At 1:24 P.M., a motion to exit executive session was made by Mr. Hubbard, seconded by Dr. Whaley, and unanimously passed. It was noted that no action was taken during executive session.

Action Items:

Fiscal Year 2024 Budget - Director Ranieri presented a video from Mr. Potter presenting the Fiscal Year 2024 Budget. After the video, Director Ranieri gave a brief presentation. As recommended by the Finance Committee, a motion for the Board to adopt the Fiscal

Year 2024 Budget was made by Mrs. Pack, seconded by Dr. Whaley, and unanimously passed.

Director Ranieri explained that the following Amendments to Agreements with each airline are for the same extension to the Airline Use and Lease Agreement but have differing titles. After a brief discussion, the following motions were made.

Third Amendment to Agreement between the Central West Virginia Regional Airport Authority and American Airlines, Inc. – A motion for the Board to authorize the Chairman to sign the Third Amendment to Agreement between Central West Virginia Regional Airport Authority and American Airlines, Inc. was made by Mr. Hubbard, seconded by Mr. Dodrill, and unanimously passed.

Second Amendment to Agreement between the Central West Virginia Regional Airport Authority and Delta Air Lines, Inc. – A motion for the Board to authorize the Chairman to sign the Second Amendment to the Agreement between the Central West Virginia Regional Airport authority and Delta Air Lines, Inc. was made by Mr. Shumate, seconded by Mr. Dodrill, and unanimously passed.

Second Amendment to Agreement between the Central West Virginia Regional Airport Authority and United Airlines, Inc. – A motion for the Board to authorize the Chairman to sign the Second Amendment to the Agreement between the Central West Virginia Regional Airport Authority and United Airlines, Inc. was made by Mr. Hubbard, seconded by Mrs. Pack, and unanimously passed.

First Amendment to Agreement between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc. – A Motion for the Board to authorize the Chairman to sign the First Amendment to Agreement between the Central West Virginia Regional Airport Authority and Breeze Aviation Group, Inc. was made by Mr. Shumate, seconded by Dr. Whaley, and unanimously passed.

Consulting Services Agreement - Three Point Strategies – Director Ranieri presented the Consulting Services Agreement with Three Point Strategies for consideration by the Board. Mr. Reidy and Mr. Beakes were present for questions. After a brief discussion, a motion for the Board to authorize the Chairman to sign the Consulting Services Agreement with Three Point Strategies was made by Dr. Whaley, seconded by Col. Peters, and unanimously passed.

ENCOVA Workers' Compensation Insurance Renewal 2023-2024 – Director Ranieri presented to the Board for consideration the ENCOVA Workers' Compensation Insurance Renewal 2023-24. After a brief discussion, a motion for the Board to approve the renewal of Workers' Compensation insurance through ENCOVA Insurance in the amount of \$73,009.00 was made by General Tackett, seconded by Mrs. Pack, and unanimously passed.

Minimum Standards – Appendix A – Insurance Requirements – Mr. Dodrill presented to the Board for consideration a change to the Minimum Standards – Appendix A – Insurance Requirements. After a brief discussion and as recommended by the Ad Hoc General Aviation Committee a motion to add “Part 61” to Section B. Flight Training; to eliminate the \$2 Million General Aggregate requirement under Section B, Item 1; and, eliminate Section B, Item 6 - Umbrella (over AGL and EPL coverage) – not less than \$1 Million, as contained in Appendix A to the Minimum Standards was made by Mr. Hubbard, seconded by Dr. Whaley, and unanimously passed.

Annual Board of Members Matters –

Acknowledgement of Voting Rights – Ms. Bowers explained how voting rights were determined annually as mandated by CRW’s Bylaws. Chairman Hill explained that CWWRAA has allowed all Board of Members a vote for years but that in the event of weighted vote only the appointees of the County Commission and the City of Charleston have the authority to vote.

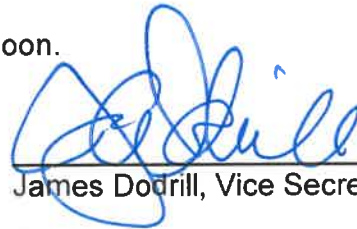
Election of Officers – Chairman Hill explained that once a year CWWRAA conducts election of officers consisting of a Chairperson, a Vice Chairperson, a Secretary and a Vice Secretary. The following have been serving as the elected officers: Ed Hill as Chairman; Trip Shumate as Vice Chairman; Bernie Wehrle as Secretary; and after the death of Prissilla Haden, Jim Dodrill has been serving as Vice Secretary. With that Chairman Hill opened the floor for nominations for Chair. Mr. Hubbard made a motion stating that the Board readopt the current leadership of the Board and move forward, Col. Peters seconded that motion, and unanimously passed.

There being no further business to discuss, the meeting adjourned at 1:48 P.M.

The next meeting is scheduled for July 26, 2023, at Noon.



R. Edison Hill, Chairman



James Dodrill, Vice Secretary