



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 August 23, 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; 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 via video conferencing; Andrew Jordon, *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 Jim Justice*; Mara Boggs, *representing the Kanawha County Commission*; Rodney LeRose, *representing the Nicholas County Commission*; Lisa Pack, *representing the Kanawha 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*; Andrew Gunnoe, *Chief Development Officer*; Josh Potter, *Chief Financial Officer*; Paige Withrow, *Chief Marketing Officer*; Officer Brian Jones; Barbara Matthey, *Executive Secretary*; Mindy Shaffer, *Executive Assistant*; Andrea Gritt, *Capital Jet Center FBO General Manager*; Brianna Pressley, *Capital Jet Center Customer Service Representative*; Katrina Bowers, *Babst Calland*; Austin Rogers, *Babst Calland*; Mara Thompson, *ADCI*; Bill Noe, *Marshall University Bill Noe Flight School*; Nancy Ritter, *Director/Chief Flight Instructor, Marshall University Bill Noe Flight School*; Jason Calloway, Terry Sayre; and Katherine Skeldon, *Metro News*.

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

**Marshall University Bill Noe Flight School Update** - Chairman Hill introduced Bill Noe and Nancy Ritter from Marshall University Bill Noe Flight School. Bill Noe addressed the Board and gave an update on the flight school, which is exceeding the projected enrollment in all areas.

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

**Airport Director & CEO's Report** – Director Ranieri reported to the Board the following updates:

Upcoming Events:

- "Wings for All" is landing at CRW on September 16, 2023, with 25 families scheduled to participate. This is an airport rehearsal program designated specifically for individuals with Autism or other intellectual disabilities.
- CRW is partnering with Marshall University Chapter of Women in Aviation International to co-host "Girls in Aviation Day" at the Bill Noe Flight School on September 23, 2023.
- CRW will be participating in a "Pilots to the Rescue Mission." Pilots to the Rescue was created as a lifeline for animals that are at risk of being euthanized due to the overwhelming demand placed on shelters throughout the United States. CRW will be participating in the media event that will be happening on September 24, 2023.

Other outreach that CRW will be participating in includes the West Virginia Chamber Annual Meeting & Business Summit next week, at which Director Ranieri will be speaking on a panel discussing West Virginia tourism. The CRW team just returned from the annual Aviation Conference and Airport Manager's Association meeting which was held at Canaan Valley. Ms. Withrow will be attending the 2023 Governor's Conference on Tourism. CRW has been invited to speak at the Chamber of Commerce of Roane County Annual Meeting.

Director Ranieri updated the Board regarding the private investment in Hangar 2 for rehabilitation. There will be a GA Committee meeting to discuss the lease and we hope to have it on next month's agenda for approval. Director Ranieri updated the Board on the snow removal equipment as well as the maintenance and public safety complex. Director Ranieri reported that the Kanawha County Commission reallocated the funds previously allocated to match the EDA grant for the rehab of Hangar 2 to the maintenance and public safety complex. We are getting ready for the snow season. CRW will hold a snow and ice control meeting on August 30<sup>th</sup> at 1:30 pm. Director Ranieri stated that yesterday the FAA sent out an update regarding the Environmental Impact Statement. Director Ranieri informed the Board that it is time to take our annual Board photo, and Mr. Switzer will start taking these photos starting at 11:00 a.m. at the next Board meeting. The Personnel Committee met to review a draft Employee Handbook. Revisions are in process and another Personnel Committee will be held before the next Board meeting. CRW completed a culture survey. The employee picnic is this Saturday. Director Ranieri introduced the employee of the month, Brianna Pressley who is a Customer Service Representative at Capital Jet Center.

**General Counsel Report** – Mrs. Bowers of Babst Calland presented her report to the Board. Babst Calland has prepared a first draft of the Employee Handbook and almost finished with the second draft of the handbook. Additionally, CRW has received and responded to several FOIA requests over the last month. Mrs. Bowers stated that they have continued to work with litigation counsel representing CWVRAA in an employment matter. Mrs. Bowers noted that the Court has entered an Order in the Corotoman matter entering judgment in favor of CWVRAA, which has been appealed.

**Construction Report** – General Tackett reported to the Board that the Environmental Impact Study is still ongoing. Mara Thompson shared with the Board that at the West Virginia Airport Conference CRW won the Engineering Showcase Award for the Runway Rehabilitation project. Ms. Thompson 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. Ms. Thompson also updated the Board on the Active Grant Application.

**Finance** – Mr. Goldman reported to the Board that we are over budget on revenue, which is a good thing, primarily because of parking and rental cars which are driven by passenger traffic. Fuel this year should be easier to track because we won't be so far over budget unless the price of gas keeps going up. We are under budget on general administration expenses. Director Ranieri stated that CRW has implemented a couple of different policies regarding pre-approval for travel and training and ensuring those expenses are closely monitored to help budget better for those this year. Mr. Goldman pointed out that non-restricted funds on hand is about \$1 Million and the restricted funds are about \$5.6 Million which is money we are holding for specific projects; our debt load is about \$13.3 Million; our annual debt services is \$1.1 Million, which is well within reason considering the size of our budget and also relatively low annual expense; and we still have about \$2.3 Million in federal funds that we will use as needed.

**Military Affairs and Public Safety Report** – Col. Peters reported to the Board that CJC continues to sell gas to the military at 8,700 gallons over the past month and that's in addition to the record we set on June 16, surpassing last year.

Col. Peters also updated the Board on Mallory Airport.

**Ad Hoc General Aviation** – Mr. Dodrill reported to the Board that the "Fly in Festival," an annual event down at Robert Newlon field, is coming up on August 24 – 26. There is a Facebook page called West Virginia Pilots or Pilots of West Virginia. They promote aviation events around the state. There is also an event on September 2 at the Hinton-Alderson Airport called "Dog Days" Fly-In.'

**Ad Hoc Sound Barrier Committee Report** – Mr. Dodrill reported that CRW has been considering doing something in conjunction with General Yeager's widow to take place in October to commemorate the 76<sup>th</sup> Anniversary of General Yeager breaking the sound

barrier. However, there were several logistical and other issues that have made it unfeasible for us to move forward with an event.

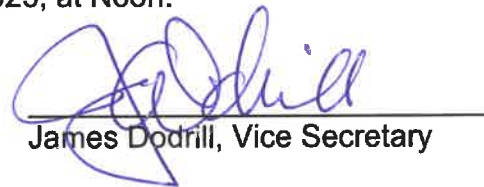
Chairman Hill asked if there was any idea when we might see our first EVTOL aircraft? Director Ranieri stated that CRW has been in conversation with BETA, which wants to install a charging station here at CRW. Mr. Gunnoe has been working back and forth along with Mrs. Bowers to finalize an agreement with BETA, and Ms. Thompson has helped us with a mock-up of the site location.

**Action Items:** No Action Items for consideration this month.

There being no further business to discuss, the meeting adjourned at 12:56 P.M.

The next meeting is scheduled for September 27, 2023, at Noon.

  
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R. Edison Hill, Chairman

  
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James Dodrill, Vice Secretary