



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 January 24, 2024, 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; Archie Hubbard, *representing the Boone County Commission*, appearing via video conferencing; Andrew Jordon, *representing the Kanawha County Commission*, appearing via video conferencing; Rodney LeRose, *representing the Nicholas 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; 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 Jim Justice*; Mara Boggs, *representing the Kanawha County Commission*; Allen Holder, *representing the Lincoln County Commission*; General Allen Tackett, *representing the Kanawha County Commission*; and, Bernie Wehrle, *representing the Kanawha County Commission*.

Also Present: Dominique Ranieri, *Airport Director and Chief Executive Officer*; LJ Marciano, *Chief Operating Officer*, appearing via video conferencing; Andrew Gunnoe, *Chief Development Officer*; Josh Potter, *Chief Financial Officer*; Paige Withrow, *Chief Marketing Officer*; Eric Johnson, *Chief of Police*; Barbara Matthey, *Executive Secretary*; Mindy Shaffer, *Executive Assistant*; Zachary Leftridge, *Accounting Manager*; Rick Weisenmuller, *ARCC Duty Officer*; Mychal Schulz, *Babst Calland*; Mara Thompson, *ADCI*; Nancy Ritter, *Marshall Director of Aviation*; Rick Steelhammer, *Gazette-Mail*; Whitney Merrill, *Suttle & Stalnaker*, Chris Lambert, *Suttle & Stalnaker*; Mark Lowdermilk, *State of West Virginia Aviation Division*; and Larry Copley, *State of West Virginia Aviation Division*.

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

Approval of December 6, 2023, Board Meeting Minutes: Chairman Hill presented the minutes of the December 6, 2023, Board Meeting for approval. A motion was made to approve the minutes of the December 6, 2023, Board Meeting by Mr. Dodrill, seconded by Ms. Pack, and was unanimously approved.

Airport Director & CEO's Report – Director Ranieri presented the following to the Board: CWVRAA has completed the fiscal year 2023 audit with Suttle & Stalnaker, as well as the annual FAA Part 139 inspection. Management is in the final stages of completing employee performance reviews and conducting an internal audit of our Operating Instructions. The Airport hosted a TSA/FAA Open House in January. Director Ranieri highlighted from the Marketing Report some Google reviews the Airport has recently received. The Airport is working with our concessionaire with regard to the service they are providing at the Airport. Director Ranieri provided an update on funding for the Maintenance and Public Safety Complex. Director Ranieri explained that the dates for this year's Board meetings and Annual Board Training have been printed and included in the Board book. The first Employee of the Quarter for 2024 is Rick Weisenmuller. He is being recognized for his out-of-the box thinking in problem solving. He is a quick-thinking employee who takes the time to help both customers and co-workers. Director Ranieri introduced Mr. Gunnoe who presented a legislative update to the Board. Director Ranieri also informed the Board that Mr. Gunnoe successfully completed his CM exam and earned the Assistant Director title.

General Counsel Report – Mr. Schulz presented his report to the Board. In the past month Babst Calland has assisted with the analysis of various employment, operational, and leasing matters; assisted in negotiating the Host Site Agreement with BETA; continues to work with litigation counsel in an employment matter; drafted the complaint for acquisition of the “flycrw.com” domain; and, filed the Authority's Response Brief in the matter pending before the Fourth Circuit Court of Appeals.

Construction Report – Mara Thompson of ADCI presented to the Board another award the Airport received for Runway 5/23 Rehabilitation Project. Ms. Thompson updated the Board regarding the following projects: BETA eVTOL Charger; Marshall University Additional Hangar; Improve Airport Drainage Project; Phase 1 GA Apron Expansion; Maintenance and Public Safety Facility; Deicing Truck Acquisition; Shooter Detection System; Snow Removal Equipment Acquisition; and Terminal Roof Repairs, Phase 1.

Finance – Mr. Goldman reported to the Board that total revenues are at \$8,115,000 compared to what was budgeted - \$7,277,000. Fuel sales are up 10% over budget. Operating expenses were \$7.2 million instead of \$7.47 million. Not only are we seeing

an increase in revenue, but we are also seeing more control over operating expenses. There is an increase in revenue at CJC, mostly due to fuel sales. The results in the first six months of this fiscal year is a net income of \$908,000 compared to the budgeted loss of \$190,000. Parking and rental car revenue are over budget. We have unrestricted cash on hand of \$1.4 million, restricted funds of about \$5.9 million and we are carrying debt at \$12.9 million, so our monthly payment for debt services is \$112,000. About half of that debt is bonded with Passenger Facility Charges and the other half goes under our Profit and Loss Statement. Our debt load is about 9% of our revenue. We still have federal funds available.

Military Affairs and Public Safety Report – Col. Peters reported to the Board that fuel sales to the military over the past month was over 4,700 gallons. CWVRAA has a few meetings with the military coming up regarding the use of our facilities for training.

Ad Hoc General Aviation Report – No report this month.

Marshall University Bill Noe Flight School Update – Ms. Ritter reported to the Board that the flight school had a great start to the Spring semester with a total of 115 students now on site. Marshall University is pleased to report that there has also been a big increase in career changers this Spring. There are many local citizens in local counties who want to make a move into aviation and so there is a substantial increase in local citizens getting their single rating training at the flight school. Marshall University welcomed a new professor—Director Ranieri, Airport Director and CEO of WVIYA, has now joined the Marshall faculty and is teaching Aviation Management. Marshall took another delivery of a Cirrus aircraft, so the total flight school fleet is up to seven and four are on order for next year, plus the Airbus helicopter will premier at the 2024 Helicopter Association International Heli-Expo in Anaheim, California, in the Marshall colors and make its way back to CRW by mid-March.

Action Items:

Independent Auditor’s Report for FY 2023 – Mr. Potter introduced Chris Lambert and Whitney Merrill from Suttle & Stalnaker. Mr. Lambert presented the Audit for this year—which did not include any findings, and, after a brief discussion, a motion for the Board to accept the audit and approve submission to the West Virginia State Auditor’s Office Chief Inspector Division and Federal Audit Clearinghouse was made by Mr. Goldman, seconded by Mr. Shumate, and unanimously passed.

Summersville Airport (SXL) Notice of Non-Renewal of Revised Management Agreement – After a brief discussion, a motion for the Board to approve Chairman Hill to sign the Notice of Non-Renewal of Revised Management Agreement between CWVRAA

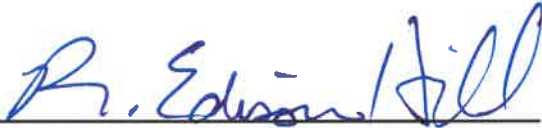
and the Nicholas County Airport Authority was made by Dr. Whaley, seconded by Col. Peters, and unanimously passed.

FlyCRW Uniform Domain Name Dispute Resolution Policy Complaint – After a brief explanation and discussion regarding this Complaint, a motion for the Board to approve the filing of the FlyCRW Uniform Domain Name Dispute Resolution Policy Complaint by Babst Calland was made by Mr. Dodrill, seconded by Mr. Shumate, and unanimously passed. Mr. Hubbard abstained from voting on this issue.

Central West Virginia Regional Airport Authority Policy Manual Amendment - After a brief discussion, a motion to approve the amendment to the CWVRAA Policy Manual, Section 3.7 Procurement, was made by Mr. Goldman, seconded by Mrs. Pack, and unanimously passed.

There being no further business to discuss, the meeting adjourned at 12:55 P.M.

The next meeting is scheduled for February 28, 2024, at Noon.



R. Edison Hill, Chairman



James Dodrill, Vice Secretary