



phone: 304.263.2106

fax: 304.267.6350

170 Aviation Way, Suite 105
Martinsburg, West Virginia 25405

Eastern WV Regional Airport Authority

MEETING MINUTES Monday, July 19th 2021 – 6:00 PM

ROLL CALL		Remote	Present In Person	Absent
Chairman	Jim Klein		✓	
Vice Chairman	John Laub		✓	
Secretary	Maria Lorensen	✓		
Treasurer	Brad Close			✓
Jefferson County	John Allen		✓	
Berkeley County	Tana Burkhart	✓		
City of Martinsburg	Margie Bartles		✓	
Berkeley County	Dan Dulyea			✓
City of Martinsburg	Larry Dunn		✓	
Berkeley County	Ronald Fitzpatrick			✓
Berkeley County	PJ Orsini	✓		
Berkeley County	Jim Whitacre		✓	
STAFF				
Executive Director	Nic Diehl		✓	
Director of Aviation	Neil Doran		✓	
Accounting	Vicki Saunders		✓	
Legal	Chuck Bailey			✓
Legal	Jim Marshall		✓	
Legal	Taylor Giles, Law Clerk		✓	

Also in attendance: Tom McKenzie, Dennis Bradford and Kathy Brosius of the staff. Fadi Hamza, Christina Hamza and daughter. Emily Keefer of the Martinsburg Journal-News.

Welcome

Petitions of Citizens

None

Meeting called to order at 6:00 PM by Chairman Klein.

1st Agenda Item: Election of Officers

Chairman

Maria Lorensen motioned to nominate and elect Jim Klein as Chairman by acclamation. Larry Dunn seconded the motion. Larry Dunn motioned to close the nominations. John Allen seconded the motion. All were in favor and the motion passed. Jim Klein accepted the position.

Vice Chairman

Jim Klein motioned to nominate and elect John Laub as Vice Chairman by acclamation. Larry Dunn seconded the motion. Maria Lorensen motioned to close the nominations. Larry Dunn seconded the motion. All were in favor and the motion passed. John Laub accepted the position.

Treasurer

P.J. Orsini motioned to nominate and elect Dan Dulyea as Treasurer by acclamation. Tana Burkhart seconded the motion. John Laub motioned to close the nominations. Margie Bartles seconded the motion. All were in favor and the motion passed.

Secretary

John Laub motioned to nominate and elect Maria Lorensen as Secretary by acclamation. Larry Dunn seconded the motion. John Allen motioned to close the nominations. John Laub seconded the motion. All were in favor and the motion passed. Maria Lorensen accepted the position.

2nd Agenda Item: Approval of June 14, 2021 meeting minutes

John Allen motioned to approve the minutes with the change to reflect Taylor Giles' in-person attendance. Maria Lorensen seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Approval of June 2021 Budget Report

Larry Dunn motioned to approve the budget report. John Laub seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Review recommendation to address tenant rent increase notification issue

Nic Diehl made a recommendation to waive collection of the portion of the July 2021 hangar rental fee that corresponds to the adopted FY21-22 rate increase. This measure would delay implementation of those higher hangar rental fees until August 1st 2021 and address an inadvertent oversight. While staff had published the rate changes to the flymr.com website and the information was contained within the minutes of the board of directors available to the public; staff had failed to provide a 30-day written notice of changes to the hangar rates directly to each one of the 60+ hangar tenants. Mister Diehl additionally recommends that any tenants that had already paid the increased rate be given a credit for any additional amounts that they paid for the month of July 2021 over and above the rate payable in June 2021. John Allen motioned to approve the recommendation as presented. John Laub seconded the motion. All were in favor and the motion passed.

5th Agenda Item: Review creation of 501c3

Chairman Klein discussed and reviewed the draft articles of incorporation and by-laws for the MRB Foundation 501c3. Discussion ensued with questions by John Allen and Maria Lorensen. Comments from members of the board regarding the draft language of both documents will be due on or before 08/02/2021.

6th Agenda Item: Review Capitalization Policy

Nic Diehl provided an explanation for why this Capitalization policy was developed and needed. It was explained that the management letters accompanying several recent audits recommended that the EWVRAA to develop this policy. Larry Dunn motioned to approve and accept the Capitalization policy as presented. Margie Bartles seconded the motion. All were in favor and the motion passed.

7th Agenda Item: Review resolution to allow employees to participate in 457 Deferred Retirement Plan

John Laub motioned to approve the resolution authorizing EWVRAA employer participation in the West Virginia Retirement Plus Deferred Compensation Plan, a 457b Retirement Savings Plan. It will require no matching and will not come at any cost to the airport. It will be elective and optional for airport employees to participate in this plan and will not be required. 457b plans fill in the gaps that may exist between what a retiree earned while working with what they receive as pension and social security income and additionally offers numerous tax benefits. All were in favor and the motion passed.

8th Agenda Item: Executive Director / Staff Report

Reports presented by Nic Diehl & Neil Doran.

9th Agenda Item: Possible property matter (possible executive session)

No action or discussion was needed with this item.

10th Agenda Item: Possible legal matter (possible executive session)

No action or discussion was needed with this item.

Vice Chairman Laub motioned to adjourn the meeting. Larry Dunn seconded the motion. All were in favor and the motion passed.

The meeting adjourned at 6:33 PM.