

**Eastern WV Regional Airport Authority**

**VIRTUAL MEETING MINUTES Monday, August 16<sup>th</sup> 2021 – 6:00 PM**

ROLL CALL		Remote	Present In Person	Absent
<b>Chairman</b>	Jim Klein	✓		
<b>Vice Chairman</b>	John Laub	✓		
<b>Secretary</b>	Maria Lorensen	✓		
<b>Treasurer</b>	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	✓		
<b>STAFF</b>				
Executive Director	Nic Diehl	✓		
Director of Aviation	Neil Doran	✓		
Accounting	Vicki Saunders	✓		
Legal	Chuck Bailey			✓
Legal	Jim Marshall	✓		

**Welcome**

**Petitions of Citizens**

None

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

**1<sup>st</sup> Agenda Item: Approval of July 19<sup>th</sup>, 2021 meeting minutes**

Secretary Lorensen motioned to approve the minutes as presented. Vice Chairman Laub seconded the motion. All were in favor with the exception of John Allen who abstained as he did not have the opportunity to review them. The motion passed.

**2<sup>nd</sup> Agenda Item: Approval of July 2021 Budget Report**

Margie Bartles motioned to approve the July 2021 budget report. Vice Chairman Laub seconded the motion. All were in favor and the motion passed.

### **3<sup>rd</sup> Agenda Item: Update on 501c3**

Chairman Klein explained that the Advise and Consent period ended on August 2<sup>nd</sup> 2021. Thereafter information was compiled and sent to the Airport Authority's Executive Committee. This committee held a meeting on August 6<sup>th</sup>. Mister Marshall as Legal Counsel also compiled notes based upon a previous non-profit entity that had been associated with the airport in the past. The Airport Authority can appoint board members to the 501c3 and this roster would be forwarded to the West Virginia Secretary of State's office as part of the registration process for this charitable organization. Nic Diehl explained that work is underway to host a joint Commemorative Air Force (CAF) / Airport Open House event to be held in October 2021. The 501c3 is also expected to be used to seek education and historic preservation-related grants. It is anticipated that approval of the by-laws for the 501c3 will be the first order of business for the newly appointed board of directors. Jim Marshall noted that he is not seeking to join as a member of the Bailey & Wyant Law Firm or as the Legal Counsel to the Airport Authority. Rather he is volunteering to serve as a member of the local community. Secretary Lorensen pointed out that discussions and development of the 501c3 have been in the works for several years and could be seen as an educational arm of the authority with a mission to benefit both the airport and the larger community. Chairman Klein spoke of the creation of the 501c3 to collect and administer funds that could advance the Outdoor Center for Aviation Education project. The first discussions related to planning for the October 2021 Airport event was held in April and a motion to approve the creation of the 501c3 was a part of the June 2021 regular meeting.

### **4<sup>th</sup> Agenda Item: Appointment of board members to 501c3**

The recommended list of directors for the 501c3 included three EWVRAA members and three local community members:

1. Jim Klein
2. Maria Lorensen
3. Jim Whitacre
4. Jim Marshall
5. Bart Rogers
6. Nic Diehl

Vice Chairman Laub motioned to approve the list of preliminary appointments as initial board members to the 501c3 known as the MRB Foundation. John Allen seconded the motion. All were in favor and the motion passed. Chairman Klein explained that while the EWVRAA can appoint the board members, only the MRB Foundation board of directors can thereafter remove board members.

### **5<sup>th</sup> Agenda Item: Executive Director / Staff Report**

Reports presented by Nic Diehl & Neil Doran.

### **6<sup>th</sup> Agenda Item: Possible property matter (possible executive session)**

No action or discussion was needed with this item.

### **7<sup>th</sup> 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. John Allen seconded the motion. All were in favor and the motion passed.

**The meeting adjourned at 6:24 PM.**