

**Eastern WV Regional Airport Authority**

**VIRTUAL MEETING MINUTES Monday, March 21<sup>st</sup> 2022 – 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>	Dan Dulyea			✓
Berkeley County	Tana Burkhart			✓
City of Martinsburg	Margie Bartles	✓		
Berkeley County	Brad Close			✓
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		✓	
Martinsburg Journal	Emily Keefer			✓
Accountant	Charli Heilmann	✓		

**Welcome**

**Petitions of Citizens**

None

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

**1<sup>st</sup> Agenda Item: Approval of February 28<sup>th</sup>, 2022 meeting minutes**

- Larry Dunn motioned to approve the minutes as presented. Ronald Fitzpatrick seconded the motion. All were in favor and the motion passed.

**2<sup>nd</sup> Agenda Item: Approval of February 2022 Budget Report**

- John Laub motioned to approve the February 2022 budget report as presented. Larry Dunn seconded the motion. All were in favor and the motion passed.

### **3<sup>rd</sup> Agenda Item: Review and approval of fiscal year 21-22 budget adjustment**

- John Laub motioned to approve the fiscal year 2021-2022 budget adjustment as presented. Larry Dunn seconded the motion. All were in favor and the motion passed.

### **4<sup>th</sup> Agenda Item: Review and approval of local government p-card procedures**

- Margie Bartles motioned to approve the proposed p-card procedures manual/program as presented. Larry Dunn seconded the motion. All were in favor and the motion passed.

### **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)**

- Maria Lorensen motioned to enter Executive Session to discuss a personnel matter at 6:25 PM. John Laub seconded the motion. All were in favor and the motion passed. Discussion ensued. No action was taken while in Executive Session.
- After exiting Executive Session, John Laub motioned that in lieu of the Executive Director not receiving an increase in 2021, a salary increase for the Executive Director be approved in the amount discussed. Maria Lorensen seconded the motion. All were in favor and the motion passed.

Maria Lorensen motioned to adjourn the meeting. John Laub seconded the motion. All were in favor and the motion passed.

**The meeting adjourned at 6:37 PM.**