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**Eastern WV Regional Airport Authority**  
**ZOOM MEETING MINUTES Monday, December 12<sup>th</sup>, 2022- 6:00pm**

ROLL CALL		Remote	Present In Person	Absent
<b>Chairman</b>	Dan Dulyea		✓	
<b>Vice Chairman</b>	Chip Leatherman	✓		
<b>Secretary</b>	Maria Lorensen	✓		
<b>Treasurer</b>	Brad Close		✓	
Berkeley County	Tana Burkhart			✓
City of Martinsburg	Margie Bartles		✓	
City of Martinsburg	John Laub	✓		
City of Martinsburg	Larry Dunn		✓	
Berkeley County	Ronald Fitzpatrick	✓		
Berkeley County	Jim Whitacre		✓	
Berkeley County	PJ Orsini	✓		
<b>STAFF</b>				
Executive Director	Nic Diehl	✓		
Business Manager	Craig Bartoldson		✓	
Accounting	Vicki Saunders	✓		
Legal	Chuck Bailey			✓
Legal	Jim Marshall		✓	
Martinsburg Journal	Emily Keefer			✓
Accountant	Charli Heilmann		✓	

**Petitions of Citizens**

None

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

### **1<sup>st</sup> Agenda Item: Approval of October 11<sup>th</sup> and November 14<sup>th</sup> Meeting Minutes**

- Larry Dunn motioned to un-table minutes for October 11<sup>th</sup>. Brad Close seconded the motion. All were in favor and the motion passed. Larry Dunn motioned to approve October 11<sup>th</sup> and November 14<sup>th</sup> minutes with the correction he was not present for the November meeting. Chip Leatherman seconded the motion. All were in favor and the motion passed.

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

- Charli Heilman CPA presented October 2022 Budget Report. Brad Close motioned to approve the October 2022 budget report as presented. Margie Bartles seconded the motion. All were in favor and the motion passed.

### **3<sup>rd</sup> Agenda Item: Election of Vice Chairman Chip Leatherman to Board of Directors**

- Chairman Dulyea nominated Chip Leatherman as Vice Chairman, no further nominations. Brad Close motioned to approve the election of Vice Chairman Chip Leatherman. Larry Dunn seconded the motion. All were in favor and the motion passed. Mr. Leatherman was unanimously elected as Vice Chairman.

### **4<sup>th</sup> Agenda Item: Discussion and Approval of New Credit Card Account**

- After an explanation from Executive Director Nic Diehl and some board discussion, Larry Dunn motioned to approve a possible Credit Card account with United Bank as well as a credit line increase. Chip Leatherman seconded the motion. Margie Bartles abstained from voting due to potential conflict of interest; All others were in favor and the motion passed.

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

- Reports presented by Executive Director Nic Diehl.

Larry Dunn motioned to adjourn the meeting at 6:22pm. Margie Bartles seconded the motion. All were in favor and the motion passed.

**The meeting adjourned at 6:22 PM.**