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**Eastern WV Regional Airport Authority**

**SPECIAL MEETING MINUTES Monday, October 11<sup>th</sup> 2022 – 6:00 PM**

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

Also Present: Tom McKenzie and Kathy Brosius.

**Petitions of Citizens**

None

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

**1<sup>st</sup> Agenda Item: Approval of September 19<sup>th</sup>, 2022 Meeting Minutes**

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

## **2<sup>nd</sup> Agenda Item: September 2022 Draft Budget Report Presentation**

- The board discussed and reviewed the draft September 2022 budget report. Due to the special meeting having being moved up one week, a finalized September 2022 budget report will be available for consideration during the November 2022 regular meeting. No motions were necessary for this agenda item.

## **3<sup>rd</sup> Agenda Item: Review and approval of revised FY2022-2023 EWWRAA Meeting Schedule**

- After some discussion, a motion was made by Jim Whitacre to revise the FY22-23 EWWRAA Meeting schedule and move the regular monthly meetings from the third Monday to the second Monday at 6:00pm. Monthly budget reports will also be “staggered” to allow staff more time to prepare them. Monthly budget reports shall be reviewed and approved during the regular meetings held on the second month after the end of each calendar month. (Example: approving the September 2022 financial reports during the November 2022 regular meeting). The motion was seconded by Tana Burkhart. All were in favor and the motion passed.

## **4<sup>th</sup> Agenda Item: WVDMTF General Revenue Grants – Approval to spend up to \$37,500 towards acquisition of airfield mowing equipment (time-sensitive)**

- Larry Dunn made a motion to approve use of West Virginia Division of Multimodal Transportation Facilities (WVDMTF) FY20-21; FY21-22 and FY22-23 General Revenue Grants totaling \$37,500. Funds shall be used towards the acquisition costs of a commercial-grade airfield grass mower, the specifics of which make and model are to be determined by staff. The motion was seconded by Maria Lorensen. All were in favor and the motion passed.

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

- Neil Doran reported that on 09/30/2022, the FAA published its National Plan of Integrated Airport Systems (NPIAS) for Fiscal Years 2023-2027. That plan included an upgrade for MRB from a “local” to a “regional”-level facility within the ASSET report categories used by the FAA for General Aviation or “GA” airports. After several years of determined effort by staff to have our category corrected, MRB is now regarded by the FAA as a “Regional” Reliever airport. This will likely lead to higher priority, increased FAA AIP grant competitiveness and in some instances, somewhat larger allocations/awards for stimulus and economic relief grants provided to airports by the U.S. Congress.
- Nearly \$26 million in FAA AIP federal funding eligibility was identified - second most among West Virginia airports during the planning period! This seems to signal that the FAA agrees with MRB’s need for a full parallel Taxiway Echo. The project could be one large Congressionally-earmarked award or it could be broken down in to as many as four phases. Either way, 5% local matching funds and 5% state matching funds through the WVDMTF will need to be planned for and secured.

## **6<sup>th</sup> Agenda Item: Discussion – Director of Aviation Resignation**

- It was announced that Neil Doran will be resigning his position and transitioning to a new role as Airport Director at the Hagerstown Regional Airport (KHGR) in Maryland effective 11/1/2022. A plaque was presented by Nic Diehl to Mr. Doran in recognition of his six years of service at the Eastern West Virginia Regional Airport. Dan Dulyea, Maria Lorensen, PJ Orsini and Jim Whitacre conveyed words of appreciation and the board’s well-wishes. Mr. Doran thanked all in attendance.

**7<sup>th</sup> Agenda Item: Possible personnel matters (possible executive session)**

- Larry Dunn motioned to enter Executive Session to discuss a personnel matter at 6:28 pm. The motion was seconded by Jim Whitacre. All were in favor and the motion passed.
- Larry Dunn motioned to exit Executive Session at 6:58 pm. The motioned was seconded by Margie Bartles. All were in favor and the motion passed.
- Margie Bartles motioned to adopt the re-structured organizational chart of personnel and to make related budget reallocations as recommended by staff. The motion was seconded by Maria Lorensen. All were in favor and the motion passed.

Larry Dunn motioned to adjourn the meeting at 7:00 pm. Margie Bartles seconded the motion. All were in favor and the motion passed.

**The meeting adjourned at 7:00 PM.**