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Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES May 8th, 2023- 6PM

| ROLL CALL | | Remote | Present In Person | Absent |
|----------------------|--------------------|--------|----------------------|--------|
| Chairman | Dan Dulyea | | ✓ | |
| Vice Chairman | Chip Leatherman | | ✓ | |
| Secretary | Maria Lorensen | | ✓ | |
| Treasurer | 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 | ✓ | | |
| STAFF | | | | |
| Executive Director | Nic Diehl | | ✓ | |
| Director of Aviation | Craig Bartoldson | | ✓ | |
| Accounting | Vicki Saunders | | ✓ | |
| Legal | Chuck Bailey | | | ✓ |
| Legal | Jim Marshall | | ✓ | |
| Accountant | Charli Heilmann | | ✓ | |

Also Present: Russ Volker from Civil Air Patrol and Tom McKenzie, Airport Maintenance Supervisor

Petitions of Citizen: None

Meeting called to order at 6PM by.

1st Agenda Item: Approval of March 13th and April 10th Meeting Minutes

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

2nd Agenda Item: Approval of March 2023 Budget Report

- Charli Heilmann, CPA., presented the Budget Report. Larry Dunn moved to accept the Budget report as presented. Tana Burkart seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Review and Approval of Proposed 2024 Fee Schedule

- Motion to approve the Fee Schedule as discussed, with explanations of the improvements the Airport Authority has made. Brad Close seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Review of FY-2024 Budget for Approval in June Meeting

- Review of FY '24 Budget, approval to be set for June meeting.

5th Agenda Item: Executive Director / Staff Report

- Reports presented by Nic Diehl.

7th Agenda Item: Possible legal and property matter (possible Executive Session)

- Chairman Dulyea asked the members if a move into Executive Session to discuss possible legal and property matters was needed. Larry Dunn motioned to move into Executive Session. Maria Lorensen seconded the motion. All were in favor, and the motion passed. No action was taken in executive session. Upon coming out of executive session, Ms. Bartles made a motion to grant the executive director the authority to approve expenses associated with repairs to aircraft. Treasurer Brad Close seconded the motion. The motion passed unanimously.

Vice Chairman Leatherman motioned to adjourn the meeting at 7:40pm. Maria Lorensen seconded the motion. All were in favor and the motion passed.

The meeting adjourned at 7:40PM.