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Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, July 10th, 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		✓	
Business Manager	Craig Bartoldson		✓	
Legal	Chuck Bailey			✓
Legal	Jim Marshall		✓	
Accountant	Charli Heilmann		✓	

Also present: Tom Mackenzie from Eastern West Virginia Regional Airport Authority

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Dulyea

1st Agenda Item: Election of Officers

- Margie Bartles proposed to nominate the following officers: Chip Leatherman as Chairman, Larry Dunn as Vice Chairman, Maria Lorensen as Secretary, and Brad Close as Treasurer. All candidates accepted proposed nominations. Jim Whitacre motioned to close the nominations. Ms. Bartles seconded the motion. All were in favor and nominations were closed. Jim Whitacre

motioned to pass proposed elections. Margie Bartles seconded the elections. All were in favor and the elections passed.

2nd Agenda Item: Approval of June 12th, 2023, Meeting Minutes

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

3rd Agenda Item: Approval of May 2023 Budget Report

- CPA, Charli Heilmann, presented the May 2023 Budget Report. Vice Chairman, Larry Dunn motioned to accept the Budget as presented. Dan Dulyea seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Review and approval of Board Resolutions for Banking and Insurance access

- Review of Corporate Resolutions to First United Bank & Trust. Jim Whitacre moved to adopt Corporate Resolution as stating: The Board of Directors authorize the following individuals to sign checks and have account access to the Airport Authority's bank accounts related to First United Bank & Trust: Lynn E. Leatherman, Larry Dunn, Brad Close, Maria Lorensen, Nicolas Diehl, and Craig Bartoldson. Margie Bartles seconded the motion. All were in favor and the motion passed.
- Review of Corporate Resolutions to United Bank. Vice Chairman Dunn moved to adopt Corporate Resolution as stating: The Board of Directors authorize the following individuals to sign checks and have account access to the Airport Authority's bank accounts related to United Bank: Lynn E. Leatherman, Larry Dunn, Brad Close, Maria Lorensen, Nicolas Diehl, and Craig Bartoldson. Jim Whitacre seconded the motion. All were in favor and the motion passed.
- Review of Corporate Resolutions from CNB Bank, Inc. Vice Chairman, Larry Dunn moved to adopt Corporate Resolution with amendments stating: The Board of Directors authorize the following individuals to sign checks and have access to the Airport Authority's bank accounts related to CNB Bank, Inc.: Lynn E. Leatherman, Larry Dunn, Brad Close, Maria Lorensen, Nicolas Diehl, and Craig Bartoldson. Dan Dulyea seconded the motion. All were in favor and the motion passed.

5th Agenda Item: Review and approval of Request for Support of 2024 Independence Celebration

- Jim Whitacre moved to approve Request for Support of 2024 Independence Celebration and set the date for June 29th, 2024. Margie Bartles seconded the motion. All were in favor and the motion passed.

6th Agenda Item: Executive Director/ Staff Reports

- Staff Reports presented by Nic Diehl

7th Agenda Item: Property/Personnel/Legal Matter (possible Executive Session)

- Chairman Leatherman asked the members if a need to enter Executive Session was needed. There was no need for Executive Session at this time.

Larry Dunn motioned to adjourn the meeting at 6:45pm. Margie Bartles seconded the motion. All were in favor and the motion passed.

The meeting adjourned at 6:45pm.