



phone: 304.263.2106

fax: 304.267.6350

226 Pilot Way
Martinsburg, West Virginia 25405

Eastern WV Regional Airport Authority

ZOOM MEETING MINUTES, November 20th, 2023- 6pm

ROLL CALL		Remote	Present In Person	Absent
Chairman	Chip Leatherman		✓	
Vice Chairman	Larry Dunn			✓
Secretary	Maria Lorensen		✓	
Treasurer	Brad Close		✓	
Berkeley County	Tana Burkhart	✓		
City of Martinsburg	Margie Bartles		✓	
City of Martinsburg	John Laub			✓
Berkeley County	Ronald Fitzpatrick			✓
Berkeley County	Jim Whitacre			✓
STAFF				
Executive Director	Nic Diehl		✓	
Business Manager	Craig Bartoldson		✓	
Legal	Jim Marshall		✓	
Accountant	Charli Heilmann			✓

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Leatherman

1st Agenda Item: Approval of October 16th, 2023, Meeting Minutes

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

2nd Agenda Item: Approval of September 2023 Budget Report

- EWWRAA's Business Manager, Craig Bartoldson, presented the September 2023 Budget Report. Brad Close motioned to approve the September 2023 budget. Maria Lorensen seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Approval of October 2023 Budget Report

- EWWRAA's Business Manager, Craig Bartoldson, presented the October 2023 Budget Report. Maria Lorensen motioned to approve the October 2023 Budget. Margie Bartles seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Executive Director/ Staff Reports

- Staff and Director Reports presented by Nic Diehl

5th Agenda Item: Property/ Personnel/ Legal contract matter (possible Executive Session):

- Chairman Leatherman asked if a need to move into Executive Session was required. It was determined legal contract and property matters were to be discussed. Margie Bartles motioned to move into Executive Session. Brad Close seconded the motion. All were in favor and the motion passed. No action was taken in Executive Session.
- After coming out of Executive Session, Brad Close motioned to adopt the Corporate Resolution to create a subsidiary of the Eastern West Virginia Regional Airport Authority as presented. Maria Lorensen seconded the motion. All were in favor and the motion passed.
- Brad Close motioned for Nicolas Diehl to move as directed regarding the EAA Lease. Maria Lorensen seconded the motion. All were in favor and the motion passed.

Chairman Chip Leatherman motioned to adjourn the meeting.

The meeting adjourned at 7:30pm.