

Eastern WV Regional Airport Authority
ZOOM MEETING MINUTES, December 18th, 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		✓	
Executive Assistant	Megean Moon		✓	

Petitions of Citizens

None

Meeting called to order at 6PM by Chairman Leatherman

1st Agenda Item: Approval of November 20th, 2023, Meeting Minutes

- Jim Whitacre motioned to approve the minutes with advised revisions. Vice Chairman, Larry Dunn seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of November 2023 Budget Report

- CPA Charli Heilmann presented the November 2023 Budget Report. Larry Dunn motioned to approve the November 2023 Budget Report. Jim Whitacre seconded the motion. All were in favor and the motion passed.

3rd Agenda Item: Executive Director/ Staff Reports

- Staff and Director Reports presented by Nic Diehl

4th 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 property and legal matters were to be discussed. Larry Dunn motioned to move into Executive Session. Jim Whitacre seconded the motion. All were in favor and the motion passed. No action was taken in Executive Session.
- After coming out of Executive Session, Jim Whitacre motioned for Nic Diehl to move forward with the construction project, not to exceed \$25,000. Maria Lorensen seconded the motion. All were in favor and the motion passed.

Vice Chairman Larry Dunn motioned to adjourn the meeting.

The meeting adjourned at 7:15pm.